

Mailing address for **checks only**: WNCC, PO Box 874, Wilbraham, MA. 01095

All groups or individuals (over 21 years of age) planning to hold an activity at Fountain Park must complete this application and the Rental Agreement and submit it to the Event Coordinator. **Receipt of this Special Event Form, the Rental Agreement, and the \$300 security deposit** to the **Special Event Coordinator** will then **constitute a booking**. This form must be **emailed** to the Special Event Coordinator as soon as possible. A confirmation email will be sent to you with more event details, and a plan will be developed to decide on the table and chair setup if using the Red Barn. For questions: email **Special Event Coordinator, Nan Lingenfelter** nlingenfelter@charter.net; call **413-883-6492**. If **mailing** instead of emailing, mail forms to Nan Lingenfelter, 8 McIntosh Drive, Wilbraham, MA 01095. Events that **sell alcohol** or have a **food truck** require a **special permit/license** that must be submitted online to the Town Office Building, 240 Springfield Street, Wilbraham, MA by the applicant or caterer at least **two months prior** to your event. These permits/licenses, when necessary, will complete the application process. Please have guests **park** in the parking lot; **not** on any grass area. Fountain Park is an all-volunteer park. We will work hard to have the park look great.

Date of Event: _____ Day _____ **Time** Duration _____

Setup Day _____ Breakdown Day _____ Time Event Starts _____

Type of Event _____ Estimated Number Attending: _____

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/Equipment Requested

Payment: A non-refundable \$300 deposit check is due with submission of this form. Payment for your event (security check and event payment minus the \$300) is due two weeks prior to your event.

Make checks payable to **WNCC**. Send to PO Box 874, Wilbraham, MA 01095

Note: The Red Barn does not have bathrooms, sink, or running water.

Luxury Bathroom Trailer: Special Events _____ **\$300**; _____ wedding **\$500**
[Luxury Bathroom is not available from November 15 to March 15 due to water shutoff.]

OR _____ Guests use the free Handicap Sani-Can.

Red Barn Cost: _____ Weekday events **\$450**; _____ Friday, Saturday, Sunday **\$700**

This includes tables, chairs, sound system, and projector.

Gazebo Rental only **\$100**

The Red Barn can **accommodate** the following:

200 people **without** tables, chairs, music, or beverage table;

150 people with chairs, but **not tables**, music, or beverage table;

95 people with tables, chairs, food and beverage tables.

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	
Additional 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 the denial of further permits. In case of damage to the 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 the use of FP facilities and agree to comply with it. 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 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 the facility prior to the contracted time to begin setup.

Signature

Date

Fountain Park 883 Tinkham Road, Wilbraham, Massachusetts 01095

Mailing Address: PO Box 874 Wilbraham, Massachusetts 01095

WILBRAHAM NATURE & CULTURAL CENTER (WNCC)