



MANCHESTER-BY-THE-SEA PARKS AND RECREATION DEPARTMENT
10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944
Telephone (978) 526-2019 Fax (978) 526-2007
Email: recreation@manchester.ma.us On-line: www.manchester.ma.us

2019 TUCK'S POINT CHOWDER HOUSE APPLICATION

Date of Application: _____

Group's Name: _____
 (if applicable)

Contact Person: _____

Mailing Address: _____

Town, State, Zip: _____

Home Telephone #: _____ **Cell Phone #:** _____

Email Address: _____

Date Requested: _____

Time (please circle) **9:00 a.m. – 2:30 p.m.** **and/or** **3:30 – 9:00 p.m.**

What type of function is this rental for? _____

Estimated number of people: _____

Will there be alcohol present at your event? Yes: _____ **No:** _____

***If yes, then you must purchase liquor liability insurance for your event and provide a copy of the policy to the Town of Manchester.**

Caterer: _____

A copy of caterer's license to operate a catering service and proof of insurance naming the Town as additional insured must be received 30 days before scheduled date.

Chowder House Rental Fees:	<u>Resident/Municipal Groups:</u>	
	Weekdays (Monday - Thursday)	\$250
	Weekends (Friday - Sunday)	\$300
	<u>Non-Resident Groups:</u>	
	Weekdays (Monday - Thursday)	\$575
	Weekends (Friday - Sunday)	\$675

*Applicant must clean all tables at the end of their event. All trash generated by the function must be placed in to the dumpster provided. Key is hanging in the kitchen. **Recycling only** should go into the Recycle bins. *Please remember to bring your own trash bags and cleaning supplies!

Payment in full is required to reserve any date at the Chowder House. It is your responsibility to get the appropriate paperwork (Insurance Certificate and Caterer's License) to the Parks and Recreation Office 30 days before your event. Failure to do this may result in cancellation of your reservation. There are no refunds.

I am applying to use the Tuck's Point Chowder House and associated facilities. I have read the Tuck's Point Rules and Regulations and agree to abide by them. In absence of signature, payment of fee signifies my understanding and acceptance of all Rules and Regulations.

 Signature of Contact Person **TOTAL AMOUNT DUE:** _____

CHECKS SHOULD BE MADE PAYABLE TO THE TOWN OF MANCHESTER

CHOWDER HOUSE RESERVATION INFORMATION

1. **Town Resident Groups/Municipal Groups:** Applications to reserve the Tuck's Point Chowder House are available beginning on Thursday, October 11, 2018 at 5pm for the following calendar year. To receive the Town Resident rate, **the applicant** must reside in the Town of Manchester. Municipal groups include town-based fraternal organizations, schools, etc.
2. **Non-Resident Groups:** Applications to reserve the Tuck's Point Chowder House are available beginning on January 2, 2019. Non-Resident groups are any user group who does not reside in or is not based in the Town of Manchester.
3. Reservations for the Chowder House can be made starting the Friday of Memorial Day weekend and ending the fourth weekend in September. No rentals will be granted on holidays.
4. The Chowder House can be reserved from 9:00 am – 2:30 pm and/or from 3:30 pm – 9:00 pm. If it is available, you may rent both time slots but would pay a fee for each time slot.
5. Completed applications should be submitted to the Parks & Recreation Department, located at Manchester Town Hall.
6. The Director of Parks & Recreation shall assign all reservations on a first come, first served basis.
7. No group may exceed 150 people.
8. With rental of the Chowder House you have access to the use of twelve 6' tables, 8 picnic tables and approximately 50 chairs.

TUCK'S POINT RULES AND REGULATIONS

1. Reservation is for the Tuck's Point Chowder House and lawn directly behind the Chowder House only.
2. Chowder House permit does NOT include the Rotunda. The Rotunda is open and available to the public at all times. Boat ramp must always be accessible. No chairs, tables or any other obstruction is permitted on the Rotunda.
3. Premises must be cleaned and vacated no later than 9:00 p.m. The light switch for the Chowder House is located in the breezeway outside of the kitchen. Lights will shut off automatically at 9:00 pm.
4. All **trash** generated by the function must be placed in the dumpster in the parking lot. Functions must provide their own trash bags. Applicant must also wipe down all tables at the end of their event.
5. **Alcohol at Tuck's Point:** If you are going to have alcohol present at your event there are a couple of rules that you will need to follow. First, you can give alcohol away but you **cannot sell it**. Second, you will be required to purchase a Host Liquor Liability Insurance policy of at least \$1,000,000 per occurrence/\$2,000,000 aggregate for your event and have the Town of Manchester – Tuck's Point listed as additionally insured. Even if you tell people to bring their own alcohol to the event; you will still need to have this insurance policy and provide a copy of it to the Town of Manchester. The policy must be submitted 30 days before your event. If you are using a catering company and they are providing the alcohol for your event, then we need a copy of their insurance policy. If you are not using a catering company; then this insurance policy can be purchased from your own insurance carrier.
6. Electric lights, generators, non-free standing tents and amplified music of any kind are not permitted.
7. Portable propane or charcoal grills are permitted on grassy areas only. Wood fires are not permitted. Hot coals should be disposed of appropriately. Permitting through the Fire Department is required.
8. Groups are responsible for placing tables and chairs neatly in Chowder House at the end of rental time.
9. Violators will be fined for any damage to trees or shrubs.
10. The kitchen area is for rinsing cooking equipment only. There are no cooking facilities at Tuck's Point.
11. No dogs are permitted on Chowder House side of road from May -September.
12. Active sports prohibited on Chowder House side of road.
13. Littering law strictly enforced. Violators subject to fine.
14. Failure to follow the Tuck's Point Rules and Regulations will result in charges for clean-up and/or prohibition from future use of Tuck's Point.

PAYMENTS, PAPERWORK and CHARGES

1. **Full payment is due at time of reservation.** Caterer information and liquor liability insurance policy (if appropriate) must be received in full **30 days** before scheduled date, or date may be forfeited without a refund. It is your responsibility to send any other information that is due. **There are no refunds.**
2. If user group is found to be in violation of any of the rules and regulations, you will be billed at least the fee equivalent to the cost of labor and services needed to maintain the property.
3. The Town of Manchester reserves the right to refuse a group when the rights of others may be infringed upon, or when the occurrence of an event may not be considered in the best interest of the park or the town. The Town of Manchester also reserves the right to refuse a group that does not provide applicable payment and if paperwork is not in 30 days in advance.

**PARKS AND RECREATION DEPARTMENT
10 CENTRAL STREET
MANCHESTER, MA 01944
PHONE: (978) 526-2019
FAX: (978) 526-2007
RECREATION@MANCHESTER.MA.US**