



**CITY OF NEW BEDFORD**  
**PARKS, RECREATION & BEACHES**  
 JONATHAN F. MITCHELL, MAYOR



**Facility Rental Application**

Visit: [www.NBPRB.com](http://www.NBPRB.com) for an online application.

Name of Applicant/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Renter Date of Birth: \_\_\_\_\_  
 Name of Person Responsible at this Event: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Rental description (attach additional sheets if needed):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Requested Facility:**

\_\_\_ Fort Taber Community Center  
     \_\_\_ Use Of Smart Board  
 \_\_\_ East Beach Parking Lot(s) – please select lot(s) below  
     \_\_\_ South Lot \_\_\_ Middle Lot \_\_\_ North Lot  
 \_\_\_ Buttonwood Community Center  
 \_\_\_ Brooklawn Community Center  
 \_\_\_ Hazelwood Community Center  
 \_\_\_ Low Tide Yacht Club  
 \_\_\_ Fort Taber Bathrooms  
 \_\_\_ Andrea McCoy Recreation Center (AMRC)\*  
     \_\_\_ Gymnasium \_\_\_ Stage \_\_\_ Multi-Purpose Room \_\_\_ Kitchenette \_\_\_ Computer Lab \_\_\_ Art/Crafts/Games Room

**Rental Information:**

Date: \_\_\_\_\_  
 Set up Time: \_\_\_\_\_  
 Event Start Time: \_\_\_\_\_  
 Event End Time: \_\_\_\_\_  
 Break Down End Time: \_\_\_\_\_  
 Approximate Number in Attendance: \_\_\_\_\_  
 Number of tables needed: \_\_\_\_\_  
 Number of chairs needed: \_\_\_\_\_

If you have any questions or need further assistance please call 508-961-3015 or email [info.prb@newbedford-ma.gov](mailto:info.prb@newbedford-ma.gov)

\*AMRC has a separate application for sport/fitness programs, please contact our department for more information.

[McCoyRecCenter.Info@newbedford-ma.gov](mailto:McCoyRecCenter.Info@newbedford-ma.gov)

**Alcohol**

Requests for alcohol must be approved by the Parks Recreation & Beaches Department and the New Bedford Licensing Board. If the service of alcohol is requested, the applicant must contact the Office of the Licensing Board immediately, for approval of a Section 14 Special One-Day License(s). Licensing Board Staff can be reached at (508)979-1457. ***(Anyone who is found to have alcohol at an event without approval may be deemed ineligible from any future rental of a city facility)***

Will there be any alcoholic beverages served at your event?  YES  NO

Deadlines for submitting Rental Applications are 30 days prior to the rental starting date. If the deadline is missed, you may have the option to expedite the rental process, pending availability. To expedite there may be a \$50.00 fee or you can adjust your starting date.

**If the 30-day deadline has passed:**

\_\_\_ I wish to expedite my application if the facility is available. I am aware I may be charged a \$50.00 expedite fee.  
 \_\_\_ I will adjust my starting date and **do not** wish to expedite my application.



**Facility Rental Fees**

Fees do not include additional set-up and breakdown time. You must pay for all the time that is needed in the building. Beach Parking Season begins May 15<sup>th</sup> and ends September 15<sup>th</sup>. All rentals are 3-hour minimums.

***Rental Rates***

<b>Facility</b>	<b>Resident (personal use)</b>	<b>Non-Resident (personal use)</b>	<b>Not for Profit Organization</b>	<b>For Profit Organization</b>
Fort Taber Comm. Center	\$150/hr.	\$200/hr.	\$200/hr.	\$250/hr.
Low Tide Yacht Club	\$125/hr.	\$175/hr.	\$175/hr.	\$200/hr.
Brooklawn Community Center	\$75/hr.	\$95/hr.	\$95/hr.	\$125/hr.
Buttonwood Community Center	\$75/hr.	\$95/hr.	\$95/hr.	\$125/hr.
AMRC Standard Rental*	\$75/hr.	\$95/hr.	\$100/hr.	\$125/hr.
All Other Facilities	\$75/hr.	\$95/hr.	\$95/hr.	\$125/hr.

\*Additional fees may be required for supplies and/or additional rooms, please ask for more details

**Waiver**

In consideration of this application and/or the right to participate in this agreement, I or my designated representative, release the City of New Bedford, its employees, agents, representatives, & other persons or organizations for whose conduct the City may be responsible from any & all liability, loss damage, costs, claims and/or causes of action, including but not limited to all bodily injury claims & property damage resulting from or arising out of the use of premises, facilities, or equipment of the City of New Bedford, and/or caused in any way by the City of New Bedford, its employees, agents, representatives, and other persons or organizations for whose conduct the City may be responsible. I have been informed of the policies, including the refund policy, if applicable. I fully understand this waiver & voluntarily accept its terms. I certify, under the penalties of the law, this information is correct. **By signing below, I admit having received and read the above and attached policies/rules/waivers regarding facility use of a city owned building.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_



## FACILITY USE POLICIES

### KEEP THE FOLLOWING PAGE FOR YOUR RECORDS

#### Liquor Policy

All events requesting alcohol must go before the Office of the Licensing Board, which is in City Hall, Room 206. All events with liquor requests, being single or multiple days and/or personal or private event must go through a step-by-step process that is required and cleared through the Office of the Licensing Board. **Liquor permit must be displayed at the event.** PRB, Park Board, or the Licensing Board may require a police detail for events serving liquor.

#### Catering and Cooking Regulations

There is no cooking at any of the Community/Recreation Centers. Kitchenettes (if operable) are allowed for use, but solely for warming food and storage. The City of New Bedford does not provide bussing staff or 'day-of-event' personnel, aside from a custodian who serves as the key holder on the day of the rental.

#### Cleaning Responsibilities

The renter is responsible for the restoring of the building to its prior original condition. No rental will leave without the cleaning of the building both inside & outside. Tables and chairs must be returned to an appropriate location which is directed by the staff on duty. All decorations/accessories must be removed & taken after the event. Trash must be put in appropriate bins/barrels. Recycling is mandated by the City of New Bedford. Please use the recycling containers provided. This must be done during your rental period. Failure to meet the standards of cleanliness required may be deemed ineligible from any future rental of a city facility. If the staff of duty must stay past the reserved time, the renter may be charged an additional fee.

#### Parking

Parking during the Non-Beach Parking Season is provided based on the availability of the public parking lots. Each Community/Recreation Center in the city has a parking lot. During the Non-Beach Parking Season, parking at the Fort Taber Community Center parking lot is included with the rental. During Beach Parking Season, Fort Taber Park is paid for parking either by seasonal or daily pass. If the renter chooses to do so, an additional fee of \$40/hr. may be added to the rental rate to ensure free parking for the event and its attendees in a lot designated by the Department for event parking. Parking at the venue may run into challenges depending on the day of rental when other events are in proximity. Please consult with the Parks Recreation & Beaches office if you have any parking concerns.

#### General Information

Every rental will be provided with one employee from the City of New Bedford. This employee will adhere to the times that have been permitted & instructed by their superiors. The employee on duty is not responsible for the flow or running of the event/rental. The employee on duty oversees the space & reserves the right to prohibit requests/actions based on their judgment & knowledge of the rules & regulations of the City of New Bedford & the Department of Parks Recreation & Beaches & any other department that is involved. The employee at any point can ask you to leave if you do not follow the rental agreement. Event organizers may need to file a special events application with the Department of Public Infrastructure as well. Please contact PRB with any questions. **Have your Facility Rental Application on site with you on the day of your rental as it is your key in the building. Please show this permit to the employee(s) when entering the building.**

#### Decorating

Decorations must be placed without any materials that could harm the building either interior or exterior. Absolutely no open flames on any city premises, including fireworks, unless approved by the Fire Department and Parks Recreation & Beaches departments. Decorating and set-up time is **NOT** included in the rental. The renter must pay for whatever time is needed to set up & prepare for their event. Also, they will take into consideration breakdown time as well. The use of any inflatable toy such as bounce house or ball pit will not be allowed indoors at any time. Any outdoor use must be approved by the Park Board 90 days prior to the rental. Please contact the office for additional information. **No helium balloons are allowed in parks or park buildings.**



## FACILITY USE POLICIES

### KEEP THE FOLLOWING PAGE FOR YOUR RECORDS

#### Outside Service Vendors

The Department of Parks Recreation & Beaches must have contact information for any outside vendors that will be involved in the event. All vendors must fill out an "Outside Service Provider/Vendor Form" form & agree with the rules & regulations set by the City of New Bedford & the department. These vendors should be made aware of the times reserved for set-up/take-down & the park rule/regulations. Please use 1 Outside Service Provider/Vendor Form per vendor. Failure to comply with any/all these rules could result in the renter being deemed ineligible for any future rental of a city facility. Additional copies can be emailed & are available online & at the Park Department. The city of New Bedford may require proof of insurance from these vendors as well.

#### Payment & Security Deposit

No Facility reservation will be held without payment, a 3-hour deposit must be given to hold a date for events in advance. Full payment must be made 30 days before the event. Times can be changed up to **30 Days before** the event. Payment must be made in the form of a check, money order, or credit card. Payments cannot be taken over the phone. Any credit transaction will be charged a convenience fee, and any returned checks are subjected to a \$25.00 fee or 1% of the check amount if the check is over \$2,500.00. Events may be required to obtain a Bond or property damage insurance. If the Park Board requires a bond/insurance, they will determine the amount for the bond/insurance. Bonds do not exceed \$5,000.00 and need to be received in the office no less than 30 days prior to the rental. ***All checks should be made payable to the City of New Bedford.***

#### Event Shut Down and Clean Up

Renters are responsible for the prompt departure of their guests. If guests, vendors, or anyone affiliated with the party remain in the building past the event's scheduled time of termination, the renter will be invoiced for the additional time. If the building is not cleaned or trash is left behind, you will not be allowed to rent a city facility in the future. The permit holder is responsible for the removal of any trash generated. All trash must be placed in proper receptacles. Dumping residential trash in any trash receptacles is not allowed. Recycling is **mandatory**.

#### Closings Due to Outside Circumstances

The City of New Bedford Parks, Recreation, and Beaches Department reserves the right to cancel, postpone, or suspend any event at any time for health and safety reasons. In addition, if weather conditions do not permit the use of facilities, PRB may cancel or postpone any event at any time. No economic consequences shall impact on the City of New Bedford due to such cancellations. PRB staff will work with the renter in advance to limit this occurrence and help with securing a new date if feasible based on availability.



**CITY OF NEW BEDFORD**  
**PARKS, RECREATION & BEACHES**  
*JONATHAN F. MITCHELL, MAYOR*



**CITY OF NEW BEDFORD**  
**PARK, RECREATION and BEACHES**  
**RULES & REGULATIONS**

Welcome. This beautiful public space is yours to enjoy for relaxation and recreation. Please respect others and keep our park clean. The Board of Park Commissioners of the City of New Bedford, by virtue of its authority, has set forth the following rules, regulations and requirements suitable for safe, reasonable, and orderly use of the parks. Violation of rules and regulations will result in the field use permit being revoked, removal/trespass order from the park, and potential fines governed by City ordinance.

1. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the premises.
2. Park use is not permitted between the hours of 10pm and 5am.
3. Climbing on any tree, statue, fence, railing or other inappropriate structure in any park is strictly prohibited.
4. Vandalism is not acceptable, do not write, deface, defile or otherwise damage any building, bridge, fence, statue, fountain seat or any other structure in any park. Do not deface any notices posted by the Park Board.
5. No pets, whether leashed or unleashed, shall cause a disturbance, destruction or come within 100 feet of any active recreation area located in a City Park. A leash or chain shall not exceed six feet in length. A recreational area, for the purpose of these regulations, is defined as an athletic field to include baseball, softball, soccer, basketball, tennis, football, splash pads, and play equipment units including swings, slides, etc.. This regulation does not apply at Captain Jack Peterson Dog Park.
6. Do not cut, break, or otherwise injure trees, shrubs, or any part thereof, do not cut, pluck or otherwise remove any blossoms from any plant, flower, or tree without prior Parks Recreation & Beaches department permission.
7. It is strictly prohibited to carry or discharge firearms, firecrackers, or fireworks; to sell or offer for sale any goods or wares; to have possession of any instrument of gambling or play any games of chance; to make any fire; to have for sale or otherwise any intoxicating liquors or beverages; to utter profane, threatening, or abusive language, or to accost, follow, or annoy any other park visitor.
8. Permit holders are only to use those fields specifically designated on the permit. There may be another group following yours, so it is essential that the field is vacated by the scheduled ending time. The reservation is for field use only. Field permits are issued "AS IS": bases, goals, balls and other equipment are not included in the permit. There is no subletting of any field or facility in the City of New Bedford.
9. Motorized vehicles may not be driven in excess of 10 mph or parked on turf areas, sidewalks, service driveways, or emergency zones. ATV, motor scooters, and dirt bikes are not allowed within any park, walking path or grass. Bicycles are allowed on regular roads and bike paths including ADA assisted devices.
10. All trash and recycling must be placed in proper receptacles. Dumping of residential trash in any park trash receptacles is not allowed and may result in a fine.
11. Do not take, disturb, or molest any bird or bird's nest, mammal, or any animal in the park.
12. Do not feed any wildlife at any park area or beach under the Park Board.
13. Do not lie or stand on any park seating, bench, or tables.
14. Unless permitted by the Park Board or Park Department you may not erect:
  - any booth
  - tent
  - stall
  - structure greater than 10x10to hawk, peddle or distribute literature of any type. Structures with closed in sides are not allowed.
15. No food or drink on artificial turf field facilities.
16. No striking or hitting golf balls in any park or playground and no swinging golf clubs.
17. The use of metal detectors is not allowed on park property or beach property.
18. There is no alcohol or tobacco consumption allowed in any park or beach, including parking lots.
19. Full responsibility and financial liability for any property damage will be assumed by the violating party.

**If you have any additional question, please contact the office at (508)961-3015 or**  
[info.prb@newbedford-ma.gov](mailto:info.prb@newbedford-ma.gov)



CITY OF NEW BEDFORD  
Parks, Recreation & Beaches  
Jonathan F. Mitchell, Mayor



## Outside Service Provider/Vendor Form

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor Type:

\_\_\_\_\_ Portable Restrooms \_\_\_\_\_ Caterer \_\_\_\_\_ Band \_\_\_\_\_ Bar Service

\_\_\_\_\_ Event Planner \_\_\_\_\_ Photographer \_\_\_\_\_ Tent Company \_\_\_\_\_ DJ

Other \_\_\_\_\_

I have read and understand the conditions governing the use of the facility and park rentals with the City of New Bedford and the Department of Parks Recreation & Beaches. My signature below acknowledges that I have read and understand the rules and expectations. Failure to comply with any or all these rules could result in Renter's loss.

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Vendor Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Organizer's Signature

\_\_\_\_\_  
Date

All outside service providers must fill out and submit an Outside Service Provider form upon contractual agreement with the renter and submit it to the Department of Parks Recreation & Beaches with the City of New Bedford. Vendors may also be required to show proof of insurance as well within 30 days of the event. If you have any questions, please contact our office at (508) 961-3015  
**PLEASE FEEL FREE TO DUPLICATE THIS PAGE AS NEEDED.**