

## Everett Leonard Park (ELP) – Rental Applications – Pool / Facility Rules & Regulations for Rentals

### **Rental Application Information:**

- All individuals and organizations requesting private use of ELP shall complete an application and submit a security deposit in the amount of \$200 payable to “Town of Norton”

*\*Please Note: Rental dates are scheduled on a “first-come, first-serve” basis based on the return of both an application and a deposit of \$200*

- Security Deposits are credited toward the total rental fee and are due at the time of booking
- Refunds for cancellation will be allowed when cancellations are made in writing and received 14 days prior to the event (canceling within 13 days left to the event will result in a loss of your security deposit of \$200)
- Refunds will not be given for inclement weather. You may either hold your event on your scheduled day or reschedule when the park is available during the remainder of the season
- Private rentals require a 3-hour minimum and are available Saturdays and Sundays
- Applicants must be at least 21 years of age and submit a valid Massachusetts driver’s license or ID as proof of age

### **Facility & Pool Rules:**

- Renters shall be responsible for the timely set-up and clean-up on the day of the event

*\*Please Note: the party must vacate the premise 15 minutes after the scheduled end time of the party. Pool use requires 2-3 lifeguards who double as park attendants during events, if your party runs later than your contracted time a fee for the lifeguards will accrue*

- Renters may set up before the event providing, they do not interfere with public enjoyment of the park; for those setting up 30 minutes in advance or more please notify us prior to your event (**Phone: 508-285-0228 / Email: ParksandRec@nortonmaus.com**)
- Norton Parks & Rec provides sanitary restrooms, a kitchen area, trash bags, a trash dumpster and if requested grills for your use
- Renters shall be responsible for the care and safe-keeping of Town property and equipment at all times
- Renters shall control noise level and litter during each event – music is not allowed to be played past 11pm

- No glass containers are allowed
- No open fires are allowed
- No alcoholic beverages are allowed without a one-day liquor license approved by the Select Board that should be sent directly to the Board of Selectmen with the \$50 fee required to apply for one (if the liquor license is declined your fee will be returned to you)
- The Norton Police Department will review all applications for one-day liquor license or events with 100+ attendees to determine if a police detail is necessary (you will be notified by the police if a detail is necessary)

*\*Please Note: If required call 508-285-3309 for more information and to arrange the detail, police detail fees are to be paid directly to the NPD*

- The pools max capacity is 40 people at a time
- The pool must remain closed for 30 minutes after any thunder or lightning storms at the discretion of the lifeguards
- Any unauthorized vehicles remaining on the property upon conclusion of the event may be towed at the expense of the applicant
- Requests for rentals from Town of Norton Municipal Departments will be considered based on availability with no charge applicable; however, payments for staffing fees will still be required

*\*Please Note: The lifeguards are there for YOUR safety and everyone else's at the pool, lifeguard have the right to remove swimmers from the pool / pool area for not following instructions or being disruptive*

### **Rates & Payments:**

**\*\*\*Renting the park is \$150 per hour** – a \$200 security deposit, payable to the Town of Norton, and a completed application are required to reserve your event date\*\*\*

### **Payment Requirements**

- **Security Deposit** – required with rental application form in order to reserve date and time (\$200; payable to the Town of Norton)
- **Rental Fee** – balance is due NO LESS than 14 days prior to the event (\$150 per hour - \$200 security deposit; payable to the Town of Norton)
- **Required Staff** – You will receive a separate bill for staffing ONLY if your party goes over the contracted time

**NORTON PARK & RECREATION  
EVERETT LEONARD – PARK RENTAL APPLICATION**

**\*\* Please mail this form and security deposit check to: Town of Norton, Attn: Parks and Recreation 70 East Main St., Norton, MA 02766**

Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

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

Street (No Post Office Boxes Accepted) Town State Zip Code

Driver's License No: \_\_\_\_\_ Email: \_\_\_\_\_

(Will be added to Norton Parks and Recreation's distribution)

Purpose of the Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Time: \_\_\_\_\_ Number of People Attending \_\_\_\_\_

Type of Entertainment YOU plan to provide: \_\_\_\_\_

Provide Brief Explanation (Live Music, Performers, Etc.)

Available Amenities (check needs): \_\_\_\_\_Swimming Pool From: \_\_\_\_\_ to \_\_\_\_\_ \_\_\_\_\_ Grill

(propane tank PROVIDED) FIRE PITS ARE NOT ALLOWED

List sports equipment you would like made available: \_\_\_\_\_

See Park Attendant to check out Sporting Equipment. All attempts will be made to furnish requested equipment – however these items are not guaranteed)

Amenities YOU plan to make available: \_\_\_\_\_

There will be alcohol at our function \_\_\_\_\_ YES \_\_\_\_\_ NO (If yes, you will need a liquor license application)

**I, the undersigned, hereby agree to all the terms and conditions set forth by the Norton Park & Recreation Commission. I further agree to indemnify and hold harmless, the Town of Norton, its agents, employees and subordinates from and against all losses, claims, costs, damages, or expenses of any kind, including reasonable attorney fees, resulting from, arising out of, or connected in any way with the activity of the undersigned during and immediately after use of the property.**

Signature of Authorized Agent of Organization/Family: \_\_\_\_\_

Submitted Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Necessary Authorizations:

ELP Park & Recreation Authority: \_\_\_\_\_

Liquor License Requested \_\_\_\_\_ YES \_\_\_\_\_ NO Approved \_\_\_\_\_ YES \_\_\_\_\_ NO

Police Chief: \_\_\_\_\_ Detail Needed \_\_\_\_\_ YES \_\_\_\_\_ NO

Fire Chief: \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Check/Cash \_\_\_\_\_ Initials \_\_\_\_\_

Rental Payment \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Check/Cash \_\_\_\_\_ Initials \_\_\_\_\_