



Town of Adams Greylock Glen Center Facilities Request Form

Please read all instructions prior to filling out this form. Submit at least two weeks prior to requested date(s), either in person to Town Hall or Glen Center or via email to ddoyle@town.adams.ma.us. Incomplete applications or within two weeks of requested date(s) will not be considered.

- Facilities Request Form** (required in order to hold date/time)
- Rental Fee** (see Glen Center Rates) – *check or money order, payable to Town of Adams*
- Event Liability Insurance** naming Town of Adams as additionally insured.
- Entertainment License**, if applicable; additional fees apply (i.e. live music)
- Alcohol License**, if applicable; additional fees apply
 - ABCC Licensed Vendor - Provide Local Licensing Authority (Adams Board of Selectmen) and Adams Police Chief at least 48 hours before the event with the following: vendor's license, liquor liability insurance, and contact info.
 - All other vendors must apply for a One Day Wine & Malt License with the Town of Adams or a One Day NGO Liquor License (see Town of Adams website, Forms).

Rules & Terms Governing Use:

- The Town of Adams reserves the right to decline requests that do not align with the mission, purpose, or operational standards of the Glen Center, or if the proposed event conflicts with Center programming or presents a risk to the venue's reputation or facilities.
- Absolutely no alcohol to be consumed on premises unless a license has been obtained.
- Food is not allowed in the Atrium or Exhibit Hall unless prior approval granted.
- Rental hours must include all setup, breakdown, and cleanup with 30-minute buffer allowed before/after. All events must be concluded by 10:00 pm.
- Property must be kept clean and returned to its original condition. No alterations to structures or grounds. No adhesive decorations allowed or fixtures on walls and furniture. No open flames or glitter/confetti/bubbles/silly string. All decorations and materials brought on site must be removed. Trash should be placed in dumpster outside. The Town may assess a fee if required to provide additional services to restore the facility to its original state.
- Furniture moved by staff only unless prior approval. Submit layout 48 hours prior to event.
- Events and activities must be conducted in a well-controlled, responsible manner.
- Staff or approved personnel only allowed to start/ manage firepit and fireplace.
- Cancellations 10 days prior or more will be refunded in full. Cancellations less than 10 days prior to event will be refunded at 50% of Rental Fee.

Applicant Name: _____

Business/Organization (if applicable): _____

Address: _____

Town/City, State: _____

Phone: _____ **Email:** _____

Name/Type of Event: _____ **Number of Guests:** _____

Date(s) of Use: _____ **Hour(s) of Use:** _____

Greylock Glen Center Location(s) requested (check all that apply to this request):

- Whole Building, Interior (251) Exhibit Hall (38) Gazebo
 Atrium (60) Patio Retail Room (12) Trails
 Dining Room (81) Parking Lot (60 cars) Overflow Parking (80 cars)
 Classroom/Multipurpose Room (60) Individual sections (3 @ 20 each)
 South Field (No cars) Fireplace Firepit

- Capacity indicated in parenthesis.
- Room rentals include tables and chairs per room capacity + video screen(s), podium, and/or microphone, upon advance request.
- The following are only available seasonally and weather permitting: Fireplace, Firepit, South Field, Overflow Parking, Parking Lot, Trails, Gazebo and Patio.

Special Circumstances/Needs: _____

If food will be served, list vendor(s): _____

Alcoholic beverages are not allowed on premises unless a special license has been obtained from the MA ABCC or Adams Board of Selectmen. If alcohol is included in your event, which license will you be providing or requesting?

- ABCC License One-Day Wine & Malt NGO One-Day Liquor N/A

Please check if your event is hosted by one of the following exempt organizations:

- NGO School Municipal entity N/A

Greylock Glen Center Rental Fees & Use Details

Use Details & Fees:

- Rental fees are subject to change and may vary seasonally.
- Open hours for the Glen Center change throughout the year. Check online or with Center staff to confirm Center hours for the day/time of your event.
- Access to trails and parking remain available for public use during open hours, as do restrooms and unrented Center spaces. Access to trails, parking, restrooms, and all other unrented Center spaces are available to your guests during open hours.
- Whole building rental includes all interior rooms plus Patio, Firepit/place, and South Field (does not include Gazebo, overflow parking, or parking lot).

	Per Hour	Four Hours/Half Day	Eight Hours/Full Day
Whole Building	NA	\$2,500	\$3,500
Atrium	NA	\$1,000	\$1,500
Dining Room	\$250	\$800	\$1,250
Exhibit Hall	\$200	\$650	\$1,000
Classrooms, All	\$100	\$300	\$500
Classrooms, Indiv.	\$50	\$150	\$250
Retail	\$50	\$150	\$250
Patio	\$50	\$150	\$250
Gazebo	\$50	\$150	\$250
South Field	\$50	\$150	\$250
Overflow Parking	\$100	\$350	\$600
Parking Lot	\$100	\$350	\$600
Fireplace:	\$50 flat fee w/ reservation of Atrium		
Outdoor Firepit:	\$50 flat fee w/ reservation of Atrium, Dining Room, or Patio \$50/hour w/out above room reservation		

Rain Date: If all or part of your event will be outdoors or otherwise weather contingent, you may request the reserved space(s) held as a rain date for **\$150 flat fee**.

Recurring Rental Policy: Events that make use of the space(s) over the course of multiple, non-consecutive days may be scheduled weekly, bi-weekly, monthly, or by another approved schedule with a **10% reduction in overall fees**.

NGO Discount: Recognized and verified not-for-profit, municipal, and/or educational and community organizations can rent space at **50% listed fees**.

Total Cost: _____ Request NGO Discount

Free Access:

- If use is limited to <10 people during open hours. Space must remain available to public. No furniture may be moved. Rules & Terms Governing Use apply.
- Per approval of mission-aligned or co-programming opportunities with established partners or Town of Adams recognized entities. Rules & Terms Governing Use apply. Approved organizations are encouraged to make a donation to the Town of Adams, c/o Greylock Glen Center to offset use costs.

Free Access Donation included in the amount of: _____

Greylock Glen Center Facility Request Agreement

I/We hereby, by myself, heirs, executors, administrators and officials, release and hold harmless the Town of Adams from all liability arising out of my/our use of the town facilities as requested above.

I/We waive and release any and all rights and claims for damages which I/we or my/our guests may have against the Town of Adams for injuries as a consequence of my/our use of the town facilities.

I/We understand and accept the Rules & Terms Governing Facility Use and accept full responsibility for any damage or loss to the premises or any objects contained therein, during time the space is reserved and for not abiding by the rules and guidelines set forth.

Applicant Name (Printed): _____

Applicant Signature: _____ Date: _____

----- Official Use Only – Do Not Write Below -----

Department Head / Building Manager

Approve Disapprove

Name (Printed): _____

Signature: _____ Date: _____

Comments:

Further Review as Applicable:

Town Administrator

Name (Printed): _____

Signature: _____ Date: _____

Comments:

Chief of Police

Name (Printed): _____

Signature: _____ Date: _____

Comments:

Select Board

Name (Printed): _____

Signature: _____ Date: _____

Comments: