



## Andrea McCoy Recreation Center Facility Rental Application & Agreement for Birthday Parties

*(must be submitted for approval at least 30 days prior to start date)*



MAYOR JON MITCHELL

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Renter Date of Birth: \_\_\_\_\_

Child Name: \_\_\_\_\_ Age Celebrating: \_\_\_\_\_

Person Responsible at this Event on Site: \_\_\_\_\_ Phone: \_\_\_\_\_

### RESERVATION REQUEST & AGREEMENT

Requested Date:	Requested Time: <input type="checkbox"/> Sat: 3:00-6:00pm <input type="checkbox"/> Sat: 6:00-9:00pm <input type="checkbox"/> Sun: 12:00-3:00pm <input type="checkbox"/> Sun: 3:00-6:00pm <input type="checkbox"/> Other:	Desired Amenities:	Resident Fees:	Non-Resident Fees:
		<input type="checkbox"/> Gym/Stage/Kitchenette	\$60/hr	\$90/hr
		<input type="checkbox"/> Conference Room/Kitchenette	\$60/hr	\$90/hr
		<input type="checkbox"/> Gym/Stage/Conference Room/Kitchenette	\$120/hr	\$180/hr
<b>Set Up Time:</b>		<b>Rental Fees:</b> Rate does not include additional set-up and breakdown time. You must pay for all time that is needed in the building. All rentals are 3 hour minimums.		
<b>Start Time:</b>				
<b>Finish Time:</b>				
<b>Clean Up End Time:</b>				

**If the 30 day deadline has passed:**  Expedite my application (\$50 fee);  Do not expedite I will request a new date with 30-days notice

- Please describe your Party Activities (Use additional sheets if needed): \_\_\_\_\_
- Total Guests (Children & Adults): \_\_\_\_\_; # of Tables Needed: \_\_\_\_\_; # of Chairs Needed: \_\_\_\_\_
- I secured an outside service provider (ex: clown; DJ; princess): \_\_Yes \_\_No If Yes, complete OSP Form in this packet
- I have received and read the attached rules regarding facility use of a city owned building. \_\_\_\_\_(Initials)
- I am a New Bedford Resident \_\_Yes \_\_No; I understand I must provide proof of residency. \_\_\_\_\_(Initials)

\*\*I have received and read and agree to abide by the attached rules and policies regarding facility use of a city owned building.

Printed Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Andrea McCoy Recreation Center - Facility Use Policies

1. **Deadlines for submitting Facility Rental Applications are 30-days prior to the rental starting date.** If the deadline is missed you have the option to expedite the rental process (pending availability) for a fee of \$50 or you can adjust your starting date.
2. **To be eligible for Resident Fees, applicants must provide proof of residency.** Items include but are not limited to a valid driver's license or current utility or tax bill showing your name and address.
3. **No Facility reservation will be held without payment in full.** Payment for use of this facility must be received no later than 30 days approval or 2 weeks prior to use, whichever occurs first, according to the fees outlined on the reverse.
4. **A processing fee of \$50 will be held on any cancelations requesting a refund.**
5. The designated "Person Responsible at this event on site" must:
  - Be on site at all times during the rental for guests to have access to the facility.
  - Maintain order among the attendees at this event in and around the Facility and it's grounds;
  - Remove all trash from the Facility at the conclusion of the event
  - Assure the Facility's buildings/grounds are clean & restored to arrival condition prior to leaving.
  - Wait with guests until all have departed.
6. The Facility's tables and chairs may be repositioned but must be returned to their original set up prior to leaving. Balloons are not allowed. **Cooking, Grilling, or preparing food is not allowed in the Kitchenette Facility.**
7. No alcoholic beverages are allowed, shall be served, sold, advertised, or exhibited in the facility without the express written permission of the Park Board, the Department and the New Bedford Licensing Board.
8. Nothing shall be advertised for, sold from, or exhibited in this Facility without the express written permission of the Parks, Recreation, and Beaches Department.
9. The applicant individual and/or organization granted approval to use the Facility assumes responsibility for any accidents resulting in physical harm to persons or property during said use, and herewith releases and holds harmless the City of New Bedford, its employees and agents from such liability.
10. Special events permits may be requested for some rentals.
11. Rate does not include additional set-up and breakdown time and costs. You must pay for all time that is needed in the building. Please contact the Parks, Recreation, & Beaches office with any questions, requests, or special adjustments on a case by case basis.
12. Technical properties (radios, DJ equipment, lights, sound equipment etc.) may be brought to the McCoy Rec Center for events by the individual or organization sponsoring the special event. The City of New Bedford takes no responsibility for the care, protection, storage, use, set-up or takedown of this equipment. All use and liability for personal or leased equipment is the sole responsibility of the individual or organization. The use of such equipment must be cleared in advance with the McCoy Rec Center and the City of New Bedford reserves the right to cancel, alter, or stop any event if the equipment is deemed inappropriate for any reason whatsoever by the McCoy Rec Center staff on duty. Said cancellation, alteration, or stopping of the event will not have any negative economic consequences to the City of New Bedford.
13. The McCoy Rec Center reserves the right to cancel any event at any time for health and safety reasons. In addition, if weather conditions do not permit the use of facilities for daily programs, the McCoy Rec Center may cancel any event. No economic consequences shall impact the City of New Bedford due to such cancellations. Up to the minute information concerning events or weather cancellations can be found on our Facebook page at:  
[www.facebook.com/NBParksRecreationBeaches](http://www.facebook.com/NBParksRecreationBeaches)
14. The City of New Bedford makes no guarantee of heat or air-conditioning. Every effort shall be made to provide a suitable temperature in all facilities, but no guarantee is implied or intended by the McCoy Rec Center. There shall be no economic consequences to the City of New Bedford if an event is cancelled, altered, moved, or ended early because of temperature.
15. All organizations at the McCoy Rec Center will be solely responsible for any emergency bill generated by security, fire, ambulance, or any other agency connected with the event. The City of New Bedford shall not be responsible to indemnify any second party individuals or organizations that work for an event.
16. I understand I must create an online account and become a member of the Andrea McCoy Recreation Center.

\*\*I have received and read and agree to abide by the attached rules and policies regarding facility use of a city owned building.

Printed Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Facility Rental Application & Agreement for Birthday Parties**

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**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, and other persons or organizations for whose conduct the City may be responsible from any and all liability, loss damage, costs, claims and/or causes of action, including but not limited to all bodily injury claims and 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 and voluntarily accept its terms. I certify, under the penalties of law, this information is correct.

\*\*I have received and read and agree to abide by the attached rules and policies regarding facility use of a city owned building.

Printed Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Liquor Policy**

No alcoholic beverages are allowed, shall be served, sold, advertised, or exhibited in the facility without the express written permission of the Park Board, the Department and the New Bedford Licensing Board.

**Catering and Cooking Regulations**

There is no cooking at the Andrea McCoy Recreation Center. The Kitchenette (if operable) is allowed for use but solely for storing & refrigerating food. The City of New Bedford and the facility rentals do not have any bussing of tables or day of event staff other than a custodian who is the key holder the day of the event rental. The custodian is solely responsible for the building supervision.

**Cleaning Responsibilities**

The renter is responsible for the restoring of the building to its prior original condition. No party will leave without the cleaning of the building both inside and outside. Tables and chairs must be returned to appropriate location (directed by the custodian on duty). All decorations and accessories must be removed and taken after event. Trash must be put in appropriate bags and put into dumpster which is located outside of the building. Recycling is mandated by the City of New Bedford. Please use recycling containers provided.

**Parking**

Parking is available in the Hillman St. Parking lot across from the Andrea McCoy Recreation Center.

**General Information**

Every rental will be provided one employee from the City of New Bedford. This employee will adhere to the times that have been permitted and instructed by his/her superiors. The custodian/employee on duty is not responsible for the flow or running of the event/rental. The custodian/employee on duty is in charge of the space and reserves the right to prohibit requests/actions based on his or her judgment and knowledge of the rules and regulations of the City of New Bedford and the Department of Parks Recreation & Beaches and any other department that is involved.

**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. **Silly string, confetti, helium balloons, and other similar party favors are prohibited.** 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.

**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" form and agree with the rules and regulations set by the City of New Bedford and the Department. These vendors should be made aware of the times reserved for set up and take down and also the park regulations as well. Please use 1 form per vendor. Failure to comply with any or all these rules could result in the renter's loss of the security deposit or bond. Additional copies can be emailed and are available online and at the Park Department. City of New Bedford may require proof of insurance from these vendors as well.

**Payment & Security Deposit**

Payment is due in full once your reservation is approved. Times can be changed up to **30 Days** before the event. Payment must be made in the form of check, money order, or credit card. 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 \$2500.00. Events may be required to obtain a Bond or property damage insurance. If the Park Board requires a bond, they will determine the amount for bond. Bonds do not exceed \$5000.00 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, vendors, or anyone affiliated with the function.

**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 the City of New Bedford due to such cancellations. PRB staff will work with the rental in advance to limit this occurrence and also help with securing a new date if feasible based on availability.

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Printed Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of New Bedford Rules and Regulations for City Parks, Playgrounds, and Beaches**

The McCoy Recreation Center is yours to enjoy for relaxation & recreation. Please respect others and keep our building clean.

**Prohibited activities:**

- Use of or possession of alcohol or illegal drugs
- Use of vulgar or threatening language
- Operation of unauthorized vehicles on park property
- Dumping or littering
- Vandalism of building & surrounding grounds
- Unleashed animals or any animal within 100 ft of a recreational area
- Fires, fireworks, or firearms of any kind
- Smoking
- Performances, solicitations, or commercial activity without license from Parks, Recreation & Beaches
- Use of the building after it is closed
- Skateboarding except where indicated
- Sleeping

The Board of Park Commissioners of the City of New Bedford

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Printed Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF NEW BEDFORD

Parks, Recreation & Beaches

Jonathan F. Mitchell, Mayor



**Outside Vendor Form (for DJ's, Clowns, Magician's etc. )**

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

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

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

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

\_\_\_\_\_

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

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

Vendor Type (please circle one)

Caterer

Band

DJ

Event Planner

Photographer

Other \_\_\_\_\_

I have read and understood 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 of these rules could result in the Renter's loss of their security deposit or bond.

\_\_\_\_\_  
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. Vendor 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!!!!