



**OFFICE USE:**

Deposit: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Balance: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
  
 Total Fee: \_\_\_\_\_  
 Date Paid in Full: \_\_\_\_\_  
 Staff Sign Off: \_\_\_\_\_  
  
 Check #: \_\_\_\_\_  
 CC Auth: \_\_\_\_\_

Date of Inquiry: \_\_\_\_\_

**WEDDING CEREMONY CONTRACT**

**1. LOCATION: (must circle one) (PLEASE SEE AVAILABILITY ON PAGE 2)**

- |   |  |
|---|--|
| <b>Packets Landing (Ceremony Only) (&lt;30 ppl)</b>     | <b>Judah Baker Windmill (Ceremony Only) (15-20ppl)</b>           |
| <b>Bass River Beach (Ceremony Only) (&lt; 100+ ppl)</b> | <b>Parkers River Gazebo (Ceremony Only) (&lt; 40 ppl)</b>        |
| <b>Bayview Beach (Ceremony Only) (&lt; 50 ppl)</b>      | <b>Seagull Beach (Ceremony Only) (&lt;100ppl)</b>                |
| <b>Englewood Beach (Ceremony Only) (&lt;25 ppl)</b>     | <b>Seaview Beach (Ceremony Only) (&lt; 75 ppl)</b>               |
| <b>South Middle Beach (Ceremony Only) (&lt; 75 ppl)</b> |  |
| <b>Flax Pond Pavilion (&lt; 75 ppl)</b>                 | <b>Bass Hole Pavilion (NO WEDDINGS ON BOARDWALK) (&lt;75ppl)</b> |

2. **DATE:** \_\_\_\_\_ **DAY of the Week:** \_\_\_\_\_

3. **TYPE OF EVENT:** \_\_\_\_\_

4. **TIME OF EVENT:** \_\_\_\_\_ - \_\_\_\_\_ (4 hrs max, includes set-up/break down)

5. **Set-Up (30 Minutes before):** Time \_\_\_\_\_ **Break-Down (30 Minutes after):** Time \_\_\_\_\_

6. **TOTAL HOURS RESERVED:** \_\_\_\_\_ (all events to conclude by dusk)

7. **NAME OF RENTER** \_\_\_\_\_

Address: \_\_\_\_\_  
*Street* *Town* *Zip*

Phone: \_\_\_\_\_ Email (required): \_\_\_\_\_

8. **NUMBER OF GUESTS:** \_\_\_\_\_

9.

10. **SETUP:** (No Tents, chairs, structures, etc. allowed on beaches) \*Please note: only natural materials permitted on beaches

\_\_\_\_\_  
 \_\_\_\_\_

**11. CATERING ONLY ALLOWED AT FLAX POND AND BASS HOLE**

**(ALCHOL NOT PERMITTED): YES or NO (circle one)**

a. Name of Caterer(s): \_\_\_\_\_

b. Contact name and number: \_\_\_\_\_

**12. COST :**

- Site Usage Fee: \$110.00 \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_ GRAND TOTAL \$ \_\_\_\_\_

13. **PAYMENT:** CIRCLE ONE credit card(attached) check (2 weeks in advance) cash (deliver to office)
- Please see attached credit card authorization form for completion and to secure reservation
  - Deposit is due to secure event date/time/venue
  - Remaining balance due 2 weeks prior to event date

**14. DEPOSIT: 50% of fee required to secure event date/site.**

- 100%** refundable if event cancelled **6 months** or more in advance
- 50%** refundable if event cancelled **4 months** or more in advance
- Non-refundable** if event cancelled less than **4 months** in advance

**13. AGREEMENT:**

- I have carefully read the rules and regulations attached and fully understand the content. I accept responsibility for proper use of the facilities and for the actions and conduct of the group using Town of Yarmouth facilities for this function. I agree to provide adequate adult supervision at all times during the use of the facility. I will assume responsibility for all fees, charges, and damage claims resulting from such use of the facilities.

**Print Name:**

**Signature:**

**Date:**

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**AVAILABILITY**

**No Rentals Memorial Day-Labor Day**

Bass Hole Pavilion

**No Rentals before 4:30p Memorial Day-Labor Day**

Packets Landing, Judah Baker Windmill , Bass River Beach, Parkers River Gazebo, Bayview Beach, Seagull Beach, Englewood Beach, Seaview Beach, South Middle Beach

**No Rentals during the Mon-Fri Mid-June-End of August)**

Flax Pond Pavilion (Includes 6 picnic tables, trash bins)

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**OFFICE USE ONLY:**

**Approval/Disapproval:** This application is **APPROVED / DENIED** and reservations made according to the above information with the understanding that Board of Selectmen and Recreation Commission policies and regulations will be followed.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Town of Yarmouth Rental Property Usage Agreement**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Town of Yarmouth (“the Town”) and \_\_\_\_\_ of \_\_\_\_\_ on behalf of \_\_\_\_\_ (“the organization”) for use of the field(s)/facilities identified on the attached Application for Use of Facility Form on the dates and times specified therein and upon payment of the listed charges, if any.

Witnesseth as follows:

1. That the organization shall use the facilities in strict compliance with all applicable laws, rules, ordinances, regulations, and by-laws pertaining to said facilities, including but not limited to the Massachusetts General Laws (M.G.L.), By Laws of the Town of Yarmouth, and Rules and Regulations of the Yarmouth Board of Health and Yarmouth Department of Public Works (D.P.W.); and Policies of the Yarmouth Board of Selectmen and Recreation Commission as they now exist or may hereafter be altered, amended, or promulgated.
2. The organization shall use the facilities in a safe and proper manner and only for the purposes for which they are intended. No unauthorized use of the premises shall be made by the organization or any of its representatives, participants, servants, agents, or employees.
3. Neither the organization nor its members, servants, agents, or employees shall cause, permit, or suffer any damage or waste (except normal wear and tear) to the reserved facilities and/or surrounding premises, structures, outbuildings, or Town signage or equipment. In the event of any breach of the terms of this paragraph, the organization shall be responsible to do the following:
  - (a) Immediately report said damage or waste to the Recreation Division:
  - (b) Repair such damage or remove waste under the supervision of the DPW in a good and workmanlike manner within such time limits and upon such terms and conditions as may be required. In the event that the organization shall fail to repair such damage or waste as aforesaid, the Town shall at its election either repair the damage or contract with outside agents for the repair of same and the reasonable charges for such repair work shall become the responsibility of the organization which shall pay the same forthwith upon presentation of the bill/invoice from the Town or agent.
4. No organization shall allow any other group, individual, or entity not a member or affiliate of the organization to utilize the facility during the time it is reserved by such organization. It is expressly agreed and understood that any rights to the facility(ies) conferred by this agreement are not assignable by the organization without the express written permission of the Town and only upon such terms and conditions acceptable to the Town, including but not limited to the payment of fees and charges.
5. The Town of Yarmouth assumes no liability for any injuries to persons or damage to property resulting from the use of Town facilities by an individual, group, association, entity, or organization, resulting from the use of Town property, facilities, or equipment.
6. All rubbish, trash, or litter created by users of Town facilities must not be left in the rental areas and shall be placed in proper refuse containers.
7. No person shall possess or consume any alcoholic beverages as defined by MGL Chapter 138-1, as amended, within the limits of any park, playground, public land, public building or facility without proper approved legal permitting.
8. Any malfunctioning equipment shall be forthwith reported to the Recreation and/or Park & Cemeteries Division and shall not be used by the organization while in a defective or unsafe state.
9. All vehicles shall be parked in designated parking spaces only.
10. No animals shall be allowed at the facility at any time.
11. The person signing on behalf of the organization represents and warrants that he/she has the authority to enter into this agreement on behalf of said organization.

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Renter Signature

Date

# CREDIT CARD AUTHORIZATION FORM

**Today's Date:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Deposit Amount:** \_\_\_\_\_

**Balance to Be Paid:** \_\_\_\_\_

Name on the Card: \_\_\_\_\_

Type of Card: Visa \_\_\_\_ MC \_\_\_\_

Account Number: \_\_\_\_\_

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

Security Code: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Venue/Location Rented: \_\_\_\_\_

Event Type: \_\_\_\_\_

Total Amount to Be Charged: \_\_\_\_\_

By signing this form, you authorize *The Town of Yarmouth Recreation Division* to charge your card for the amount listed above, as well as any fees due to time overage or unpaid dues for amenities used.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_