



**TOWN OF ADAMS
GREYLOCK GLEN CENTER**

FACILITIES REQUEST FORM

Completed applications including all below materials must be submitted in person at Town Hall or Glen Center or mailed to Town of Adams c/o Greylock Glen 8 Park St Adams, MA 01220.

Required: Must be submitted at least 30 days prior to event date(s)

- Facilities Request Form**
- Rental Fee** (see Glen Center Rates on p. 3; check or money order payable to Town of Adams)
- Event Liability Insurance** (naming Town of Adams as additionally insured)

If Applicable:

- Entertainment License** (ie live music; additional fees apply - see Town of Adams website, Forms)
- Alcohol License** (additional fees apply - see Town of Adams website, Forms)
 - o ABCC Licensed Vendor - Provide Local Licensing Authority (Adams Select Board) and Adams Police Chief at least 48 hours before the event with the following: Vendor's License, liquor liability insurance, and contact info.
 - o All other vendors must apply for a One Day Wine & Malt License or a One Day NGO Liquor License with the Town of Adams

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 requested must include all setup, breakdown, and cleanup with 30 minute buffer allowed before/after. All events must be concluded by 10:00 pm, unless prior approval.
- 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. Submit all layout requests at least 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 requested: (may check more than one)

- | | | |
|---|---|--|
| <input type="checkbox"/> Whole Building, Interior (251) | <input type="checkbox"/> Exhibit Hall (38) | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Atrium (60) | <input type="checkbox"/> Retail Room (12) | <input type="checkbox"/> Trails |
| <input type="checkbox"/> Dining Room (81) | <input type="checkbox"/> Patio | <input type="checkbox"/> Parking Lot (60 cars) |
| <input type="checkbox"/> Classroom/Multipurpose Room (60)
○ Individual sections (20 ea x3) | <input type="checkbox"/> South Field or Overflow Parking
(No cars) | <input type="checkbox"/> Parking Lot (80 cars) |
| | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Firepit |

- Capacity indicated in parenthesis.
- Room rentals include tables and chairs per room capacity (up to 100 total) + video screen(s), podium, and/or microphone upon advance request.
- The following are only available seasonally per request and weather permitting: Fireplace, Firepit, South Field, Overflow Parking, Parking Lot, Trails, Gazebo and Patio.
- Kitchen and Bar are accessible upon request to those renting the Dining Room but kitchen appliances are not available for use.

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 Selectman. If alcohol is included in your event, which license will you be providing or requesting?

- ABCC Licensed Vendor One-Day Wine & Malt NGO One-Day Liquor NA

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

- NGO School Municipal entity NA

Greylock Glen Center Rental Fees & Use Details

Use Details & Fees:

- Rental fees and Glen Center hours are subject to change and may vary seasonally.
- 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, Individ.	\$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 listed fees**. Request Recurring Rental Discount

NGO Discount: Recognized and verified not-for-profit, municipal, and/or educational and community organizations can rent space at **50% listed fees**. If requested, a certificate of exemption or IRS determination letter must be submitted with your application. Request NGO Discount

Total Cost: _____

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. A facility use form must be completed and proof of liability insurance provided. Rules & Terms Governing Use apply. Approved organizations are encouraged to make a donation to the Town of Adams 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: