



<b>Staff Use Only</b>	
Damage Deposit: _____	Receipt #: _____
Rental Fee: _____	Receipt #: _____
Maintenance Hours: _____	Cost: _____
Balance: _____	



**Springfield Department of Parks, Buildings, and  
Recreation Management**

*MEGA-SHELL and Sound Equipment Rental Agreement*

**\*Use of the MEGA-SHELL and Sound Equipment requires an Entertainment License from the City of Springfield Law Department. Applications must be obtained at least twenty-one days (21) prior to your scheduled event so all departments can review and approve or deny your request.**

Please contact Anna Martinez at [amartinez@springfieldcityhall.com](mailto:amartinez@springfieldcityhall.com) or 413-787-6175

**Personal Information**

Name Of Organization	Contact Name:
Email:	Address:
City:	State:
Zip Code:	Phone Number:
Additional Phone Number:	

*PLEASE BE ADVISED THAT REQUESTS MUST BE RECEIVED 30 DAYS PRIOR TO EVENT TO RECEIVE SCC APPROVAL AND DETERMINE AVAILABILITY OF MEGA-SHELL AND PARKS DEPARTMENT PERSONNEL.*

**Event Information**

Date of Event:	Rain Date:
Park:	
Number of People Attending:	Set up Time: AM/PM:
Start Time AM/PM:	Take Down Time AM/PM:
Location of MEGA-SHELL:	

(According to Massachusetts General Laws, Chapter 10, section 35A and 3B; CMR 2.00 et seq., the MEGA-SHELL may only be used for the study, pursuit, performance, exhibition and enjoyment of cultural activities in the broadest sense by both individuals and organizations. Performances shall include, but not be limited to: music, mime, dance, theater, oratory.)

**Requirements MEGA-SHELL**

- Level ground, no curbs or impediments. Parks Department personnel will determine suitability of site and permissible placement of MEGA-SHELL
- For multi-day events, MEGA-SHELL will **NOT** be left overnight.
- **LABOR / MAINTENANCE FEES:** Delivery and set-up charges are charged for one Motor Equipment Operator and either one laborer or one skilled laborer and all assignments for this duty area according to union bargaining agreements. Renter will be charged no more than it will cost the Parks Department, based on pay scales in effect at the time of the event. We require two men to accompany the MEGA-SHELL at all times while on the road, during set-up, operation, and during the closing of the MEGA-SHELL. While our sound equipment is in use, one parks employee must remain with the equipment. The Parks Department will supply a generator upon request.

**All checks are payable to the City of Springfield**

\*All fees, including maintenance costs, must be paid a minimum of 30 days in advance in order to secure your Park Permit. \*

Mail payment to: Springfield Park Department/Recreation Division 200 Trafton Road-  
Forest Park Springfield Ma 1108

**Costs**

<p><b>MEGA- SHELL Mandatory Damage Deposit:</b> Please include a payment with this application, if there is no damage, a refund will be issued. <b>Amount- \$200.00</b></p>	<p>Amount: _____</p>
<p><b>MEGA-SHELL Rental Rate:</b> <u>Rate:</u> \$300.00 <u>Sound:</u> \$ 175.00</p>	<p>Amount: _____</p>
<p><b>Mandatory Maintenance Cost: Please read fees description above.</b> <b>Park Employee:</b> \$42.50/hr.</p>	<p>Total Hours: _____ Amount: _____</p>

**Please complete below**

I hereby attest that the preceding information is true. Further, I agree to abide by the Rules and Regulations of the Springfield Board of Park Commissioners, and the Springfield Aquatics Pool Rules as stated on the regulations information sheet. I agree to reimburse the **City of Springfield, Department of Parks, Buildings, and Recreation Management**, for any costs incurred in furnishing this property for our use. (Such costs include but are not limited to: trash pickup; clean up after the event; and/or repair of damages to park property.) The deposit will be refunded, provided none of the aforementioned situations occur.

As the Responsible Party/Authorized Representative of the Applicant for this Permit, I (name) \_\_\_\_\_ agree to the aforementioned and following conditions for the use of park properties. I/WE \_\_\_\_\_ hereby agree to and shall at all times, defend, indemnify, and hold the City of Springfield and its officers, agents, and employees, wholly harmless from any and all losses, costs, expenses (including court costs and attorney’s fees and - interest), claims, demands, suits by any person or persons, for property damage, personal injuries, including death, and other liabilities of whatever kind of nature, caused by, resulting from incident to, connected with, or arising directly or indirectly out of acts or omission of anyone using park property pursuant to this Permit. This indemnity shall survive termination of the agreement.

\_\_\_\_\_ I have received a copy and agree to abide by the Rules and Regulations of the Board of Park Commissioners. Failure to comply with all policies and procedures may result in additional fees.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

If Damage Deposit Was Retained, Explain: \_\_\_\_\_

Park Department Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_