

LOOK MEMORIAL PARK
FRANK E. DOW PAVILION
Capacity 160 Seated

DATE OF EVENT: _____ DAY OF WEEK: _____

HOURS: FROM _____ TO _____ (limited to sunset) NUMBER IN GROUP _____

NAME OF PERSON IN CHARGE: _____ TELEPHONE #: _____

E-MAIL ADDRESS: _____

GROUP NAME: _____

NUMBER TO BE SEATED AT BANQUET TABLES (160 limit) _____ ALCOHOL: YES: _____ NO: _____

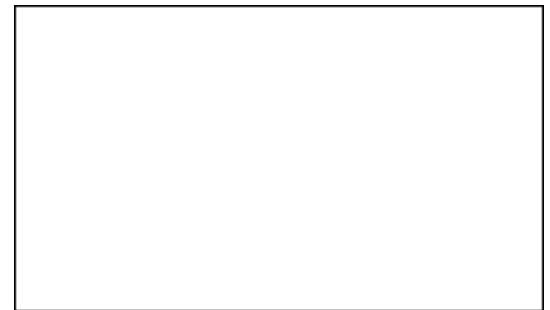
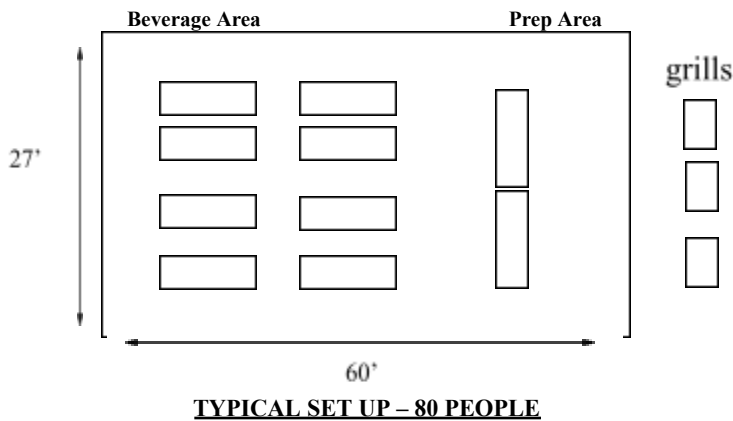
NO KEGS, GLASS CONTAINERS OR PIG ROASTS ALLOWED

CATERER INFORMATION

It is YOUR RESPONSIBILITY to inform the caterer about the following information:

1. All caterers must check out the Park's facilities well in advance of the event to make certain that the caterer's service is compatible with Park rules and facilities available. The "day of the event" for facility inspection is not acceptable.
2. The caterer is responsible for the removal of all catering equipment at the event. The Park shall not be responsible for equipment left behind.

Caterer's Name: _____ Caterer's Telephone: _____



EQUIPMENT PROVIDED WITH PAVILION

3 – Grills (832 sq. in. of cooking surface each)
1 – Industrial refrigerator
6 – Duplex electrical (15 amp) outlet
(some of the outlets are on ceiling beams)

8 Ft Banquet Tables – seating 10 per table
Bar & Kitchen Prep Area
Bathrooms and water access close by.

Please return to: Look Park, 300 North Main Street, Florence, MA 01062
Telephone (413)584-5457 Email: info@lookpark.org web site: www.lookpark.org

LOOK MEMORIAL PARK

Dow Pavilion User Policies

1. **USE OF ALCOHOLIC BEVERAGES:** Should your group decide to have alcoholic beverages at your private party, A permit is required and there is a \$35.00 fee for the permit.
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.
2. **TABLE AND CHAIR SET-UP:** All tables and chairs are to be set up and taken down by Park employees only. The capacity of the Dow Pavilion is 160 seated.
3. **SERVING OF BEVERAGES:** The utility storage room should be used for serving of all beverages. No glass is allowed beyond this area.
4. **DELIVERY OF SUPPLIES:** Vehicles may deliver all supplies needed for your event to the pavilion serving room door. **After delivery, the vehicle(s) must then move to the regular parking area.**
Please note: Pig roasts are absolutely prohibited in the Park.
5. **MUSICAL ENTERTAINMENT:** Any musical entertainment must be cleared through and approved by the Park office three weeks prior to the day of the event.
6. **PAVILION CLEAN-UP:** Cleanup of tables and the immediate pavilion area by the rental group is expected. Tables and tablecloths/tape cleared and all trash must be removed to the designated trash/recycling bins within the pavilion. Again, a general clean-up of the immediate area surrounding the pavilion is expected.
USE OF CONFETTI/PARTY POPPERS/PINATAS WILL INCUR AN ADDITIONAL \$75 FEE.
7. **SITE AMENITIES:** The buffet tables will be in place for your use. A water supply is available between the pavilion and the restrooms. Also, there is 1 refrigerator available for your use in the food prep area.
8. **ELECTRICAL SERVICES:** Several electrical (15 amp) outlets are available for a coffee maker, warmer, cooking pan, etc. However, we reserve the right to limit the use of appliances of this type if the system gets overloaded.
9. **SIGNS, BANNERS, DECORATIONS:** No group or individual may staple, tack or nail any sign, banner, streamer, decoration, etc. to any part of the building or to any plant material without prior approval from the Park office.
10. **AMUSEMENT DEVICES PROHIBITED:** Groups may **not** arrange or contract for pony rides, Bounce Houses, or any other similar amusement device. Park rules prohibit this form of amusement park type activity due to the proximity of other Park patrons.
11. **TABLE RECLAMATION:** If you reserve adjacent picnic sites and in the judgment of the Park Ranger they are viewed as not being used; the Park reserves the right to reclaim those tables for rental to other parties if needed after consulting with the person in charge of your event. The Park will reimburse you for any table(s) that are reclaimed.

CANCELLATION/RESCHEDULING POLICY:

30 days or more before your event - The Park retains 25% the rental fee.

Less than 30 days – The Park retains 100% of the rental fee.

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

PLEASE KEEP THIS PAGE FOR YOUR RECORDS