



**TOWN OF BOXFORD
OUTDOOR GAZEBO USER'S GUIDE**

March, 2012

DO'S and DON'TS of Gazebo Usage

- DO...** End your event 1 hour after sunset - apply for an extension by prior vote of the permitting authority. There are many residents close by. Also, please be considerate about noise levels. If your event includes music, please keep the volume moderate, please refrain from excessive noise— noise travels far in the quiet of the night.
- DO...** Consider purchasing insurance for your event. Accidents happen and insurance companies make great efforts to deflect claims expenses. The town is insured, but you might benefit from special “event” insurance to be fully covered – check with your local insurance agent.
- DON'T...** Use open flames of any kind on the Gazebo. No candles or sparklers within the Gazebo.
- DON'T...** Leave any trash! Use the trash bags provided to bundle up your trash and take your trash bags with you. Be considerate and line the receptacles with a fresh bag for the next group.
- DON'T...** Allow any activities that could damage our Gazebo!
- DON'T...** Use damaging adhesives, push pins, tacks or nails to attach decorations or signs on the Gazebo. If you wish to have decorations, please use specialty adhesive strips that do not damage surfaces or use the existing hooks. Then remember to remove the decorations and the adhesive strip's remnants when your event is over!

Frequently Asked Questions

How do I schedule an event? Please contact the Office of the Board of Selectmen at 978-887-6000 x 502. Rental agreement applications are also available on line.

May I heat/serve food? To heat or serve food, you MUST obtain a food permit from the Board of Health BEFORE you obtain the rental agreement. The food safety regulations are quite stringent, so if you plan to heat or serve food, contact the Board of Health FIRST! 978-887-6000 x 507.

May I serve liquor? To serve liquor, you must obtain a liquor distribution permit from the Board of Selectmen and Police Chief. Liquor distribution permit applications are obtained from the Office of the Board of Selectmen. Please be aware that these liquor distribution permits require you (or your caterer or contract bartender) to provide the town with special liquor liability insurance. Plan early as the liquor distribution permit process takes several weeks to complete.

May I get in early/leave late? No. We schedule according to the block of time assigned to your rental. There may be another group immediately before or after you. Please schedule your rental to include sufficient time to set-up before and clean-up after your event.

How does the security deposit work? For any event that includes food or drink (and at our discretion for any other event), you will be asked to provide us with a \$100 refundable security deposit in the form of check or cash, separate from your rental fee. If we determine that any damage has been done to the Gazebo or additional cleaning is needed after your event, we will keep the deposit. If not, you may reclaim your deposit four business days after your event.

GAZEBO RENTAL AGREEMENT

The applicant named below requests to rent Boxford's Gazebo, under the following conditions;

1. Rental is made to a Town of Boxford resident over the age of 18.
2. Gazebo hours of Operation - 9AM until 1 hour after Sunset – unless later time is pre-authorized by the permitting authority.
3. Music and Lighting: Electronic or live music shall be in good taste, and it shall conform to the community's standards. The sponsor shall ensure that the volume shall be kept at a reasonable level, and the sponsor shall cause the volume to be lowered if requested by a local resident or Town official. Music and Lighting will be prohibited 1 hour after sunset or longer with a pre-authorized extension from permitting authority.
4. No alcohol on premises without valid liquor distribution permit
5. No food may be served without a valid food service permit
6. All signs must comply with Town Bylaw. Directional signage must be approved by the Selectmen's Office.
7. No admission charge. Collections or other money raising activities are allowed as permissible by law.
8. Public Restroom Facilities: The sponsor shall provide at least one handicap accessible portable restroom for an event lasting more than four hours. Any existing portable restrooms associated with the adjacent ball playing field will satisfy this requirement.
9. Renter is responsible to clean up the Gazebo after use. If you have large amounts of refuse, bag it and take it with you. Should janitorial services be required, a reasonable fee will be assessed to the user.
10. No lit candles, smoke machines, or fireworks allowed within Gazebo.
11. Use of any tape, tacks, screws, or nails for the hanging, tacking and/or posting of flyers, signs, and/or posters on the structure are prohibited.
12. The undersigned has read the attached regulations governing the use of Boxford's Gazebo and has agreed to comply with them and to assume full responsibility for any damage or loss to the Town as a result of use and/or misuse of the Gazebo by the renter or their invitees and agrees to reimburse the Town for said loss. The undersigned further assumes personal responsibility for any and all liability to any person(s) arising out of the use of the Gazebo and agrees to hold the Town of Boxford and their agents harmless from, and indemnify them against, any and all claims, demands, liability and damages resulting from the use of the Gazebo by anyone at the event held therein.

**Please return completed application to the Office of the Board of Selectmen,
7A Spofford Road, Boxford, MA 01921 at least 15 days prior to intended rental date.**

Name _____ Application date _____

Address _____

Phone _____ Date of rental _____ Time(s) of rental _____

Type of function _____ Number of attendees _____

Rental fees are charged to assist with maintenance and security costs. Fees do not apply to Town uses. All fees are due and payable to the Town of Boxford no later than ten (10) days in advance of the meeting.

- Gazebo Rental (Resident) \$ 50.00
 - Security Deposit* \$100.00
- Non profits may apply for fee waiver

*Security deposits may be claimed four business days after your event, after a satisfactory inspection of the structure by Town Staff.

Copy of insurance policy provided? (yes) _____ (no) _____

----- DO NOT WRITE BELOW THIS LINE -----

Action taken: _____ Date: _____

Fee Amount: \$ _____ Collected? (yes) _____ (no) _____