



PRIVATE EVENTS AT ARMSTRONG-KELLEY PARK DONATION SCHEDULE

OF GUESTS DONATION

Up to 50	\$500
50-100	\$1,000
100-200	\$2,000

GENERAL INFORMATION

In our experience, a one-on-one meeting at the space with an Armstrong-Kelley Park (A-K Park) representative (when possible) well before the event is recommended.

General Parameters: For any reception: Event host will furnish one portable toilet for up to 100, and two units for events over 100. Barnstable policeman must be hired for a four hour duty for groups over 100 people. Hours: Events cannot begin before 9:00 AM and the park must be clean and vacated by 9:00 PM. Please plan to stop music by 8:00 PM to meet the 9:00 PM deadline.

Armstrong-Kelley Park will take all responsibility and provide:

1. Personnel to direct parking for up to 50 vehicles
2. Town water where required to accommodate caterer
3. Electric power for musicians, public address, illumination and caterer
4. On-site personnel for duration of event
5. For your event, A-K Park will be closed to public and proper signs posted

Event host will take all responsibility for securing and providing to A-K Park:

1. **Non-refundable** donation of 10% at time of agreement. Remaining donation and copies of any/all permits and insurance certificates are due 7 days prior to event.
2. Portable toilets when required
3. Barnstable policeman when required
4. If using a tent, obtain permit for tent (available through your tent company or Town of Barnstable, Town Manager's Office)
5. Securing and coordinating with caterer when required. Caterer is responsible for all set-up, breakdown and trash removal
6. Portable toilets and tents may be on site one day before event and must be removed one day after event
7. All electrical equipment and set up for musicians, public address, illumination and caterer
8. Toilets and tents may remain on site no later than one day after event

9. Tent company and food vendor must have CERTIFICATE OF INSURANCE and name C.C.H.S. A-K Park must appear on the policy. A-K Park is not responsible for any damage to tents or toilets.

10. A-K Park must be cleaned by event host at the end of the event

11. Transportation to/from the Park for all events over 50 vehicles

A-K Park is owned and operated by the private non-profit Cape Cod Horticultural Society which retains authority to cease any event which is illegal or in any way does not conform to the standards of this quiet community.

Questions? Please contact CCHS Trustee, P.O. Box 934, Osterville, MA 02655

Revised 6/26/14