

POLICIES FOR USE OF WAHCONAH PARK

All renters/event organizers agree to abide by all the rules and regulations pertaining to the use of Wahconah Park as listed below:

Special Events Checklist It is highly recommended that a copy of the Special Event Checklist be obtained from the City Clerks office for review prior to scheduling of any event.

Scheduling of Reservation: Park Commission approval is required (at least 30 days prior) for all events at Wahconah Park. No reservation will be made **without** prior Park Commission approval.

A request must be presented in writing to the Park Commission and approved at a regularly scheduled meeting. Organizers must be present at the meeting. Event organizers are encouraged to meet with the Director of Buildings and Grounds Maintenance for the purpose of pre-event planning, prior to any communication with the Park Commission to discuss the event details.

No reservation will be taken without full payment (including security deposit) being made.

Payment by cash, money order or bank check (payable to the City of Pittsfield) only

Fees* See Exhibit A Fee Schedule. Payment to be made at time of reservation

Release Hold/Harmless Agreement All event organizers must complete and sign the city's Release/Hold Harmless Agreement

License Agreement All event organizers must complete and sign the city's standard License Agreement to Use City Property

Security Deposit Payment to be made at time of reservation. Payment shall be in the form of a cash, bank check or money order made out to cash. No other form of payment will be accepted
No security deposit will be returned until it has been determined that the facility is clean and returned to its pre event condition. Deposit will be issued following the event date, typically within 4-6 weeks.

Insurance An Insurance rider in the amount of \$500.00 per occurrence with a \$1,000,000 aggregate is required.
The City of Pittsfield **MUST** be named an additional insured.
The Insurance Certificate must be received by the Maintenance Department at the time of booking.

Cancellation

If you need to cancel your reservation, please notify the Building & Grounds Maintenance Department as soon as possible and a refund will be issued. No refund will be issued for cancellations called in **less than 7 days prior** to reservation event.

Licenses / Permits required

Entertainment License

Outdoor concerts, carnivals, circus, fairs, etc., require permit from Licensing Board.

Alcoholic beverages served or sold require license from Licensing Board

Raffle

A Permit good for one year is required from Licensing Board for any raffle.

Sales/Concessions

A permit is required from the Licensing Board for planned sales or concessions. Fees are waived for non-profit organizations; however proof of non-profit status may be required.

Tents

Events that gather people outside in a tent or other structures that cover an area in excess of 120 square feet, including all connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of ten or more persons will be required to obtain a permit from the Building Inspection Department.

Organizers are encouraged to have the tent rental company secure necessary tent permits.

All tents, regardless of size, must be properly secured or weighted. Stakes cannot be used on any blacktop area or on the playing field, weights ONLY.

Pre-event set-up

Pre-event set up must be considered during the pre-event planning phase. Any pre-event set up needs must be discussed during the pre-event meeting. There may be additional fees associated with pre-event set up needs (additional power supply, snow fencing etc.) See Fees exhibit A

Post event clean up of the Facility

For all events, post clean up is the responsibility of the event organizer. This includes bathrooms, grandstands, field, under bleachers parking lot etc. All trash must be put in plastic bags for removal.

Trash removal

Non-Profits – For events of 500 persons or less, the City's Buildings and Grounds personnel will remove all bagged

trash. For events of 500 or more persons it is the events organizers responsibility to remove all trash from the facility.

For Profits – All trash removal is the responsibility of the event organizers.

If these tasks are not completed, you risk losing your security deposit.

Parking Plan

No parking plan is required for minor events. Major events may require a parking plan at the discretion of the Chief of Police.

Concessions

If a food concession is part of any event at the park, Health Department permits may be required. These permits must be secured by the event organizer and presented to the Director of Buildings & Grounds Maintenance 21 days prior to the event. If a beer/ wine concession is part of an event, a “permit to serve” must be obtained through the City Clerks office and presented to the Director of Buildings & Grounds Maintenance 21 days prior to the event. Park concession facilities may not be available.

Alcohol will not be permitted at any Youth, High School or College sponsored events.

Restrooms

All major events must obtain one portable restroom facility for every additional 250 patrons over 2000. (i.e. 2250 -1, 2500 – 2, 3000 – 4, etc.) The placement of the portable facilities will be determined during the pre – event planning phase.

Safety /Security Plan

No safety/security plan is required for minor events. Major events may require a safety/security plan at the discretion of the police and Fire Chiefs.