

# FOUNTAIN PARK **WEDDING** APPLICATION

WWW.EXPLOREFOUNTAINPARK.COM

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

All groups or individuals (over 21 years of age) planning to hold a wedding at Fountain Park must complete this application and the Rental Agreement and submit it to the Event Coordinator. **Receipt of this Special Event Form** and the **Rental Agreement** and a \$300 non-refundable deposit check 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 set up if using the Red Barn. For questions: email **Special Event Coordinator, Nan Lingenfelter** [nlingenfelter@charter.net](mailto:nlingenfelter@charter.net); call **413-883-6492**. If **mailing** instead of emailing, mail forms to Nan Lingenfelter 8 McIntosh Drive, Wilbraham, MA 01095. Weddings 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 **six weeks 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.

Date of event: \_\_\_\_\_ Day \_\_\_\_\_ Time Duration \_\_\_\_\_

Setup day \_\_\_\_\_ Breakdown day \_\_\_\_\_ Time wedding starts \_\_\_\_\_

Estimated number attending the wedding \_\_\_\_\_

Name of both people getting married:

1. \_\_\_\_\_ Cell Phone \_\_\_\_\_

2. \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email

1. \_\_\_\_\_

2. \_\_\_\_\_

Address

1. \_\_\_\_\_

2. \_\_\_\_\_

Name of person in charge of the wedding (wedding coordinator/ decorator)

\_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Rehearsal time the day before the wedding \_\_\_\_\_

Caterer \_\_\_\_\_

Fountain Park has 150 chairs and

## Fountain Park Wedding Equipment Requested

Fountain Park is an all-volunteer park.

**Checks** are 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:** \_\_\_\$500

[Luxury Bathroom is not from November 15 to March 15 due to water shutoff.]

**OR** \_\_\_\_\_ Guests use the free Sani-Can.

### Wedding & Reception at Fountain Park:

[Two days to decorate and one day to break down]

Costs: **\$1,500**

\_\_\_\_\_ Tables/Chairs, Sound System, and Projector

\_\_\_\_\_ Carriage House Meadows (grass areas adjacent to Red Barn)

\_\_\_\_\_ Gazebo / Concert Lawn

\_\_\_\_\_ Other Fields

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

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

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

95 people with tables and chairs.

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)

Additional equipment \_\_\_\_\_

\* 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 **six weeks prior** to your event. These permits/licenses, when necessary, will complete the application process.

**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 Fountain Park 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 that 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. Individuals arriving before the scheduled entry have approval from the renter and that time will be billed at the overtime rate since it has not been pre-paid.

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Signature

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Date

Fountain Park 883 Tinkham Road, Wilbraham, Massachusetts 01095

**WILBRAHAM NATURE & CULTURAL CENTER (WNCC)**

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