



## Controy Pavilion Located on Beautiful Onota Lake in Pittsfield, Ma.

### Application for Use of Controy Pavilion

**Instructions:** The two-page application form should be filled out and returned along with the Certificate of Insurance to Buildings & Grounds Maintenance Department, 81 Hawthorne Ave., Pittsfield, Ma 01201. Upon approval, the signed white copy will be returned to the applicant. A copy of the signed approved application should be in possession of the individual using the facility. If you have any questions or need additional information contact: (413)499-9476 (Fax)499-5521 or Email at [build.maint@pittsfieldch.com](mailto:build.maint@pittsfieldch.com)

*Please Print:*

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#### Part I:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Organization:

Mailing Address:

Email :

Contact Person:

Contact Phone #:

If the activity must be cancelled by this department, who should be contacted? ( If different than above?)

Name:

Telephone:

Fax:

*Check all that apply*

Type of Organization: Youth/Civic  Non – Profit  For Profit  Individual  Business

Resident –  Non-Resident  Government – City  State  Federal

Type of Activity:

Date(s) Requested:

Time Requested :

AM  PM

Facilities needed:

Pavilion only

Pavilion & Kitchen

Heat ( Sept 15 – May 31)

If *Other*, please specify:

Total attendance expected -

No. Chaperones if Youth Group

Open to the Public -  Yes  No

Admission Charged? Yes  No

**Is organization an agency of the Pittsfield, State or Federal Government? Yes  No**

**If No, a Certificate of Insurance must be filed with the Building & Grounds Maintenance Department.**

- Note: Insurance must have minimum limits of \$500,000 per occurrence with a \$1,000,000 aggregate for general liability (covering bodily injury and property damage combined, and personal injury). Certificate must list the City of Pittsfield as an additional insured.**



**Controy Pavilion, Located on Beautiful Onota Lake in Pittsfield, Ma.**

## **Application for Use of Controy Pavilion**

**It is understood:**

- 1) The user is solely responsible for the fulfillment of the policies as set forth by the Buildings & Grounds Maintenance Department and the City of Pittsfield.
- 2) Rental Fee(s) total is an estimate based on information given prior to the use of the facility.
- 3) Additional charges may result after the use of the facilities.
- 4) All fees are to be made at the time of reservations.
- 5) Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the renting group or organization. The renting group or organization will be billed for any repairs needed to restore the facility and/or equipment to its original state.

I have provided a Certificate of Insurance as required: Yes  No

I received and read the Policies for Use of Controy Pavilion: Yes  No

I have received and read the Fee Schedule: Yes  No

I have received, signed and understand the License Agreement to Use City Property: Yes  No

I have received, read and signed the Release/Hold Harmless Agreement: Yes  No

I have received, read and signed the Permit Application for use of Alcohol if applicable: Yes  No

***Upon signing this document, I accept responsibility for fee(s), supervision, damage and compliance with the policy and addendums relating to the use as established by the City of Pittsfield.***

**Date:**

**Signature of Applicant:**

**Note: The use of this facility is subject to the existing policies, addendums and fee schedules as established by the City of Pittsfield.**

***Note: Checks should be made payable to : City of Pittsfield      Personal checks will not be accepted  
Bank checks, money orders or cash only!***

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**Part II: Director of Facilities**

Approved: Yes  No  Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Part III: Office Manager**

Certificate of Insurance on File in Office: Yes  No

Release/Hold Harmless on File in Office: Yes  No

License Agreement on file in Office: Yes  No

Application for use of Alcoholic Beverages on File in Office (if applicable): Yes  No

Approved: Yes  No  Signature: \_\_\_\_\_ Date: \_\_\_\_\_