



Town Of Sandwich

Oakcrest Cove Facility Application

Please submit all required paperwork with this completed application along with your deposit made payable to "The Town of Sandwich", no less than 2 weeks prior to your date request. Please note the application process can take up to 3-4 weeks.

Name of Group: _____ Name of Person Responsible: _____

Mailing Address: _____

Email Address: _____

Daytime Phone: _____ Cell Phone: _____

Alternate Contact: _____ Cell Phone: _____

Is your group OFFICALLY organized as "Non-Profit"? No _____ Yes _____ (attached state paper work to proceed)

Does your group carry liability Insurance? No _____ Yes _____ If yes, amount of coverage: _____

Name of Insurer: _____ (Please attach a copy of Certificate of Insurance)

We strongly recommend providing alternative dates / times and sites

- Oak Crest Cove – Upper Banquet Hall – (Maximum capacity 110)
• Oak Crest Cove- Lower Function /Meeting Room- (Maximum capacity 70)
• Hamilton Hall- Meeting / Small Function Space- (Maximum capacity 40)
• Oak Crest Cove Campus- special permitting and additional information required

1st Choice Date: _____

2nd Choice Date: _____

*Site: _____

*Site: _____

Start Time: _____

Start Time: _____

End Time: _____

End Time: _____

Number of expected guests: _____

Admission to be charged? No _____ Yes _____

Will you need access to the kitchen area? No _____ Yes _____

If yes, please review specific kitchen use rules & regulations and indicate the type of food and drink being served:

Purpose for event: _____

Additional requests or comments: (Please include any equipment being brought in or requested use of) :

I have read and initialed the attached list of requirements, I have acknowledged the Town of Sandwich Oakcrest Cove Facility Rules & Regulations and I fully understand my responsibilities:

Signature: _____

Date: _____

Sandwich Recreation Department - 34 Quaker Meetinghouse Road - PO Box 1336 - Forestdale, MA 02644

Email: recreation@sandwichma.org Phone: 508-888-4361 Fax : 508-888-5884

General Guidelines

1. **No Alcohol** allowed in or out of the Oakcrest Cove Lodge
2. All users will be responsible for the following:
 - Setting up the space for the event (e.g., moving chairs, etc.)
 - Cleaning up after the event
 - Returning the Lodge to the original set-up
3. All users are responsible for removing all trash off the premises at the conclusion of their event.
4. Smoke machines, fog machines, popcorn machines and the like are prohibited. Lit candles are also prohibited.
5. **There is absolutely NO Cooking allowed in the Lodge Kitchen.** Renters may use the fridge, microwave, and toaster oven. No stove or oven.
6. The Lodge may be used at the following times:
 - Weeknights from 4:30 to 11pm
 - Weekends from 8:00 am to 11pm
 - Weekdays use during regular business hours (Monday through Friday, 8:30am to 4:30pm, excluding state holidays) is discouraged, however, will be considered on an ad hoc basis by the Recreation Department.

Rules & Regulations

By initialing the below, I certify that I have read, understood and will agree to comply with the Oakcrest Cove Facility use rules and regulations of the Town of Sandwich Recreation Department

_____ **Uses for Oakcrest Cove Lodge**-The following are allowed uses of the Oakcrest Cove Lodge.

- Public meetings as defined above
- Private meetings as defined above
- Performances
- Art shows
- Fundraisers for non-profit organizations or causes
- Private parties or functions (e.g., birthday parties, baby showers, retirement party, etc.)
- Workshops, lectures, guest speakers, etc.
- ***All other uses per discretion of the Recreation Department

_____ **The following are NOT allowed uses of the Oakcrest Cove Lodge**

- Religious services, events, etc.
- Political Fundraisers
- Programs that the Recreation Department deems in conflict with its own.

_____ A written permit is required for all groups. Permit should be present and accessible the day of the event.

_____ **General Responsibility of Users:** All users will be responsible for the following:

- Setting up the space for the event (e.g., moving chairs, etc.)
- Cleaning up after the event
- Returning the Lodge to the original set-up

_____ The **maximum capacity** of the Oakcrest Cove Lodge- banquet room located on the first floor is 110 people and the lower level maximum capacity is 70 people. The maximum capacity of Hamilton Hall is 40 people.

_____ Committees and Town Departments and other Federal, state and local governmental officials and staff may use the Lodge at no charge

_____ All other **users must pay the following fees:**

- Oakcrest Cove Lodge -Town of Sandwich **resident fee: \$175 for 4 hours; \$25/hr every hour thereafter.**
- Oakcrest Cove - Non-Town of Sandwich resident: **\$350 for 4 hours; \$50/hr every hour thereafter.**
- Hamilton Hall –Town of Sandwich Resident fee is: **\$75 for 4 hours, \$25/hr every hour thereafter:**
- Hamilton Hall –Non-Town of Sandwich Resident fee \$150 for 4 hours, \$50/hr every hour thereafter.
- A non-refundable deposit of \$75.00 must be submitted with the application.** Deposit will be applied to the total charge.
- Balance must be paid no later than 1 week prior to the event.
- Additional charges will be billed as needed.

- _____ All children will be closely supervised by an adult while in the building. A ratio for adult supervision of minors may be imposed by the Recreation Department if deemed necessary.
- _____ All users are responsible for removing all trash off the premises at the conclusion of their event.
- _____ **Alcoholic beverages are prohibited in or out of the Oak Crest Cove Lodge.**
- _____ Food and beverages must be limited to non-alcoholic beverages, and small finger foods that can be easily cleaned-up at the end of the event by user. Glass is prohibited. There are two small sinks and one refrigerator that may be used; however, dishware is not to be washed on-site. All food preparation must be done off-site. Renters may not use utensils, dishware, paper products or other Town of Sandwich equipment or belongings without prior approval or arrangements. There is **absolutely NO Cooking allowed in the Lodge Kitchen**. Renters may use the fridge, microwave, and toaster oven. No stove or oven. Renters may not open or access closets, cabinets or office spaces without prior permission.
- _____ The Recreation Department has (12) round 5 x 5 tables, and (10) rectangular 2.5' x 6' tables, chairs and 2 speaking podiums available for use upon prior request. Any additional furniture or furnishings to be brought into the Lodge by the user must be preapproved by the Recreation Department.
- _____ All users must have prior approval of the Town of Sandwich Recreation Department **to charge a fee to the public at the door for entrance** into a given event.
- _____ Permits for use of the Lodge are for the Lodge only and do not include the surrounding grounds/structures (e.g., beach, picnic area, playground, tennis court etc.) additional permits would be required through the Recreation Department . This permit DOES NOT ALLOW SWIMMING- in accordance to Massachusetts General State Law (C.111, s 127A1/2) - Christian's Law. NOTE: additional permitting and requirements must be met before group water/ swim access would be granted.
- _____ Smoke machines, fog machines, popcorn machines and the like are prohibited. Lit candles are also prohibited.
- _____ All persons utilizing the Oakcrest Cove campus shall comply with the directives of any Police Officers, Natural Resources Officers, Recreation Staff, town lifeguards, or agents of the town at all times.
- _____ The Town of Sandwich assumes no liability for injury, death or loss of personal property. Children under the age of 12 may not attend any beach or adjacent facility unless accompanied by an adult. Any minor child on a beach of the Town is the responsibility of the minor child's parents and or guardian or other person/persons who may be in charge of minor children ad in the case of group events (e.g. field trips) or any other group functions.
- _____ Insurance All users – other than Town Committees, Town Departments, and other Federal, State and local Government officials and staff will be required to obtain insurance coverage as follows:
- For liability for bodily injury including accidental death, \$1,000,000.00 for any one person and, subject to the same limit for each person, \$2,000,000.00 on account of one accident.
 - For liability for property damage, \$1,000,000.00 on account of any one accident and \$2,000,000.00 on account of all accidents.
 - All policies shall be so written so that the Town of Sandwich is listed as an additional insured.
 - The Recreation Department holds the right to waive the requirement- under certain circumstances and requests must be in writing.
- _____ Any violation of these regulations, permit conditions, local bylaw, state or federal law may result in the issuance of a citation, cancellation of the function or other punitive action as deemed appropriate. All permittees shall comply with the request and/or directions of the Sandwich Recreation Department employee's, and /or Sandwich Police Officers.
- _____ Activities will be limited to areas specified on the Oak Crest Cove permit.
- _____ Permit holders will be responsible to inform guests and or vendors of the Oakcrest Cove Rules & Regulations and ensure that they are up held.

A copy of the approved permit will be issued to the permit holder once it has been awarded and endorsed. Please call the Sandwich Recreation Department with any questions or concerns regarding the permit process at 508-888-4361.

OFFICE USE ONLY

Please do not write in this section below- for office use only by the Sandwich Recreation Department.

Date received: _____

Deposit received: _____
Cash Check

Balance amount paid : _____
Cash Check

Date received: _____

Approved by: _____
Recreation Department

Date _____ *Approved Denied*

Key Issued: *YES NO*

Staff Initials: _____

Monitor Required: *YES NO*

Name of Monitor: _____

Insurance Certificate: *YES NO WAIVED*

Staff Initials: _____

Permit Issued date: _____

Permit number: _____

Additional Notes:



Town Of Sandwich

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Group Priority Protocol for Oak Crest Cove Facility

Uses for Oakcrest Cove Lodge

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The following are **NOT** allowed uses of the Oakcrest Cove Lodge

- Religious services, events, etc.
- Political Fundraisers
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Alcohol restriction: No Alcohol allowed in or out of the Oakcrest Cove Lodge

Procedures for Oakcrest Cove Use

All Reservation Requests for use of the Oakcrest Cove Lodge must be submitted in writing to the Town of Sandwich Recreation Department at PO Box 1336, Forestdale, MA 02644 or via email sent to recreation@sandwichmass.org , at least two weeks prior to the event.

The Recreation Department must approve all uses of the Lodge ahead of time. Governmental meetings will be given preference over non-governmental request for the space.

Committees and Town Departments may, at the discretion of the Town Manager, have direct access to the Lodge with their own keys for the purpose of Town associated meetings.

All other users of the Lodge may only gain access to the Lodge via an approved On-Call Supervisor, and must sign and initial the attached form indicating that they have read, understand, and agree to abide by the Oakcrest Cove Rules and Regulations and any instructions given by the On-Call Supervisor.

