

CEREMONY AREA PERMIT APPLICATION**CONTACT INFORMATION**

Primary Contact

Address

Phone

Alternate Phone

Email

Secondary Contact

Phone

Alternate Phone

Email

EVENT INFORMATION

Event Type

- Location Requested:
- Larz Anderson Park - Temple of Love (up to 100 people)
 - Larz Anderson Park - Allee/Hillside (up to 50 people)
 - Larz Anderson Park - Top of Hill (up to 100 people)
 - Corey Hill Outlook Park (up to 50 people)

Date of Event

Time of Event

Number of Participants (Including Guests)

Number of Expected Vehicles

VENDOR INFORMATION (IF APPLICABLE)

Primary Contact

Organization

Position/Title

Website

Phone

Alternate Phone

Email

SECONDARY VENDOR INFORMATION (IF APPLICABLE)

Primary Contact

Organization

Position/Title

Website

Phone

Alternate Phone

Email

If entertainment is being provided, a certificate of insurance with the "Town of Brookline" listed as additional insured is mandatory and should be attached as a supplement to the application

Details of proposed event setup and schedule including decorations, portable furniture, electronic equipment or other non-park materials (See attached FAQ for more information):

CEREMONY RULES/REGS RECEIPT OF PERMIT: The permit is the receipt received at the time of purchase. The permit holder should have the permit in hand at their reserved site during the time of the reservation. Proof of permit may be requested by the Park Ranger. A Park Ranger will make patrols through the area to check permits. The renter shall have the right to occupy and use the premises for said purpose only.

ENTERTAINER: If an entertainer, a musician with non-amplified equipment, will be hired by the permit holder, a Certificate of Liability for \$1,000,000.00 with the Town of Brookline as the additional insured must be submitted one week prior from the date of event to recreation@brooklinema.gov, with the permit holder's name and permit date referenced in the 'Description' section

Town of Brookline
333 Washington St
Brookline, MA 02445

If not received, the entertainer will not be allowed to perform.

TEMPLE OF LOVE: The Temple of Love, the tempietto, modeled after the Temple of Love at Versailles, is located at the side of the pond (reservation does not include pond). This area can accommodate up to 100 people and is only reserved for ceremonies.

TOP OF THE HILL: The Top of the Hill is located on the Goddard Avenue and Newton Street side of the property near the Larz Anderson Auto Museum. It is the highest point of the park, with an exceptional view of Boston Skyline, and consists of a cement platform with semi-circular bench structure. This area can accommodate up to 100 people and is only reserved for ceremonies.

ALLEE: The Allee is located on Goddard Avenue and Newton Street side of the property, and is a double row of trees leading to a semi-circular cement bench structure. This area can accommodate up to 50 people and is only reserved for ceremonies.

VEHICLES: The permit holder shall park all vehicles in designated parking areas only. Private vehicles are not permitted to drive on paths within the park.

DOG POLICY: Dogs are not allowed off leash in the park, except for designated Green Dog areas, during the permitted hours and with correct licenses. For more information regarding the Green Dog Program at Larz Anderson Park, please visit www.brooklinema.gov/GreenDog.

PERMITTED: Tables/Chairs allowed only at ceremony sites, pop-up tents (10x10), sun shelters, and volleyball/badminton nets are permitted as long as they do not interfere with other park guests, and can be removed or relocated at the discretion of the Park Ranger.

NOT PERMITTED: Farm animals, alcoholic beverages, fireworks/rockets, powder cannons, portable grills, hibachis, inflatables, motor vehicles, fishing, boating, or skating in the lagoon, disposing charcoal in the trash barrels. These rules are strictly enforced, and items may be removed at the discretion of the Park Ranger.

PARK MAINTENANCE: If you have any concerns regarding playground equipment or park maintenance, please call 617.879.5650

REFUND POLICY: Refunds will not be granted unless there is a medical emergency. Refunds will not be granted for inclement weather. There will be a \$10.00 charge to reschedule or change any part of your original reservation.

Renter agrees to indemnify and hold harmless, the Town, its agents, servants and employees, from all loss, cost and expense arising out of any liability, for injuries or damages to persons or property sustained or claimed to have been sustained by anyone by reason of the said purpose above.

The Renter shall pay for any and all damages to the property of the Town, or loss or theft of such property, done or caused by any and all persons during the term of the rental agreement.

FREQUENTLY ASKED QUESTIONS

Can I, or a hired vendor, set up tables and chairs at the site? Yes, so long as it does not impact others' access to the park, and so long as they are set up and removed within the confines of the permit block. At the Larz Anderson Park Temple of Love site, chairs and/or tables may not be set up on the walking path that traverses the lagoon.

Can I set up before my scheduled start time and/or stay beyond my scheduled end time? Often, park wedding venues are booked in both morning and afternoon slots, so groups should plan on adhering to their scheduled times, even if it appears a group before or after them has not yet arrived. Any proposed setup before a scheduled permit must be approved by Parks or Recreation staff.

Can I, or a vendor I have contracted for the event, drive in to Larz Anderson Park for setup? Vehicles are permitted in the parking lots on Goddard Ave and at the top of the hill, as well as the roadway that runs up and over the hill from Newton St. to Avon St. Non-Town of Brookline vehicles are not permitted on the access road that runs from the Goddard Ave parking lot to the Temple of Love area or on any non-paved surfaces within the park. Permittees should plan accordingly if they are planning on having outside equipment/furniture or contracted event staff.

Someone attending the event has a mobility issue. Can they drive in to, or be dropped off at, the Temple of Love area? Reasonable accommodations can be provided. Please include details in the Comments section.

Can I have music played at the event? Bands and musical groups are allowed upon review and approval of Director of Parks and Open Space Division, Director of Recreation Department, or qualified proxy. Amplified sound is permitted in the park only so far as it does not interrupt others' enjoyment of the park. Typically the limit would be a tabletop speaker. If sound or music is played at excessive levels, the permit holder may be required to reduce the volume at the direction of Parks staff.

Can I reserve parking? Parking is first-come, first-served, regardless of permit status. Permittees should be mindful of seasonal sports or scheduled Auto Museum events if they are expecting a large number of guests.

Can we serve alcohol at the event? Per Brookline Parks rules and regulations, alcohol is not permitted within Brookline Parks