



# ESSEX BOARD OF SELECTMEN

TOWN HALL • MARTIN STREET • ESSEX, MASSACHUSETTS 01929-1219

Telephone (978) 768-6531

## CENTENNIAL GROVE RENTAL REGULATIONS

1. Use/rental of the Centennial Grove facility is based on strict compliance with the following regulations.
  - A. Applicant(s) assume full responsibility for injury to themselves or anyone in their group as well as vandalism to Town-owned property.
  - B. A certificate of insurance liability must be submitted with application.
  - C. A Hold Harmless Agreement must be signed by an authorized applicant.
  - D. The Town is not responsible for loss of personal possessions.
2. The rental fee for non-resident for use of the Grove, effective May 24, 2004 will be \$400.00. The rental fee for residents of the Town of Essex (groups of 20 or more) who wish to reserve a definite date for use of the facility will be \$175.00 Monday thru Thursday) and \$300 Friday thru Sunday. The fee, at the discretion of the Board of Selectmen, may be waived in certain instances. An additional \$50.00/\$100.00 trash removal fee will be charged except when applicants or their caterers remove all trash associated with the event. All checks are made payable to the Town of Essex and must be submitted with your application.
3. Applications and rental/permit fee(s) for use of Centennial Grove must be received by the Selectmen's Office within two weeks of scheduling a rental in order to guarantee the reserved date.
4. Applicants must apply for a Food Handling Permit, issued by the Essex Board of Health, when food or beverages, will be sold.
5. Alcoholic beverages are not permitted in any area of Centennial Grove without a one-day Wine & Malt license.
  - o Application for a one-day Wine & Malt license for the sale and/or serving of beer and wine only may be applied for through the Essex Licensing Board. Applicants who are issued a Wine & Malt license must also hire a private duty police officer (through the Essex Police Department) for the entire time of the event and applicants and/or their caterer must provide the Town with a copy of a \$1,000,000.00 (one million dollars) certificate of insurance liability.
  - o Applicants must apply for a one-day Entertainment license when the event is having live or recorded entertainment and charging an entrance fee.
6. Groups of 20 or more must have a permit for use of the Grove facilities. The Grove facilities cannot accommodate groups of 300 or more.
  - o Groups of 150 or more shall be responsible for scheduling the delivery of additional sanitary facilities for their event and are directly responsible for costs related to the rental of extra units.
7. No fires of any description shall be allowed without a permit from the Essex Fire Department. Cooking is only allowed on charcoal grills or hibachi stoves in designated areas.
8. Please note, the Town of Essex does not provide lifeguards.
  - o INDIVIDUALS SWIM AT THEIR OWN RISK and are encouraged to hire a lifeguard at their own expense.
  - o No boats are allowed in the swimming area.
9. Centennial Grove is not a public facility and is open to residents of Essex at all times.

10. Centennial Grove closes at 10 p.m. The gates will be locked by the Essex Police Department at that time.
11. **DOGS ARE PROHIBITED** at Centennial Grove at all times as stated in the Essex Animal Control By-Law, Section 3 d.
12. Use of the ballfields is subject to availability and only with the authorization of the Board of Selectmen.
  - An additional charge of \$50.00 will be assessed when use of the ball fields has been authorized through the Selectmen's Office.

**Please note:** Applications for a One-Day Wine & Malt and/or Entertainment license must be received by the Essex Licensing Board Office (Town Hall, 30 Martin Street) at least 14 days in advance of any event.