



80 Carby St., Westwood, MA 02090
tele: 781-326-1770 fax: 781-326-0676
www.halereservation.org

Thank you for your interest in Hale Reservation. This packet contains the information you will need to book and plan your visit including an Event Request Form, a complete list of our policies and guidelines, and directions to Hale Reservation.

Please complete the following four steps to successfully book a site rental or program:

- Submit a completed Site Rental/Outing Event Request Form from which a Facility Rental/Program Agreement will be generated. Please be as complete as possible with your contact information.
- Return a signed copy of the Facility Rental/Program Agreement within 7 days of receiving with payment.
- Ask your insurance provider to send us a copy of your Certificate of Insurance. For specific instructions, please refer to "Liability", located on page two of the Policies and Guidelines.
- If your event is open to the public and you plan to serve food or hire a tent for the day...*** you must have the proper permits from the Town of Westwood. Contact Linda Shea at the Westwood Board of Health to obtain a food permit at 781-320-1026 and contact Joe Doyle at the Town Hall to request a temporary building permit at 781-329- 8030.

Please do not hesitate to call us at 781-326-1770 with any further questions.



Outing and Site EVENT REQUEST FORM

Group Contact Information

Organization:

Contact:

Address:

Phone #:

Cell #:

Email:

Event Information

Date(s):

Name of Event:

Arrive Time:

Depart Time:

Children:

Adults:

Total # Participants:

Event Details

Desired Location:

Type of Event: Cabin Rental ____ ; Tent Site ____ ; Swimming and/or Boating ____ ;

Other: _____ (check all that apply)

Is your event:

A Day use ___? or An Overnight ___? (check one)

Specific Requests:

Policies & Guidelines for Rental Groups & Programs at Hale Reservation

We are pleased that you have chosen to hold your event at Hale Reservation. Due to the many events and programs that take place in our buildings, the following policies and guidelines have been developed for rental and use of our facilities.

The following is a list of Reservation wide Policies:

1. The Reservation's gate is open from 7:30 am until dusk *or* 8:00 pm. For overnight groups, please make sure all group arrivals and departures fall within these hours.
2. The use of alcoholic beverages and illegal drugs is prohibited.
3. Swimming and boating are permitted within assigned areas and only when an appropriate number of Hale lifeguards are present. The ropes course and related activities are only to be conducted when Hale certified staff are present.
4. All groups with children are advised to comply with the following adult/child ratios. Exceptions are made for school group day programs such as "field day" or a "swim/bar-b-que".

<u>Child Age</u>	<u># of Staff</u>	<u>Overnight Youth</u>	<u>Day Youth</u>
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

5. The group's leader is responsible for providing qualified supervision at all activities.
6. Vehicles must not exceed 15 mph on the Reservation.
7. All parking is confined to the parking lots. The parking of any vehicle on the Reservation roads may obstruct or delay the passage of fire or emergency vehicles.
8. Boats and other watercraft, with the exception of those owned by the Reservation, are prohibited on Hale's waters. Swimming from boats is not allowed.
9. Pets are not allowed at any group rental programs.
10. All users are required to pick up trash and litter after using the area and deposit it in dumpsters in the parking lot.
11. All plants and wildlife are protected. The removal or disturbance of any kind of plant or wildlife is prohibited.
12. Firearms or fireworks of any kind are not permitted on the Reservation.

The following is a list of Guidelines more specific to your visit:

1. First Aid: Unless otherwise specified in the Contract, all user groups are responsible for providing first aid, emergency services and emergency transportation. **The following information is specific to Overnight User Groups:** Adult user groups are advised to provide at least one adult with CPR certification and youth groups are advised to provide at least one adult with CPR and First Aid certification. Groups are also advised to have available appropriate first aid supplies and medications. Groups should also prepare with the following information.
 - a. List of participant names, address and emergency phone contacts
 - b. List of participant special medical conditions, allergies, or activity restrictions
 - c. For youth groups, signed permission to seek emergency treatment from parents/guardians

2. A member of our staff will be available throughout your stay should you need any additional services or have any questions. Please make sure to check in at the office at your designated arrival time.
3. Just a reminder: Outdoor programs at Hale Reservation take place rain or shine. Therefore, it is very important that participants dress appropriately for the weather. In particular, if there is rain in the forecast, please bring along a raincoat with a hood, and dress warmly if it looks like it will be a raw, cold day. We advise guests to wear comfortable shoes such as sneakers or hiking boots, as the ground may be rough or damp.
4. Set up for your event shall begin no earlier than one hour prior to the scheduled start time, and clean up shall end no later than one hour after the end of the event. If additional time is required, it can be provided at an additional cost if time is available. All buildings have very limited storage space. Accordingly, any deliveries needed prior to your meeting must be arranged with the office. Evening events must end by 7:30 pm and the Reservation closes at 8:00 pm – please note this is true for deliveries, preparation and clean-up.
5. We are not responsible for any items delivered prior to the meeting start time, or any items left behind after the end of the meeting.
6. Any food arrangements must be made prior to your function. Make sure the Hale office knows the name of your caterer or if you plan to prepare food on your own.
7. Please abide by the following rules for all our buildings:
 - Smoking is not permitted anywhere inside the buildings.
 - Nailing, thumb tacking, stapling, or the use of glitter and glue are not permitted anywhere in the buildings.
 - Please review decorating plans in advance with the office.
 - Popcorn machines may not be used indoors.
 - No open flames, bottled gas cooking or barbecue grills are permitted indoors.
8. Liability:
 - **All participants in Hale facilitated programs will be required to sign a hold harmless agreement indemnifying Hale Reservation from liability resulting from any loss or injury.** Organizations renting the facility are required to submit a current Certificate of Insurance showing general liability coverage. To accomplish this, simply call your insurance company to and ask them to “fax a copy of your Certificate of Insurance naming Hale Reservation, Inc. as an additionally insured for the day(s) of your visit.” Our fax # is 781-326-0676.
 - The applicant or organization using the building shall be responsible for any loss of equipment, breakage or damage to equipment and physical property, including trees and plant materials on the grounds.
 - The rental party is solely responsible for the acts of its guests and others providing services for your event.
9. I/we authorize Hale Reservation to use any photos taken during the event to appear in our brochures, videos, on our website or other promotional literature.
10. Amplification of sound must be approved by the Hale Reservation. Please contact us if you plan to use any amplified sound including DJ’s, radios or live music.

11. Refund Policy for Deposits: 25% of the deposit is non-refundable, but transferable if notification of cancellation is received at least 60 days prior to your event date(s) AND we are able to successfully resell the date(s).

12. Cancellation Policy: In the unforeseen circumstance that you must cancel your date; we will implement the following cancellation policy:

<u>Notice Received From You</u>	<u>Assessment Charge</u>
61 days or more before scheduled date	25% of contracted price
31 to 60 days before scheduled date	50% of contracted price
10 to 30 days before scheduled date	75% of contracted price
0 to 10 days before scheduled date	100% of contracted price



Directions to:

**80 Carby St.
Westwood, MA 02090
781-326-1770**

- **From Route 128 take Rte 109W towards Westwood (Exit 16B).**
- **Follow Route 109 West. Take the fourth right (Dover Road).**
- **Then take the third right onto Carby Street.**
- **Continue on Carby St. 1/8th of a mile to the main entrance.**
- **The Hale Reservation office is in the log cabin immediately on your left.**