



## **SPECIAL EVENTS SPACE RENTAL ROCKY WOODS RESERVATION • MEDFIELD, MA**

To book an event or schedule a tour of Rocky Woods prior to renting, please contact:

Tel: (508) 785-0339    Email: [rwprivateeventrentals@thetrustees.org](mailto:rwprivateeventrentals@thetrustees.org)

### **OVERVIEW AND RENTAL OPTIONS**

Historic Rocky Woods Reservation is a 491-acre woodland recreational property, owned and managed by The Trustees, a member-supported nonprofit conservation organization that preserves, for public use and enjoyment, properties of exceptional scenic, historic, and ecological value in Massachusetts, and works to protect special places across the state.

The property is open to the public from dawn to dusk and is home to 6.5 miles of trails for hiking, horseback riding, snowshoeing, cross-country skiing, dog walking and mountain biking. Rocky Woods is home to a variety of flora, fauna and geological features; it has five manmade ponds, wooded campsites, an open mowed grass field, volley ball court, horseshoe pit, and many scenic overlooks.

Rocky Woods is an ideal venue for special events, with five distinct rental offerings:

- A unique, contemporary, log cabin visitors center with an open floor plan.
- A large covered pavilion with open sides.
- Open grass field space to erect event tent(s)
- Pond terrace for ceremonies
- Campsites

### **CHICKERING CABIN**

The Chickering Cabin Visitors Center is a unique rustic gathering space with contemporary amenities and an open floor plan. The 700 sf space features wide plank flooring, exposed beams, a wood burning stove and a large overhead door which can be opened for unobstructed views of Chickering Pond. The space is heated for winter use.

The cabin features:

- Table seating space for up to 45 guests and standing space for up to 55 guests
- Overhead lighting including white twinkling lights
- One large restroom, with access from inside and outside the cabin
- WiFi and 120V outlets
- Dedicated staff member for every event

### **CAPPER-HINKLEY PAVILION**

The 1625 sf pavilion is a classic covered pavilion/picnic shelter, with a clean cement slab floor, electricity and water. The open sided structure offers both woodland and field views.

The pavilion features:

- Wood picnic tables with seating for 80 people and standing room for 100 people
- Overhead lighting by white twinkling lights

- 120V outlets and water spigot
- Large charcoal grill (charcoal not provided)
- Portable toilet
- Dedicated staff member for every event

### **CHICKERING FIELD**

The .5-acre Chickering Field is perfect for erecting large event tents or hosting outdoor games, demonstrations and activities. The field also provides additional contiguous rental space to supplement the pavilion. The flat mowed grass area is surrounded by trees, the pavilion and visitors center, with easy access to the trail system.

The field features:

- Flat area for large tent w/ 250-person capacity
- Volleyball net and ball
- Horseshoe pit and horseshoes
- Large charcoal grill (charcoal not provided)
- Firepit
- Portable toilet

### **POND TERRACE**

Rocky Woods has a unique stone terraced overlook with railings, creating a perfect spot for a wedding or other special ceremony. Built on the edge of Chickering Pond, with unobstructed water views, the multi-level terrace provides space for a ceremony and guest viewing.

### **CAMPSITES**

The property's nine campsites offer opportunities for individual, group or family campouts. Campsites are located in wooded areas; a few sites are located closer to the shore of Chickering Pond. Each campsite has a cleared area for pitching a tent, a wood picnic table and a firepit. The campsites are less than a minute's walk to the Visitors Center and restroom.

### **FURNITURE**

Rocky Woods offers a limited amount of furniture which is available when renting the venue.

Furniture includes:

- Three (3) 6' folding banquet tables
- 30 stacking chairs
- Ten (10) picnic tables for pavilion use only (seats 80)

### **PARKING**

Rocky Woods has three parking lots which include:

- Onsite parking for 100 cars
- Two (2) handicapped parking spaces
- Additional parking for larger events in a mowed field (additional fees apply)
- Parking is \$5 per car and free for Trustees members

### **CUSTOM PROGRAMS**

Special customized programs, including children's Bird-day (Birthday) parties, hands-on nature crafting or wilderness skills classes, guided hikes, demonstrations and workshops with Rocky Woods rangers and instructors can be designed for additional fees.



## **TERMS & CONDITIONS**

### **GENERAL**

All regulations described in this agreement and posted at Rocky Woods Reservation must be followed. Rocky Woods and the Trustees of Reservations reserve the right to have removed from the property any person or persons not complying with the rules and regulations of the property.

Field rentals grant full use of the Pavilion and/or Chickering Field (including horseshoe pits and volleyball court).  
**\*Note:** Due to the property configuration, access to the pavilion cannot be completely roped off. Rentals grant shared use with the general public of all other facilities including portable toilet, hiking trails, and ponds approved for fishing or boating. Swimming is strictly prohibited. Please note, dogs are not allowed in the Pavilion, Cabin or Chickering Pond areas.

Unless otherwise notified, a Ranger or staff member will be on duty at the property and will be available to answer questions and summon emergency help if needed.

### **AVAILABILITY & PRICING**

Rocky Woods is available to rent seven days a week.

Guests must leave by 10:00 pm. Clean up must be complete by 11:00 pm.

Children under the age of 18 years must be accompanied by an adult.

Caterer/Lessee pre-event set-up and post-event clean-up time must be included in scheduled rental hours. If additional equipment/furnishings are dropped off prior to the scheduled rental time or left after the rental time, an additional \$100 fee will be charged. Rentals may not be left on the property for more than 24 hours.

### **PARKING**

A \$5 parking fee applies to every car parking on the property. Trustees members park for free and must display a parking ticket on the car dashboard. Lessee may make arrangements to pay for guest parking by written permission of Rocky Woods staff at least 30 days in advance of the event.

### **LIQUOR LICENSE REQUIREMENTS**

Alcoholic beverages are allowed only with written prior approval from Rocky Woods staff. The Lessee is required to obtain a one-day liquor license from the Town of Medfield (\$50). Alcohol must be served by a TIPS certified bartender. Alcoholic beverages may be consumed only in areas with picnic tables or table seating.

### **FOOD REQUIREMENTS**

Lessee may bring in their own food to serve at private events. If food is being sold, Lessee must obtain a license from the Town of Medfield Board of Health (\$50). Food must be served by a ServSafe certified individual. Food and non-alcoholic beverages may be consumed only in areas with picnic tables or table seating.

### **CATERING REQUIREMENTS**

The Commonwealth of Massachusetts must license any caterer rendering services at an event. If serving alcohol, the Caterer must present written evidence of insurance coverage in the

minimum amount of \$1,000,000 in liquor liability and name Rocky Woods/The Trustees as additional named insured parties. Caterers not included on Rocky Wood's preferred caterer list must provide two professional references with appropriate contact information at least 30 days prior to the event.

### **POLICE COVERAGE**

Police coverage may be required for an event pursuant to Town regulations. The coordination and cost of police details, if required, shall be the responsibility of the Lessee.

### **NO SMOKING**

Smoking is NOT allowed on property including inside buildings.

### **REMOVAL OF CATERER/LESEE EQUIPMENT & PROPERTY**

The Caterer/Lessee shall not leave equipment, furniture, decorations, signs or linens at Rocky Woods after the Event. Rocky Woods is not responsible or liable for any loss, damage or disposal of, but not limited to, any above-mentioned items.

### **TRASH REMOVAL**

Rocky Woods has a carry-in, carry-out trash policy. The Caterer/ Lessee must remove all trash and garbage from Rocky Woods after the event. A trash removal fee of \$200 will be assessed for any trash left inside buildings or on the property grounds.

### **SET UP/BREAK DOWN**

Responsibility for all setup and cleanup lies solely with the Lessee unless otherwise arranged. If set up or breakdown by Rocky Woods staff is needed, a request must be made upon signing the rental agreement. Additional charges of \$35 per hour will apply.

Lessee shall be responsible for all the actions and activities of their party (hospitality, client and guests). The Lessee agrees to assume all liability for any property or personal damage resulting from their use of the property. The Lessee shall hold the Trustees of Reservations harmless for any loss, injury, damage or expense arising out of their use of the property.

### **RESERVATIONS AND PAYMENT**

Reservations will be held for 24 hours, after which a non-refundable \$50 deposit and completed application is required. Reservations will not be held without a completed application.

Fifty percent (50%) of rental fee is due 30 days before the event. For rentals of over \$900, fifty percent (50%) is due 90 days before the event. Balance of rental fee is due on the day of event, prior to start of the event. Balance due may be adjusted on the day of the event depending on the actual number of people in attendance.

### **CANCELLATION POLICY**

All cancellations must be received in writing (or email) by Rocky Woods staff 21 days prior to the event. Deposits (minus the non-refundable \$50 deposit) will be returned to Lessee if notified 21 days prior to the event. Deposits will not be returned if event is cancelled less than 21 days prior to the event.

If, in the opinion of Rocky Woods staff, weather conditions warrant cancellation of the event, any monies paid (minus the non-refundable \$50 deposit) will be returned to the Lessee.



## Venue Rental Fees

Event/Group Type	Capper-Hinkley Pavilion (full day rentals)		Chickering Cabin (hourly rental)	Total Cost
	Weekend/Holiday Rate	Weekday Rate	Weekdays Only	
Private (family reunions, birthdays, showers)	\$300	\$200	\$50	\$
Scout groups	\$250	\$175	\$40	\$
Corporate (retreat, meeting)	\$600	\$400	\$75	\$
Wedding	<i>\$900+ based on event specs</i>	<i>\$600+ based on event specs</i>	TBD	\$

### Included in pavilion rental:

- Up to 100 people
- Picnic shelter
- Picnic tables with seating for 80
- Large charcoal grill (charcoal not provided)
- Water spigot
- Electrical outlet
- Portable toilet

### Included in cabin rental:

- Up to 50 people
- 3 folding tables, 30 chairs
- Indoor bathroom
- Electricity, WiFi

Custom Ranger Program <i>Activity, hike, or other custom programs are available for all ages.</i>	<i>Pricing based on program, please inquire for more information</i>		
Children's Birthday Parties (2 Hours)	15 Children \$200 Each additional child \$15		\$

## Activity Fees

Equipment/Activity	Non-member Price/ Member Price	Quantity	Total Cost
Volleyball and Horseshoes	FREE		
Canoes (6) or Kayaks (2) <i>Includes paddles and lifejackets</i>	Per boat \$10/ \$5	Canoes _____	\$
		Kayaks _____	\$
Fishing poles (6) <i>Includes bait &amp; tackle</i>	Per pole \$5/ FREE		\$
Adventure Backpacks (10) <i>Best for children 2-8, includes map, compass, notebook, binoculars, and more!</i>	\$5/FREE		\$
Snowshoes (20) <i>Per pair</i>	Per pair \$10/ \$5		\$

## Camping Fees

	Weekend Rate	Weekday Rate	Quantity	Total Cost
Campsites (9) <i>Max of two tents and six people per site, includes wood/coal cooking firepit</i>	\$32	\$20		\$
All 9 Campsites	\$250	\$150		\$
Entire Field <i>75 tents</i>	\$800	\$750		\$

Please list all details that will help us understand the specifics of your event, including all third-party vendors (caterer, music, etc.) that you plan on including as part of your event. Meeting with Rocky Woods staff to review details of the event may be required. (Use separate sheet if more space is needed).

### Event Details

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### Summary of Charges

Venue Fees \$ \_\_\_\_\_  
 Activity Fees \$ \_\_\_\_\_  
 Camping Fees \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_  
 Non-Refundable Deposit (Required to secure the space) \$ \_\_\_\_\_  
 50% Deposit (Due 21 days prior to event) \$ \_\_\_\_\_  
 Balance (Payable at start of day of event) \$ \_\_\_\_\_



# ROCKY WOODS RESERVATION

## PRIVATE EVENT & PROPERTY RENTAL AGREEMENT

Event Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Event Title: \_\_\_\_\_

Name of organization/party: \_\_\_\_\_ Applicant name: \_\_\_\_\_

Trustees Membership number \_\_\_\_\_

If not a member, please contact us to become a member before reserving your rental.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

*Rental times should fall between 9 a.m. and 5 p.m. For other times, please contact us directly.*

The undersigned hereby assumes responsibility for this event and the actions of all guests. The Lessee wholly understands the terms of this agreement and the rules and regulations governing Rocky Woods Reservation.

Furthermore, the Lessee and all guests agree to hold The Trustees of Reservations harmless for any loss or injury arising out of the use of Rocky Woods Reservation.

Lessee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send the signed rental agreement, along with the required deposit, to the address below. Checks should be made payable to The Trustees of Reservations – Rocky Woods

The Trustees – Powisset Farm  
Attn: Rocky Woods Rental  
37 Powisset Street  
Dover, MA 02030

You may also scan and email the signed document to [RWprivateeventsrentals@thetrustees.org](mailto:RWprivateeventsrentals@thetrustees.org) and make a deposit or full payment with a credit card by phone: 508-785-0339.