



**Town of Shrewsbury**  
**Parks and Recreation Division**  
 100 Maple Avenue, Shrewsbury Ma 01545  
 Email: [Parkrec@shrewsburyma.gov](mailto:Parkrec@shrewsburyma.gov)

**Applications accepting on a rolling schedule:**  
 April 12: April 17- June  
 May 17: July & August  
 July 15: September- October

**Facility Use Application for Picnic Reservations**

- Applicant is responsible for reviewing rules and regulations on the back of form.
- Certain events will require additional approval of the Parks Commission &/or other Departments.
- The use of the park *for-profit* is not allowed.
- There is a reservation fee for all functions, limit of four (4) hour time block.
- In the interest of the general Shrewsbury population reservations are limited to 4 hours per group.
- One permit, per household/group, per month.
- Please allow up to 5 business days for approval and processing. Please plan accordingly.
- All reservations must be paid in full at time of booking. **Dates will not be held over the phone.**

Organization/ Name:	Address:
Individual Contact:	Address:
Home Telephone:	Business Telephone:
Fax Number :	E-mail:
Purpose of event/activity:	
# of people	Caterer name*(if any)      Address:
Person in charge day of event:	Special Activities:
Grilles to be used: Yes _____ No _____	What type:
<b>Will this event be advertised to the public by newspaper, cable, newsletter, etc?    Yes _____ No _____</b>	

\_\_\_\_\_ **So. Pavilion**  
*South pavilion (front of park) Limited to 30 people due to social distancing requirements.*

\_\_\_\_\_ **No Pavilion**  
*North pavilion (back of park) Limited to 30 people due to social distancing requirements.*

\_\_\_\_\_ **South Grove**    *(Not available to rent at this time)*  
*Grove can accommodate up to 100 people, outdoor space.*

**Weekend Time Slot:**    10:00am-2:00pm *or*    3:00pm-7:00pm    **Day:**    Saturday      Sunday

**Weekday Time Slot:** Time: \_\_\_\_\_    Mon      Tues      Wed      Thurs      Fri

**Date of event:** Indicate    1<sup>st</sup> choice \_\_\_\_\_    2<sup>nd</sup> choice \_\_\_\_\_

Indicate if you wish to reserve one of the following areas (limited to 2 hr. time blocks) if time is available.  
 Volleyball Court/ Time: \_\_\_\_\_    or     Softball Field/ Time: \_\_\_\_\_ *(limited day time use)*

*Indicate person who will be responsible for removing trash for this event:* \_\_\_\_\_

*Name of person completing this form –Print name* \_\_\_\_\_

**SHREWSBURY PARKS & RECREATION**  
**Facility Permit Rules and Regulations**

**FEES & BOOKING**

All fees must be paid in full prior to receiving your permit. Reservations will not be held over the phone and must be done in person. Please keep your permit on hand during your use.

**ALCOHOL OR GLASS CONTAINERS**

Alcohol or glass containers are not allowed in the park.

**FIRES**

Open fires are not allowed in the park.

**CLAM BAKES**

Clam bakes/lobster bakes are not allowed in the parks.

**GRILLES**

Grilles are allowed by permit at South Pavilion, South Picnic Grove, and North Pavilion. Do not place grilles near any structures or trees. Grilles must be attended to at all times. Grilles are not allowed in any other area. No charcoal allowed to be dumped on the grounds.

**CANCELLATIONS/REFUNDS**

Refer to refund policy on next page.

**RAIN DATES**

Rain dates are not booked in advance. Call and reschedule if you are rained out within two (2) business days.

**ACTIVITIES**

Groups using the picnic facilities must not interfere with the athletic activities scheduled on the fields. There will be no cookouts allowed during scheduled parks & recreation programs or events. Certain activities/events will require the approval of the Park Commission and/or may require a Police detail.

**CLEAN UP AND TRASH**

Groups are responsible for removing their own trash from the picnic areas and leaving the area clean for the next group. Large groups/certain functions will be charged a damage/clean up deposit ahead of time. It will be refunded if the area is left clean and undamaged. Please bring your own trash bags. **Disinfect tables before & after use.**

**SCHEDULES & MAINTENANCE**

The town also reserves the right to cancel any function due to maintenance work that may need to be done in the area or due to scheduling conflicts beyond our control.

**TIME IN & OUT**

Do not arrive earlier than permit states or stay after permit ends so that others may enjoy the facilities.

**MISC**

Signs or balloons on trees or structures are not allowed. No tent stakes or other items put in the ground without permission. No drones are allowed in the park.

**PARKING**

No unloading or loading along the roadways. Parking is first come, first serve.

**NO VENDORS**

Food vendors, ice cream trucks or other vendors are not allowed in the park. No amusements/inflatables or moonwalks allowed for picnics. \_\_\_\_ Renter Initial

**By reserving the facility you agree to follow these rules. Please sign below and include payment.**

**Facility Agreement**

*By signing below, I agree to the rules stated and agree to be responsible for the activity and function stated on this permit. I understand that I am responsible for enforcing these rules and making sure the grounds are clean after we are done. Failure to do so will result in loss of future reservation privileges and/or damage deposit. I understand the department reserves the right to change, alter, or cancel this reservation as a result of maintenance issues, scheduling conflicts, or natural disasters beyond our control. **Cancellations will have a \$15.00 processing fee per location and per time block.***

I understand that food vendors/ice cream trucks are not allowed in the park. **Initial here:** \_\_\_\_\_

I understand we are responsible for carrying out our own trash. **Initial here:** \_\_\_\_\_

I understand weather cancellations are not made in advance. **Initial here:** \_\_\_\_\_

I understand the refund policy listed below. **Initial here:** \_\_\_\_\_

**I will follow all Mass. COVID Guidelines & Mask Regulations.** **Initial here:** \_\_\_\_\_

<https://www.mass.gov/info-details/covid-19-updates-and-information>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Picnic Permit Reservations 2021 Rates (Check) No Cash**

**4 Hour Time Blocks**

**Location**

North Pavilion	\$85.00
South Pavilion	\$85.00
South Grove *	\$165.00

*\*Use of South Grove includes up to two hours of use of volleyball court. Must indicate on form and only if time is available.*

**Location**                      **One Hour Time Blocks**

Sand Volleyball Court	\$25.00 per hour
Softball Field	\$40.00 per hour

*Softball field has no availability, nights & weekends, due to leagues. Limited day time use. Any additional areas reserved or larger groups may require additional fees.*

**CHECKS PAYABLE TO TOWN OF SHREWSBURY, NO CASH**

**Refund Policy**

- For refund of fees, written notice must be received prior to 5 business days of the event.
- There will be a \$15.00 administrative fee for all cancellations/refunds processed per each time slot/area reserved.
- A cancellation due to weather, you will be allowed to reschedule at no additional fee, provided you contact the office within two business days to rebook your event. **Weather cancellations are not booked in advance.**
- There is a \$20.00 administrative fee for any switching of times/dates per time slot/area.
- Any refund issued will be in the form of a check, please allow two-three weeks for processing. Check will be mailed to address on application.