



# ROCKY WOODS RESERVATION

## PRIVATE EVENT & PROPERTY RENTAL AGREEMENT

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

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

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

Trustees Member?  Yes  No If no, 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.*

### 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)	<input type="checkbox"/> \$250	<input type="checkbox"/> \$150	<input type="checkbox"/> \$40	\$
Non-Profit (community group, scouts)	<input type="checkbox"/> \$225	<input type="checkbox"/> \$125	<input type="checkbox"/> \$30	\$
Corporate (retreat, meeting)	<input type="checkbox"/> \$500	<input type="checkbox"/> \$300	<input type="checkbox"/> \$50	\$
Wedding	\$750+ based on event specs	\$500+ based on event specs	<b>TBD</b>	\$

#### Included in 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
- Complimentary parking for 20 cars in cabin lot

#### Included in cabin rental:

- Up to 50 people
- 3 folding tables, 30 chairs
- Indoor bathroom
- Electricity
- Complimentary parking for 20 cars in cabin lot

\* Parties with over 100 people – Please inquire for information including additional fees, portable toilets, and parking attendants

\*\*Additional parking is available in the Main parking lot. **Please note there is a parking fee at Rocky Woods.** Trustees members have free parking but must display a parking ticket on their dashboard. **The guest/nonmember fee is \$5 per car.** Parking tickets must be displayed on all cars in all parking lots. A group parking rate will be charged for those events which do not want guests to pay for their parking.

**Activity Fees:**

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

**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>	<input type="checkbox"/> \$32	<input type="checkbox"/> \$20		\$
All 9 Campsites	<input type="checkbox"/> \$250	<input type="checkbox"/> \$150		\$
Entire Field <i>75 tents</i>	<input type="checkbox"/> \$800	<input type="checkbox"/> \$750		\$

**Summary of Charges (estimate):**

Venue Fees: \$ \_\_\_\_\_  
 Add-on Fees: \$ \_\_\_\_\_  
 Camping Fees: \$ \_\_\_\_\_  
 Sub-total: \$ \_\_\_\_\_  
 Deposit to be received: \$ \_\_\_\_\_  
 Balance Due (day of event): \$ \_\_\_\_\_

**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 Trustees staff to review details of the event may be required. (Use separate sheet if more space is needed).**

Event Details:

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Renters may either bring their own food or contract with a caterer of their choice. Caterers must be fully insured and provide proof of liability and workers compensation insurance to the Trustees **at least 48 hours before the scheduled event.**

Vendor Information:

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Rules, regulations, and guidelines:**

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.

Rentals grant exclusive use of the large play field including horseshoe pits and volleyball court. Rentals grant shared use with the general public of all other facilities including portable toilet, hiking trails, and ponds approved for fishing or approved boating. Swimming is strictly prohibited. Please note, dogs are not allowed in the picnic shelter 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.

- Alcoholic beverages are prohibited at Rocky Woods. Please contact us for specific requests regarding alcohol.
- Food and non-alcoholic beverages may be consumed only in areas with picnic tables.
- Rocky Woods has a carry-in, carry-out trash policy. Renters are responsible for leaving the area clean and for taking all trash with them when they leave, unless other arrangements are made and noted in this agreement.

**Contract Agreement:**

One original of this agreement must be signed by the Rental and returned within two weeks of receipt of this agreement accompanied by a non-refundable \$50 to reserve the facilities. 50% of the rental fee balance is due one week prior to the event. The remaining balance of the rental fee is due on the day of the event and must be paid to the Ranger on duty. Balance due may be adjusted on the day of the event depending on the actual number of people in attendance.

**Cancellation Policy:**

If forced to cancel event for any reason, the Renter must inform personnel by leaving a message at 978-580-9842 or emailing rockywoods@thetrustees.org 24 hours prior to the day of the event. If, in the opinion of Rocky Woods personnel, weather conditions warrant the cancellation, any monies paid (minus the non-refundable \$50 deposit) will be returned to the Renter.

**In Conclusion:**

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

Furthermore, the Renter 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.

**Signature:**

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 rockywoods@thetrustees.org and make a deposit or full payment with a credit card by phone: 508-785-0339.