



Town Hall, 334 Main Street
Great Barrington, MA 01230

TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE PARKS COMMISSIONERS

Thank you for your interest in the Great Barrington Parks
To Plan a Park Event:

1. It is recommended that this request be submitted as early as possible. Submit your Park Usage Request Form and **proof of Liability Insurance 10 days before the monthly Park and Recreation Meeting.** *The Parks Commissioners meet on the third Monday of the month at 5:15 p.m. unless otherwise posted.*
2. Applicants or a designee must appear at the meeting in which the request is to be considered. Failure to do so will cause the request to be denied by the Commissioners. *All meetings are posted on the town website: www.townofgb.org. Click on "Meetings Calendar."*
3. **IF YOU HAVE QUESTIONS, LET US HELP YOU.** Inquiries can be made by emailing Carolyn, Board Secretary at cwichmann@townofgb.org or Chair Karen Smith at ksmith@townofgb.org

PARK USAGE REQUEST

NAME OF ORGANIZATION:

ADDRESS OF ORGANIZATION:

ADULT RESPONSIBLE FOR EVENT:

PHONE/CELL NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

PARK SPACE REQUESTED:

DATE(S):

TIME(S):

DESCRIPTION OF EVENT:

ADMISSION FEE Yes No

ESTIMATED ATTENDANCE:

OF ADULT CHAPERONES:

***A Certificate of Liability Insurance is REQUIRED. If alcohol is being served a Certificate of Liquor Liability Insurance is also required. A letter from your insurance agent is NOT acceptable.**

If requesting to use the space for multiple days, please provide details:

IF APPLICABLE: POLICE: BOARD OF HEALTH (if food is to be served):

SELECTBOARD'S OFFICE (ALCOHOL OR ENTERTAINMENT):

DPW FOR GARBAGE PICK-UP: EMT PRESENT: FIRST AID AVAILABLE:

Please provide additional information that would be helpful for the Commission in approving your request.

The following is an outline of logistics for the day:

Food:

Entertainment:

Alcohol:

Set-up/Clean-up:

Parking:

DON'T FORGET TO ATTEND THE SCHEDULED MEETING!