



**PARK EXCLUSIVE USE APPLICATION**

Name of Organization: \_\_\_\_\_  
Name of Person Responsible at this Event: \_\_\_\_\_ Phone: \_\_\_\_\_  
Alternant Phone: \_\_\_\_\_ Organization Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Renter Date of Birth: \_\_\_\_\_  
Approximate Number in Attendance: \_\_\_\_\_ Description of event/program/activity: \_\_\_\_\_

Park Name: \_\_\_\_\_  
Park Area: \_\_\_\_\_ (Please consult with PRB on Area Location)

Event Type (check one)  City of New Bedford Resident  Non-resident  NOT FOR PROFIT  FOR PROFIT  
Is this event open to the general public?  YES  NO

Is this event free of charge?  YES  NO\* \*How much does it cost to attend/participate in this event? \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Set up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Break Down End Time: \_\_\_\_\_

Please check if any of the below pertains to your event. Please fill out the Outside Service Provider form enclosed with this application for all that apply. Anything checked off below may require Park Board approval and/or a Special Event Application to be filled out with DPI. Park Board approval must be received 90 days prior to the event date. Events may require a certificate of insurance, CORI Verification, a custodian, & a police detail. YOU MAY BE REQUIRED TO FILE A SPECIAL EVENT APPLICATION WITH DPI AS WELL WITH THIS RENTAL. Please contact [info.prb@newbedford-ma.gov](mailto:info.prb@newbedford-ma.gov) with any questions.

Tent(s)  Catering Service  Portable Restroom(s)  Stage(s)  Inflatable(s)  Cooking/Grilling

Event is a fundraising event  Event charges an attendance/participation fee  Items will be sold at event

Other \_\_\_\_\_

Special Event Permit Application has been filed with the Department of Public Infrastructure  YES  NO

**Alcohol**

**Alcohol is prohibited in all New Bedford Parks. Requests for alcohol must be approved by the Parks Recreation & Beaches Department, the Park Board and the New Bedford Licensing Board.**

**Anyone who is found to have alcohol at an event without approval may be deemed ineligible from any future rental of a city park and/or facility**

Will there be any alcoholic beverages served at your event?  YES  NO

**If the service of alcohol is requested, the applicant must contact the Office of the Licensing Board immediately, for approval of a Section 14 Special One-Day License (s). Licensing Board Staff can be reached at (508)-979-1457**

\*\*Deadlines for submitting Rental Applications are 30 days prior to the rental starting date. If the deadline is missed, you may have the option to expedite the rental process, pending availability. To expedite there may be a \$50.00 fee or you can adjust your starting date. \*\*

# CITY OF NEW BEDFORD PARK, RECREATION and BEACHES RULES & REGULATIONS

This beautiful public space is yours to enjoy for relaxation & recreation. Please respect others & help keep it clean. The Board of Park Commissioners of the City of New Bedford, by virtue of its authority, has set forth the following rules, regulations, and requirements suitable for safe, reasonable, and orderly use of the parks. Violation of rules/regulations may result in the permit being revoked and potential fines governed by City ordinance. Any person(s) violating the established Rules/Regulations or constituting a public nuisance may be required to leave the premises. This beautiful public space is yours to enjoy for relaxation and recreation. Please respect others and keep our park clean.

## Prohibited activities:

- Use of or possession of alcohol or illegal drugs
- Use of vulgar or threatening language
- Operation of unauthorized vehicles on park property
- Parking or driving on the lawn
- Bicycles on the lawn
- Dumping or littering
- Vandalism of a tree, plant, or park structure
- Unleashed animals or any animal within 100 ft of a recreational area
- Fires, candles, fireworks, or firearms of any kind
- Grilling/Cooking except where indicated (Only Fort Taber and Hazelwood Park have designated areas)
- Feeding birds or wildlife
- Disturbing any birds/wildlife including habitats such as nests
- Use of metal detectors without a permit
- Golfing
- Smoking
- Performances, solicitations, or commercial activity without license from Parks, Recreation & Beaches
- Use of the facility/park after it is closed without proper permission
- Skateboarding except where indicated
- Sleeping
- Balloons

## Park Use Policies

1. No alcoholic beverages shall be served, sold, advertised, or exhibited in the park without the express written permission of the Park Board, the Department, and the New Bedford Licensing Board.
2. Nothing shall be advertised for, sold from, admission charge or fundraising, or exhibited in this park without the expressed written permission of the Park Board and the Department.
3. The designated "Person Responsible at this event" at the park shall be responsible for maintaining order among the attendees at this event. This person will be the contact person if a problem should arise during the event. This person will be held responsible for making certain the park is clean & restored to arrival condition prior to leaving.
4. The applicant individual and/or organization granted approval to use the park area assumes responsibility for any accidents resulting in physical harm to persons or property during said use, and here with releases and holds harmless the City of New Bedford, its employees, agents from such liability. The City of New Bedford may request insurance or bond from the renter.
5. No reservation will be held without payment. Reservations are on a first come first served basis. A 3-hour deposit must be given to hold a date for events in advance. Full payment must be made 30 days before the event. **Time changes to your reservation must be made 30 days prior to the reservation.** The Park Department does have the right to invoice for any additional time that is not written on the permit.

6. All cancellations on behalf of the renter should be made no later than 48 hours (2 business days) prior to the rental. If the rental is cancelled less than 48 hours (2 business days), we cannot guarantee a refund to be made. **A processing fee of \$50 will be held on any cancelations requesting a refund.** Refund can take up to 4 to 8 weeks.
7. Balloons are not allowed. **Cooking/grilling is not allowed.** If you would like to grill, please contact our office. The city of New Bedford has a few parks with designated grilling areas.
8. The use of any inflatable toy such as bounce house or ball pit will not be allowed at any time. Any inflatable use must be approved by the Park Board **90 days prior** to the rental.
9. Deadlines for submitting Rental Applications are 30 days prior to the rental starting date. If the deadline is missed, you may have the option to expedite the rental process, pending availability. To expedite there may be a \$50.00 fee or you can adjust your starting date.

### Park Use Fees

The peak period begins May 15<sup>th</sup> and ends September 15<sup>th</sup>. There is a three-hour minimum for park use permitting. The rate does not include additional set-up and breakdown times and costs. You must pay for all the time that you will be using the area. Please contact the Parks, Recreation, & Beaches office with any questions, requests, or special adjustments on a case-by-case basis. The city of New Bedford has the right to invoice the renter for any additional time.

### Non-Peak Period

Park per area*	Resident (personal use)	Non-Resident (personal use)	Not for Profit	For Profit
Fort Taber Park <i>4 park areas avail.</i>	\$50/hr.	\$80/hr.	\$80/hr.	\$100/hr.
Brooklawn Park <i>1 park area avail.</i>	\$40/hr.	\$80/hr.	\$80/hr.	\$100/hr.
Buttonwood Park <i>4 park areas avail.</i>	\$40/hr.	\$80/hr.	\$80/hr.	\$100/hr.
All other <i>Per park area</i>	\$40/hr.	\$80/hr.	\$80/hr.	\$100/hr.

### Peak Period

Park per area*	Resident (personal use)	Non-Resident (personal use)	Not for Profit	For Profit
Fort Taber Park <i>4 park areas avail.</i>	\$60/hr.	\$90/hr.	\$90/hr.	\$120/hr.
Brooklawn Park <i>1 park area avail.</i>	\$50/hr.	\$80/hr.	\$80/hr.	\$120/hr.
Buttonwood Park <i>4 park areas avail.</i>	\$50/hr.	\$80/hr.	\$80/hr.	\$120/hr.
All other <i>Per park area</i>	\$50/hr.	\$80/hr.	\$80/hr.	\$120/hr.

**Additional City of New Bedford Parks:** Hazelwood Park, Custom House Square, Marine Park at Pope’s Island, Clasky Common Park, Gomes School Park, Ashley Park, Harrington Park, West Beach & East Beach. If the park you would like to use if not listed above, please contact the office at (508) 961-3015 or [info.prb@newbedford-ma.gov](mailto:info.prb@newbedford-ma.gov)

## WAIVER

In consideration of this application and/or the right to participate in this agreement, I or my designated representative, release the City of New Bedford, its employees, agents, representatives, and other persons or organizations for whose conduct the City may be responsible from any and all liability, loss damage, costs, claims and/or causes of action, including but not limited to all bodily injury claims and property damage resulting from or arising out of the use of premises, facilities, or equipment of the City of New Bedford, and/or caused in any way by the City of New Bedford, its employees, agents, representatives, and other persons or organizations for whose conduct the City may be responsible. I have been informed of the policies, including the refund policy, if applicable. I fully understand this waiver and voluntarily accept its terms. I certify, under the penalties of law, this information is correct.

By signing below, I am admitting having received and read the above and attached policies/rules/waiver regarding use of a city owned park.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

**If the 30-day deadline has passed:**

- I wish to expedite my application if the facility is available. I am aware I may be charged a \$50.00 expedite fee.
- I will adjust my starting date and **do not** wish to expedite my application.

### Rental Application Checklist

- ✓ Payment for facility rental
- ✓ Please make checks payable to City of New Bedford, please include in the "memo" section date of event and name of facility.
- ✓ Bounced checks/credit card transaction will be charged \$25 or 1% over \$2,500.00.

## PLEASE KEEP THE FOLLOWING PAGES FOR YOUR REFERENCE

YOU MAY BE REQUIRED TO FILE A SPECIAL EVENT APPLICATION WITH THE DEPARTMENT OF PUBLIC INFRASTRUCTURE AS WELL WITH THIS RENTAL APPLICATION.

PLEASE CONTACT DPI AT (508) 979-1550 or [EventPermit@newbedford-ma.gov](mailto:EventPermit@newbedford-ma.gov)

The department of Parks, Recreation, & Beaches will issue a Park Use Permit to the event once all fees & information is provided. Event holders MUST have the Park Use Permit with them during the event. Event holders may need to appear in front of the Park Board for final approval. The department of Parks, Recreation, & Beaches may require a site visit with event organizers prior to the event.

### **Payment Schedule & Cancellation Policy**

Any Park Board approval must be received 90 days prior to the event. No reservation will be held without payment. Reservations are on a first come first served basis. A 3-hour deposit must be given to hold a date for events in advance. Full payment must be made 30 days before the event. A processing fee of \$50 will be held on any cancellations requesting a refund. All cancellations on behalf of the renter should be made no later than 48 hours (2 business days) prior to the rental. If the rental is cancelled less than 48 hours, we cannot guarantee a refund to be made. Refund can take up to 4 to 8 weeks. The City of New Bedford has the right invoice renter for any additional time. All payments must be made in the form of a check, money order, or card payment. Card payments can be taken but a convenience fee will be charged to your card. Returned checks are subjected to a \$25.00 fee or 1% of the check amount if the check is greater than \$2500.00. ***All checks should be made out to the City of New Bedford.*** Payments should be made at the Parks, Recreation, and Beaches office at 181 Hillman Street in Building 3. The office is located on the 1<sup>st</sup> Floor.

### **Insurance & Bond Requirement**

Event organizer must provide proof of insurance and/or the required bond to the Department of Parks Recreation & Beaches (PRB) 45 days before the event. PRB may require vendors to provide insurance as well. Please see the City of New Bedford Special Event Application for insurance requirements.

### **Cleaning & Trash Responsibilities**

The renter is responsible for removing all and any trash generated by the event at their cost. Event is required to leave the park in a usable condition for the public once the event has ended. All events must recycle during their event. The City of New Bedford has a mandatory recycling policy. Please contact [info.prb@newbedford-ma.gov](mailto:info.prb@newbedford-ma.gov) if you have any questions.

### **Parking**

Parking during non-peak times is provided based on the availability in the public parking lots. The Park Board may require the event to file a parking plan with the Parks, Recreation, and Beaches Department. Depending on the event PRB requires event to staff the lot to monitor the parking lot. During peak season parking fees are charged at Fort Taber Park and the beaches. A designated parking lot is available for events for an additional fee to ensure free parking for the event and its attendees in a lot designated by the department. Exclusive rights to one of the East Beach parking lots are \$20.00 per hour. Event can reserve this parking lot, based on availability. Depending on the event, PRB may require the event to staff the lot to monitor the parking lot. If a parking lot is not reserved, people attending the event could be charged during the parking season normal parking rates. The Park Board may require the event to file a parking plan with the Parks, Recreation, and Beaches Department.

### **Personal Use Events**

Examples of personal use events are, but are not limited to, family parties, reunions, gatherings, or weddings that want exclusive rights to a certain area in a park. These events will be charged either as a resident or non-resident. Proof of residency is needed to receive the resident rate. ***PLEASE NOTE THAT RESERVATIONS ARE NOT REQUIRED FOR PERSONAL USE BUT ARE RECOMMENDED TO RECEIVE EXCLUSIVE RIGHTS OF A PARK AREA AND PREVENT CONFLICT WITH OTHER EVENTS.*** Please contact the office for additional information.

### **Community Center & Bathroom Usage**

Community centers and bathrooms are available based on availability at an additional charge. Please call the office for additional information. Parks fees do not come with any bathroom facility, and it is the responsibility of the event to arrange restrooms for their event. Please consult with PRB where to place portable bathrooms or availability of park bathrooms as well.

### **Closings Due to Outside Circumstances**

The City of New Bedford Parks, Recreation, and Beaches Department reserves the right to cancel, postpone, or suspend any event at any time for health and safety reasons. In addition, if weather conditions do not permit the use of facilities, PRB may cancel or postpone any event at any time. No economic consequences shall impact on the City of New Bedford due to such cancellations. PRB staff will work with the rental in advance to limit this occurrence and help with securing a new date if feasible based on availability.

### **Field & Court Usage**

During a special event or during exclusive rights, parks may have sport fields or courts. If your event requires the use of a sport field (baseball or soccer) or court (basketball or tennis) please consult Parks, Recreation, and Beaches on availability. These areas are permitted out throughout the year to leagues and organizations. Please contact [McCoyRecCenter.Info@newbedford-ma.gov](mailto:McCoyRecCenter.Info@newbedford-ma.gov) for more information about Outdoor Field, Court & Sports Permits.

### **Park Services**

Park use fees does not come with any services such as electricity, water, trash barrels, staging, or traffic control equipment. Please consult with the Department of Infrastructure at (508) 979-1550 for these services. YOU MAY BE REQUIRED TO FILE A SPECIAL EVENT APPLICATION

### **Outside Service Vendors**

The Department of Parks Recreation & Beaches must have contact information for any outside vendors that will be involved in the event. All vendors must fill out an "Outside Service Provider" form and agree with the rules and regulations set by the City of New Bedford and the department. These vendors should be made aware of the times reserved for set up and take down and the park regulations as well. Please use 1 form per vendor. Failure to comply with any or all these rules could result in the renter's loss of the security deposit or bond. Additional copies can be emailed and are available online and at the Park Department. The city of New Bedford may require proof of insurance from these vendors as well.



CITY OF NEW BEDFORD  
 Parks, Recreation & Beaches  
 Jonathan F. Mitchell, Mayor



**Outside Vendor Form**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 \_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor Type (please circle one)

Portable Restrooms

Caterer

Band

Bar Service

Event Planner

Photographer

Tent Company

DJ

Other \_\_\_\_\_

I have read and understood the conditions governing the use of the facility and park rentals with the City of New Bedford and the Department of Parks Recreation & Beaches. My signature below acknowledges that I have read and understand the rules and expectations. Failure to comply with any or all these rules could result in the Renter's loss of their security deposit or bond.

\_\_\_\_\_  
 Printed Name of Signer

\_\_\_\_\_  
 Vendor Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Event Organizer's Signature

\_\_\_\_\_  
 Date

All outside service providers must fill out and submit an Outside Service Provider form upon contractual agreement with the renter and submit it to the Department of Parks Recreation & Beaches with the City of New Bedford.

Vendors may also be required to show proof of insurance as well within 30 days of the event.

If you have any questions, please contact our office at (508) 961-3015

PLEASE FEEL FREE TO DUPLICATE THIS PAGE AS NEEDED!!!!