

WILBRAHAM NATURE & CULTURAL CENTER (WNCC)
FOUNTAIN PARK EVENT APPLICATION
WWW.EXPLOREFOUNTAINPARK.COM

All groups or individuals (over 21 years of age) planning to hold an activity at Fountain Park (FP) must complete this application and accompanying Usage Agreement and submit to the WNCC. **Receipt of application by the Wilbraham Nature & Cultural Center is a request and does not automatically constitute a reservation.** Events requiring special permits/licenses must be submitted to and picked up at the Town Office Building, 240 Springfield St, Wilbraham, MA. These permits/licenses, when necessary, will complete the application process.

RENTAL INFORMATION

Date of Event: _____ Day of the Week _____ Time _____

Type of Event _____ Number Attending: _____

of days needed for setup and breakdown of equipment, etc., _____

APPLICANT INFORMATION

Name of Applicant _____

Phone _____ Cell _____

Email _____ (required)

Address _____

OR

Name of Group/Organization _____

Name of Person In Charge of Event _____

Phone _____ Cell _____

Email _____ (required)

Address _____

___ Private Individual ___ Business ___ Non-Profit ___ Other _____

Fountain Park Area Requested

___ Red Barn (no restrooms)

___ Carriage House Meadows (grass areas adjacent to Red Barn)

___ Gazebo/Gazebo Green

___ Peach Bowl (grass area which abuts Tinkham Rd)

___ Founders Park (grass park where the Oak lives/dedication stone)

___ All Other (please be specific)

Will alcohol be served?	Yes	No	
Will alcohol be sold?	Yes	No	
Will food be served?	Yes	No	(see list of preferred caterers)
Will there be music?	Yes	No	DJ _____ Band _____
Will there be any entertainment?	Yes	No	What type _____
Will there be an admission fee?	Yes	No	
Will you be using a tent?	Yes	No	(see list of preferred vendors)

Please list additional event equipment _____

RELEASE & INDEMNIFICATION AGREEMENT

The applicant /person in charge is responsible for any damage, loss, accident or injury to persons or property resulting from the use of the WNCC facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures, or any part of the facility. Any violation of the WNCC Rules, found in the Use Agreement, may result in denial of further permits. In case of damage to facility, financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the Use Agreement included in this packet concerning use of FP facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facilities by the applicant.

In consideration of our organization/family using WNCC property, we agree for ourselves and our organization/family to hold harmless and not to sue the WNCC, servants, agents, employees, officers, officials, representatives, insurers, and/or assignees for any injuries or property damage we may suffer or incur while utilizing or going to or from Fountain Park facilities. I understand we/our organization is responsible for leaving the facility clean and orderly or we/our organization will forfeit all or a portion of the \$500.00 security deposit and may be responsible for any additional cleaning or repair deemed necessary as a result of our family/organization causing damage to the Fountain Park facilities.

Furthermore, I hereby agree that WNCC, its employees or officers, may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail. Renter is responsible for individuals who arrive and gain entrance to facility prior to contracted time to begin setup. Individuals arriving before scheduled entry have approval from renter and that time will be billed at the overtime rate since it has not been pre-paid.

Signature

Date