

## **Blair Square Policy and Procedures**

This document outlines the policies and procedures for group use of the Blair Square public area including the pavilion and paved meeting area. Note that the Rail Trail passes through Blair Square and will remain open to all passing through.

### **General Use Policies:**

- All trash must be removed, carry in-carry out.
- Nothing is to be attached to trees or other vegetation or to park property (ie, nails, tape, staples, glue, etc.).
- Alcoholic beverages are not allowed.
- No smoking
- No grills/open flames
- There are no public restrooms, please respect local business restroom policies.

### **Event/Rental Information:**

- Event/Rental requests are to be made at least 60 days in advance via [https://holliston.activityreg.com/selectfacility\\_t2.wcs](https://holliston.activityreg.com/selectfacility_t2.wcs). All requests are reviewed prior to approval. Requests include, but are not limited to events such as a charity run, small booth sale, or private event/party. Visit (calendar link) for general availability or contact the Holliston Parks & Recreation with any questions.
- Any and all vendors and vendor activities must be identified on the permit that is issued for authorized use of the space.
- An insurance policy, police detail or other security measures may be required for a particular activity. The permitted user is responsible for making these arrangements and for payment of the same.
- Anyone selling food (food trucks and like vendors) must contact the Holliston Board of Health (BOH) for a Food Establishment Permit. If you have an active annual or seasonal permit, you still must contact the BOH to let them know that you will be vending at the event.
- If a portable restroom is needed for an event, the permitted user is responsible for making the arrangements and for payment. Portable restrooms must be placed in the designated location.
- The space cannot be closed to the public.
- Events that require sound systems or will produce noise above the ambient level are restricted to the hours of 7 a.m. and 8 p.m. on weekdays and 8 a.m. and 6 p.m. on weekends. When planning events, be considerate of the surrounding neighbors.
- No reserving parking spaces. There is a public parking lot on Exchange St.
- There shall be no parking or driving on the facility in conjunction with any function except as approved by the Parks and Recreation Department.
- No electrical apparatus shall be connected to or operated at the facility unless it is first approved by the Parks and Recreation Department and the Fire Chief if necessary.
- Pavilion and surrounding event site areas are to be returned to the Department in an "as was" condition.
- All directional signs and excessive refuse must be removed at the conclusion of your event.
- Trash bags and/or containers of trash are not to be left behind on the ground or tabletops. Please do not leave any bags or containers of trash anywhere in the space.

**Fees:**

< 20 in attendance, under 4 hours:

Holliston Residents: with proof of residency - \$75

Non-Profit Organizations (in town):\* \$40

Non-Profit Organizations (out of town):\* \$50

Non-resident: \$100

Security/Damage Deposit: \$500

> 20 in attendance, under 4 hours

Holliston Residents: with proof of residency - \$125

Non-Profit Organizations (in town):\* \$75

Non-Profit Organizations (out of town):\* \$100

Non-resident: \$150

Security/Damage Deposit: \$500

Additional time over 4 hours, \$25 per hour

Fees are charged to the card on file upon approval of the event.

Some or all of the \$500 deposit will be forfeited to the Town of Holliston if the cleanup is not satisfactory or physical damage as a result of the event is observed. Please note that a representative of the town may stop by during the event to ensure compliance with these rental terms.

The Holliston Parks and Recreation Department reserves the right to grant, at its discretion, free use of any facility under its charge for any purpose. Long term or large event rentals may have special rates or conditions negotiated with the Parks and Recreation Department and approved by the Parks and Recreation Commission. The Holliston Parks and Recreation Commission and Selectboard reserve the right to modify/waive certain policies and procedures for events on a case-by-case basis.

\*Tax ID Number must be provided

Questions should be directed to the Parks & Recreation Department

508-429-2149, [hollistonparkrec@holliston.k12.ma.us](mailto:hollistonparkrec@holliston.k12.ma.us)

Approved by Parks & Recreation Commission 5/3/2023

Approved by Selectboard 5/8/2023