



## City of Northampton Parks & Recreation Pavilion Rules and Regulations

### **Alcoholic Beverages**

By City Ordinance alcoholic beverages of any kind are strictly prohibited on any City park, playground or school yard.

### **Caterers**

It is advisable for caterers to examine the pavilion facilities prior to your event. For all concerned it is best to answer any questions and solve any problems prior to your event. Catering vehicles may be parked next to the pavilion to unload or load food and equipment. All must have the proper City of Northampton health and other permits as required.

### **Vehicles**

All vehicle parking must be in the blacktop or gravel parking areas (not on the grass) including catering vehicles.

### **Electricity**

The Maines Field and Florence Rec Fields pavilion is equipped with electrical outlets. At Maines it is located in the upper corner nearest the softball field, towards the roof. You will need to bring an extension cord if you plan to use electricity. The switch for the electricity will be turned on if requested. There is no electricity at Arcanum.

### **Grills**

The Maines pavilion is equipped with two large (approximately 560 sq.in. each cooking surface) charcoal grills. You are responsible for all cooking supplies, including charcoal. There are no grills at other pavilions.

### **Rest Room Facilities**

Please stop by the office the day before your event to pick up the restroom key (Sunday events please pick up Friday). We are located on the right hand side of JFK Middle School, we are open M-F 8:30 am-4:30 pm. Please return the key to our outside drop box next to our door after your event.

### **Cancellation policy**

60 days prior to your event – full refund ; 30 days or more prior to your event – half refund; Less than 30 days – half your payment is refunded if the pavilion is re-rented.

### **Clean-up**

Take out what you take in. All litter should be picked up both under the pavilion and the surrounding area. The facility should be left as you found it.

### **Hours**

Pavilion rentals are available beginning at 10am, all people must be out of Maines Field by dark (approx. 8:00 p.m.).

**Permits** All events must have proper city of Northampton health and other permits IF REQUIRED (health dept., police dept., etc.)

### **Other Options**

The volleyball courts at Maines Field and softball field are also available to rent.

### **Music/Microphones**

Audio devices, including loud speaker systems, drums and other musical devices must be kept to acceptable noise control levels.

*No person in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the Parks and Recreation Department shall fail to comply with any reasonable direction given by any police officer or by any Parks and Recreation Department employee or contained in any notice posted by the Parks and Recreation Department.*

*The bearer of the permit must insure that all participants and spectators abide by all above regulations. Any violation of the policies or regulations for use of facilities may result in the termination of the agreement. The City of Northampton reserves the right to change the rules, regulations and/or fees as deemed necessary.*

### **Other**

Larger or various types of events may require permits from other departments such as Health permits, Police permits, etc.