

Buttery Brook Park - Fact Sheet

The Town of South Hadley is proud to offer outstanding facilities at BATTERY BROOK PARK for events such as corporate picnics, birthday and graduation parties, reunions, and other gatherings. The park facility includes:

- A log cabin for small events accommodating up to 30 people **ONLY**. A perfect place for children's birthday parties. (Rental)
- Two open sided pavilions accommodating up to 120 people. (Rental)
- Extra picnic tables near each pavilion that may be reserved for an additional fee. (Rental)
- Spray park
- Restrooms
- A skate/bike park
- Horseshoe pits near each pavilion (Horseshoes not provided)
- A large fenced in playground.
- Basketball court
- A large shared open area for free play (i.e. Frisbee, kick ball, or playing catch)

The pavilions, each with a capacity of 120 people, can be rented by adults age 21 and older on weekends and weekdays from the end of May through the middle of September. The log cabin may be rented for smaller functions. The cabin has a capacity of 30 people and is available weekdays and weekends. Rentals are from 10:30am to 7:30pm.

Alcohol

Alcohol is allowed without a special alcohol permit as long as it is not sold to the general public and open alcohol containers must remain within the pavilion. If the applicant wants to sell alcohol to the public, a special alcohol permit (wine and beer only) must be obtained from the Town of South Hadley Selectboard Office (See Reservation Checklist – Before Your Event for more details). All applicants planning to serve alcohol are required to provide proof of adequate Liquor Liability Insurance that names the Town of South Hadley as an insured party.

Renter's Responsibilities

Those interested in renting any of the park amenities are responsible for the following:

1. Submitting the appropriate paperwork to the Department of Public Works.
2. Providing a copy of the Applicant's driver's license.
3. Providing a copy of the Applicant's Declaration Page from his/her Homeowner's Insurance Policy.
4. Making full payment of the rental fees and security deposit by check or money. Please note, rental is not official until paid in full.
5. Securing, if necessary, any permits through the Town of South Hadley.
6. Scheduling and paying for police officers if the Town deems it necessary. This is typically for larger events, where both pavilions have been rented by one party and/or the entire park.
7. Provide a signed "Liability Release, Hold Harmless, Indemnification and Waiver" form.

Reservations

Reservations are taken on a first-come / first-serve basis with priority given to group that have rented the park previously. Reservations are not confirmed until the Recreation Department receives the completed BATTERY BROOK PARK Rental Agreement and the payment of all applicable rental fees and security deposit. The use of all picnic tables is on a first come, first serve basis, unless the tables are reserved for a fee at the time of reservation. By submitting an application the applicant acknowledges this application is for a license and is not to be construed as an easement or a lease.

Reservation Checklist – Before Your Event

Please complete the following items before your event:

- ☐ Complete the Rental Agreement and Park Rules form and "Liability Release, Hold Harmless, Identification and Waiver" Form. All forms must be signed by a duly authorized officer of your organization or by the individual over 21 who is responsible for fulfilling the agreement terms. Any youth event must be chaperoned by an appropriate number of adults (we would be looking for a 7 to 1 ratio for youth under 5 years of age and a 10 to 1 ratio for youth 6-17).
- ☐ Submit payment by check or credit card in the full amount (rental fee and deposit). The deposit is \$100 if renting a pavilion and \$50 if renting the log cabin. Checks and money orders must be payable to the Town of South Hadley. Security deposits are refundable and will be returned to you after verification of the number in attendance and a satisfactory post-event inspection.
- ☐ If you plan to sell beer and wine to the general public at your event, a permit must be obtained from the Town of South Hadley Selectboard Office at Town Hall. The phone number is 538-5030 ext. 6181. Please be sure that sufficient time, generally 30 days, is allowed prior to the event for the necessary approval. Applicants will be required to provide proof of adequate Liquor Liability Insurance that names the Town of South Hadley as an insured party.
- ☐ If necessary, schedule police officer(s) for the event. The Police Department phone number is 538-5050. Please make these arrangements two weeks prior to your event. The applicant is responsible for any associated costs. If the Town determines that officer(s) are necessary and the applicant failed to schedule them, the applicant will forfeit the security deposit and be responsible for the cost of the police detail.

Cancellations/Postponements

If cancellations or postponements are received 72 hours before the event, the renter will have the following options:

1. Reschedule the event for another open time slot without forfeiting the Security Deposit. If a second rescheduling is necessary, the renter will forfeit the Security Deposit.
2. Receive a refund of the rental costs. There will be no refund of the Security Deposit.

If the event is canceled within 72 hours, you will forfeit all rental fees; however, the security deposit will be returned. All fees will be returned if the event is canceled due to weather and/or other unforeseen circumstances.

The Day of the Event

Please be sure to bring the following items on the day of your event:

- ☐ Receipt showing full payment of applicable fees
- ☐ Beer and Wine Permit (if you are selling beer and wine to the public at your event)

Parking

All vehicles will be required to park in the parking area. There are wheeled carts located outside the log cabin for transporting items from vehicles in the parking lot to each pavilion area. Parking is limited – please carpool if possible. If the parking lot reaches capacity, the Town may be required to close it down.

Buttery Brook – Park Rules

PETS - are not allowed in the park. All service and therapy dogs must have tags and be leashed at all times.

BLANKET PICNICS – are allowed on grass areas of the park. No grilling or alcohol is allowed.

DAMAGES - The person signing the agreement will be held responsible for any intentional damage to park property by their guests.

TENTS - No tents, umbrellas, bounce houses, or anything that requires staking in the ground are allowed.

COOKING/FIRES - All cooking must be confined to the charcoal grills in the pavilion or picnic grove. Gas grills are no longer provided to guests. Pavilion renters may bring their own gas grills to use in the pavilion. No gas or charcoal grills are permitted to be used in or around the cabin area. Any other kinds of fires are not permitted. No pig roasts allowed.

ENTERTAINMENT - Renters are allowed to use a sound system in the **pavilions only**. The volume should be at a level that will not interfere with other park patron's enjoyment of Buttery Brook Park. The staff has the right to turn-off the sound system at any time.

OTHER RECREATION - Sprinklers, water slides, water balloons, chalk, silly string and crayons are not authorized to be used at the park. These items may cause damage to the grass areas that may be costly to repair. Water balloons may cause a choking hazard to children and are very difficult for the park staff to pick up and dispose.

SMOKING/ALCOHOL – Smoking is prohibited in all areas of the park. Alcohol use is only permitted in the pavilion areas by written permission of the town.

SHELTER/ SEVERE WEATHER

In case of a storm or other severe weather conditions, all patrons should take shelter within their automobiles. Patrons should not seek shelter within the pavilion as a safe haven.

VEHICLE PARKING

ALL vehicles are required to park in the parking area. Wheeled carts are available outside the log cabin for transporting items from vehicles to the pavilion area. **(Not guaranteed)** Parking is limited – please carpool if possible. If the parking lot reaches capacity, the Town may be required to close it down.

CABIN RENTALS

The cabin can be reserved for no more than 30 people. **If more than 30 people attend the event, the Town reserves the right to withhold the deposit.** Folding chairs and tables will be provided and **MUST** stay within the cabin. No decorations will be provided. Park staff is responsible for trash disposal. Clean up and removal of any decorations is the responsibility of the renter. No decorations can be affixed, (with tape or staples) to chairs, tables, walls, and windows. No grills or cooking allowed in cabin area.

TRASH

Renters are responsible for bagging any trash and recycling. Two bags will be provided and Parks Dept. will dispose of the two bags. Anything beyond that, is the responsibility of renting party.