

FRANK NEWHALL LOOK MEMORIAL PARK PICNIC SHELTER CHECKLIST

This checklist and information sheet has been developed for your use. Please read it carefully. If you have any questions at all please call our office for details at (413)584-5457 during regular business hours.

ALCOHOL - USE OF ALCOHOLIC BEVERAGES. Should your group decide to have alcoholic beverages at your private party, the person making the reservation must sign a legal liability statement at the Visitor's Center agreeing to abide by the Park's usage rules. Specifically: **1. No kegs or glass containers are allowed; 2. Alcohol cannot be sold; 3. Massachusetts legal drinking age of 21 must be strictly observed; 4. Any alcohol must be kept at the picnic site at all times.** The person who signs the event permit must be in attendance the day of the event and is responsible for the group's understanding of the Park's alcohol rules. These rules are also posted at the Visitor's Center. A \$25.00 administrative fee will apply.

CATERER INFORMATION - It is your responsibility to inform the caterer about the following information:

1. All caterers must check out the Park's facilities in advance of the event to make certain that the caterer's service is compatible with park rules and facilities available.
2. The caterer is responsible for the removal of all catering equipment at the end of the event. The park shall not be responsible for equipment left behind. **No one, including the caterer, is allowed to drive through picnic areas to reach shelter sites.** Picnic wagons are provided for that purpose. Please call us with any questions in order to make your event a pleasurable one.

ADDITIONAL SHELTER & PICNIC SITE FEES - If you reserve adjacent picnic sites and in the judgment of the Park Ranger these viewed as not being used, the Park reserves the right to reclaim those tables for rental for other parties if needed after consulting with the person in charge of your event. The Park will reimburse you for any table reclaimed.

ELECTRICITY – All Park shelters are equipped with electrical outlets for small appliances.

CLEAN-UP - Clean-up of tables and the surrounding area is expected. Tables should be cleared and refuse placed in receptacles as provided. The area should be generally clean on your departure.

COOKING GRILLS - Charcoal grills are provided at each shelter. Each shelter has at least 2 grills with a 14x30 inch cooking surface for each grill. You must bring your own charcoal. You may bring a gas grill if you wish.

WEATHER POLICY - A shelter is rented **RAIN OR SHINE**. There are no refunds due to inclement weather.

CANCELLATION POLICY - *More than 60 Days before your event the park retains 25% of total costs
60 or less before your event 1/2 refunded
Less than 30 days - Your payment is refunded only if we are able to re-rent the shelter.*

********THIS FEE DOES NOT INCLUDE THE VEHICLE ENTRY FEE********

NO KEGS, GLASS CONTAINERS OR PIG ROASTS ALLOWED

Look Memorial Park is a non-smoking facility.

PLEASE FILL OUT AND RETURN TO LOOK PARK

NAME: _____ TELEPHONE: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

DAY AND DATE OF EVENT: _____

HOURS: FROM _____ TO _____ NUMBER IN GROUP: _____

NAME OF PERSON IN CHARGE: _____ TELEPHONE: _____

GROUP NAME: _____ ALCOHOL: YES: _____ NO: _____

CATERER'S NAME: _____ TELEPHONE: _____

Office use only

<i>Westwood Shelter</i>	_____
<i>Duckbrook Shelter</i>	_____
<i>Playground Shelter</i>	_____
<i>Mini Shelter</i>	_____
<i>Willowbrook Shelter</i>	_____

*I have read and agree to comply with the rules
as stated and attached to this form. My
signature indicates that:*

SIGNATURE

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