



Application for Events/Meetings

Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Contact: _____ Cell Phone Number: _____

Email: _____

Event Description: _____

Where would you like to have your event?

The Club (16 Melville St. Pittsfield, MA) **OR** **Camp Russell** (341 Boys Club Rd. Richmond, MA)

*If the Club, specify location:

Pool/Lighthouse	Ice Rink	Lighthouse Café	Meeting Room B	Meeting Room D
The Pit Gym	Small Gym	Meeting Room A	Meeting Room C	

Event Date: _____

What time do you need access to the event location? (E.G. set up materials, decorate, prepare, etc.) Time: _____

Event Start Time: _____ Event End Time: _____

Time of Departure: _____ **** (time all attendees, event volunteers, etc. will vacate premises) ****

Estimated Number of Participants/Attendees: _____

1. Are fees or donations to be collected from the public or participants? If "yes", describe the amounts and purpose.

2. Does the event involve vendors? If "yes", list each individually.

3. Will alcohol be served, sold or brought by attendees or participants? **Yes / No**

*(One day alcohol permit through the Town of Richmond and an Insurance certificate is required if yes) *(Absolutely no alcohol on 16 Melville premises!)

4. Will the event be catered? **Yes / No**

(Insurance certificate required if yes)

5. Will you be bringing in your own food? **Yes / No**

6. Will you require access to our kitchen facilities? (oven, grill, refrigerator, freezer, dish washer access)? **Yes / No**

(Insurance certificate and safe serve certificate required if yes)

7. Will you need lifeguards? Yes / No

- a. How many lifeguards: _____ (1 lifeguard required by law for every 25 people swimming)
- b. If at camp, will you want access to the Pond, Pool or Both areas: _____
- c. At what time do you want lifeguards on duty? Start Time: _____ End Time: _____

Regarding Ice Skating Birthday Parties:

- 1. How many skaters will be attending: _____
- 2. Please provide age range of minors for ice skating: _____

Event Details: Set up

- Do you need tables and chairs? How many tables: _____ How many chairs: _____
*Note we have limited tables and chairs
- List any Club equipment you are requesting to use:

What type of set up would you like?

Auditorium	Rounds with 8 chairs	Conference (limited capacity)
U-Shaped Conference	Classroom	Clear Floor – no equipment

- Do you require electricity? **Yes / No**

Read and acknowledge by initialing the following:

- ___ A deposit of half the total event/meeting fee is mandatory at time of booking, \$50 for birthday parties at the Club.
- ___ Payment of balance is due the Friday before the event.
- ___ Additional fees may apply if your event/meeting is longer than stated on your signed liability agreement.
- ___ It is the renting Organization/Private Individuals responsibility to provide insurance certificates and or permits if the event is catered and/or will have alcohol. *Absolutely not alcohol on 16 Melville St. premises.
- ___ The renting Organization/Private Individual must provide all their own equipment, decorations, supplies, food and beverage. This may include but is not limited to: audio visual equipment, projector screens, computers, laptops, power cords, extension cords, display equipment, etc.
- ___ 48 hour advance notice is required for any changes to original time schedule of the liability agreement.
- ___ The renting Organization/ Private Individual is responsible for all set-up and break down of event/meeting necessities beyond tables, chairs and trash bins.
- ___ Groups requesting use of propane grills at Camp must provide their own propane tanks and assume all risks relating to the use of propane grills.
- ___ I acknowledge that the Club has limited ice skates for birthday parties and will encourage my invited attendees to bring their own skates if they own them. The Club is not responsible and will not provide a discount or refund if ice skate rentals are not available for everyone in your party.
- ___ Depending on the special event/meeting additional insurance certificates and/or permits may be required.

Signature: _____