



## Everett Leonard Park and Pool (ELP)

### Rental Application Rules & Regulations for 2024 season

#### **Rental Application:**

All individuals and organizations requesting the private use of ELP shall complete the Rental Application and submit a deposit in the amount of \$200, payable to "Town of Norton."

Rental dates are on a first come, first served basis upon receipt of BOTH the Rental Application AND deposit to the Parks and Recreation department.

Deposits are credited toward total rental fees and are due at time of booking.

Rentals require a three (3) hour minimum rental. Rentals are available Friday evenings between 5-8pm or dusk, Saturdays and Sundays between 12-6pm. Rental times may be longer at the discretion of the Parks & Recreation Department.

Applicants must be at least twenty-one (21) years of age and submit a valid Massachusetts driver's license or ID as proof of age (a copy is acceptable).

Rental applications and deposits must be received by the Parks & Rec department no less than 14 days prior to event.

Please include number of attendees on application as large parties may require a Norton Police detail due to limited parking availability.

#### **Rental Time Frames:**

Staff will arrive 15 minutes prior to scheduled event time for timely set up.

Should more time be needed than the 15-minute grace period for set up and/or clean up, Parks & Rec requests that the applicant extends the event time to encompass the needed time. This includes any time that you will need any of the following: kitchen, bathrooms, grills and/or the back gate open. Any of these amenities require staff to be present.

Renters may unload and begin setting up prior to event time as long as park activities provided, they do not interfere with public enjoyment of the park. If planning to set up more than 30 minutes prior to event, please notify Parks & Rec prior to the event (508-285-0228 or [parksandrec@nortonmaus.com](mailto:parksandrec@nortonmaus.com)).

Renters must vacate the premises within 15 minutes after the end of the stated rental end time. ELP will be checked and evaluated at the end of the event to be sure all rental rules and regulations been met. Any time after the 15-minute grace period, renters will be charged in 30 minute increments. This includes having the gate open longer to pack up.

Any unauthorized vehicles remaining on the property upon conclusion of the event may be towed at the expense of the renter.

Any amendments to the event time frame after the application is submitted must be done via email to [parksandrec@nortonmaus.com](mailto:parksandrec@nortonmaus.com) and must be received by Parks & Rec no less than 7 days prior to your event as we will need to make sure we have staffing if needed.

#### **Rates / Payments:**

ELP is rented at \$150 per hour with a three (3) hour minimum rental.

A \$200 deposit is required at time of booking.

All rental balances are due no less than fourteen (14) days prior to the event.

Payments can be made with cash (in person only), checks (made out to Town of Norton), or online through the Parks & Rec website at [www.nortonma.org/parks-and-recreation](http://www.nortonma.org/parks-and-recreation) then go to Everett Leonard Information.

Applications may be submitted in person at Town Hall, in the Bill Box at the front door of Town Hall (in an envelope marked for Parks & Rec) or via email at [parksandrec@nortonmaus.com](mailto:parksandrec@nortonmaus.com).

***Again, applications and deposits MUST both be received by the Parks & Rec department before a booking is confirmed.***

Renters shall be subject to overage fees in excess to the grace period of 15 minutes for either set up or clean up. Overage fees are billed in 30-minute increments at \$75 per additional 30 minutes.

There will be a \$35 fee imposed for any returned checks that cannot clear our bank account.

### **Cancellations/Refunds:**

Cancellation of any confirmed event shall be submitted in writing to the Parks & Rec department via email or mail.

Cancellations made more than fourteen days prior to the event, will be refunded the deposit.

Cancellations made less than fourteen (14) days prior to the event, WILL forfeit their deposit of \$200.

Refunds will NOT be made for inclement weather. You may hold your event under the pavilion on the scheduled day or reschedule when the park is available for rent during the remainder of the current season. Should the remainder of the season be sold out, it will be at the Director's discretion for a refund or reschedule to the following season.

### **Provided with Rental:**

ELP has a kitchen, bathrooms, pool, pavilion, and playing fields.

The kitchen has 2 propane grills for use. There is a standard refrigerator/freezer and medium size microwave for use. Please indicate on application what is needed.

The sanitary bathrooms include the toilet paper, paper towels, and soap in the rental.

The pool area has chairs, picnic tables (3), and umbrellas (3) that are provided. Two certified lifeguards are provided as part of the rental.

ELP staff will maintain and take out the trash in the pavilion, pool, and bathrooms. The trash bags for all areas are provided along with a dumpster.

The pavilion has 13 picnic tables and 4 trash barrels. There is NO recycling provided.

There is sports equipment for use during rentals. Please indicate on application what is wanted. There is equipment for wiffle ball, badminton, soccer, volleyball, basketball, and kickball. The staff will sign it out to you at the start of the rental. Any missing equipment at the end of the rental will need to be either replaced or renter will be billed \$20 per missing item.

### **Alcohol:**

Alcohol is allowed for PRIVATE rentals where the host is the renter.

Rentals with hired caterers on site, open to the public, fundraisers, or where money is exchanged for alcoholic beverages require a One Day Liquor License form the Town of Norton.

A separate fee of \$50 (payable by cash or check only) should be submitted with the liquor license application directly to the Select Board. The Select Board requires AT LEAST 30 days prior to the event date, however, the sooner the better it is to apply. Please make the check out to "Town of Norton."

The Select Board will then review the application and approve or decline it at a Select Board meeting. If your license is declined, your fee will be returned to you.

The Norton Police Department will review all applications for a one-day liquor license or events with 100+ expected attendees to determine if a police detail is necessary. The renter will be notified by the police if a police detail is required. If a detail is required, please call 508-285-3309 for more information and to arrange for the detail. Police detail fees are to be paid directly to the police department.

Please send both the application and payment directly to the Select Board office on the 1<sup>st</sup> floor of Town Hall.

### **Food Trucks:**

If a food truck is hired by a private renter who is using it as their caterer for a private event with invited guests only, then a permit from the Board of Health is not required.

If the food truck is there for a public event, fundraiser, and/or is selling their food, then food truck will need to have a food permit through the Norton Board of Health. It is the food truck vendor's responsibility to apply for the permit. Please make sure they have it on hand for the event.

### **Staffing:**

There will be three staff on for rentals. A minimum of two (2) will be certified life guards. The third is the Park Attendant. All staff (attendant and lifeguards) are included in the rental. However, should party run later than contracted time and the 15-minute grace period, a fee will be incurred in 30-minute increments at a rate of \$75 per 30 minutes. This includes having the gate open for early set up or clean-up.

In most cases, all three (3) will be certified life guards and will rotate to give the guards on deck a break.

Should there only be two (2) certified life guards and a non-certified party attendant, a 30-minute break will need to be provided during the rental where the pool is closed for safety. Staff will work with the renter to find the most convenient time to take the break.

### **Pool:**

The pool has a maximum capacity of 40 swimmers at time. This is for people in the pool, it does not include those on the pool deck.

The pool must remain closed for 30 minutes after any lightning storms. This is at the discretion of the lifeguards and is for everyone's safety.

The life guards are in charge in the pool/pool area, please instruct everyone listen to them for their own safety. The lifeguards have the right to remove anyone from the pool/pool area for not following instructions or for being disruptive.

Small pool toys are allowed, such as noodles, beach balls, and pool games. Anything that obstructs the view of the lifeguards is not permitted.

### **Not Allowed at Everett Leonard Park:**

- Glass containers
- Inflatables (bounce houses)
- Open fires

**Not Provided in Rental:**

- Utensils for grills or for serving food
- Tape, scissor and/or string for decorating
- Extension cords
- Recycling

**Renter Responsibilities:**

Renters shall be responsible for the care and safe keeping of the Town property and equipment at all times.

Renters shall control noise levels and litter during the events. Music must not disturb the neighbors and must end at the contracted end time.

Any damage to the grounds or the facility will be charged back to the renter at the cost to repair the damage.

**Note:**

Requests for rentals from Town of Norton Municipal Departments will be considered based on availability with no rental charge applicable. However, payments for staffing fees will still be required.