



Town Hall, 334 Main Street  
Great Barrington, MA 01230

## TOWN OF GREAT BARRINGTON MASSACHUSETTS

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OFFICE OF THE PARKS COMMISSIONERS

Thank you for your interest in the Great Barrington Parks  
To Plan a Park Event:

1. It is recommended that this request be submitted as early as possible. Submit your Park Usage Request Form and **proof of Liability Insurance 10 days before the monthly Park and Recreation Meeting.** *The Parks Commissioners meet on the third Monday of the month at 5:15 p.m. unless otherwise posted.*
2. Applicants or a designee must appear at the meeting in which the request is to be considered. Failure to do so will cause the request to be denied by the Commissioners. *All meetings are posted on the town website: [www.townofgb.org](http://www.townofgb.org). Click on "Meetings Calendar."*
3. **IF YOU HAVE QUESTIONS, LET US HELP YOU.** Inquiries can be made by emailing Carolyn, Board Secretary at [cwichmann@townofgb.org](mailto:cwichmann@townofgb.org) or Chair Karen Smith at [ksmith@townofgb.org](mailto:ksmith@townofgb.org)

## PARK USAGE REQUEST

NAME OF ORGANIZATION:

ADDRESS OF ORGANIZATION:

ADULT RESPONSIBLE FOR EVENT:

PHONE/CELL NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

PARK SPACE REQUESTED:

DATE(S):

TIME(S):

DESCRIPTION OF EVENT:

ADMISSION FEE      Yes      No

ESTIMATED ATTENDANCE:

# OF ADULT CHAPERONES:

**\*A Certificate of Liability Insurance is REQUIRED. If alcohol is being served a Certificate of Liquor Liability Insurance is also required. A letter from your insurance agent is NOT acceptable.**

If requesting to use the space for multiple days, please provide details:

**IF APPLICABLE:** POLICE:                      BOARD OF HEALTH (if food is to be served):

SELECTBOARD'S OFFICE (ALCOHOL OR ENTERTAINMENT):

DPW FOR GARBAGE PICK-UP:      EMT PRESENT:                      FIRST AID AVAILABLE:

Please provide additional information that would be helpful for the Commission in approving your request.

The following is an outline of logistics for the day:

Food:

Entertainment:

Alcohol:

Set-up/Clean-up:

Parking:

**DON'T FORGET TO ATTEND THE SCHEDULED MEETING!**