



## Medford Recreation Condon Shell Rental Application

### CONTACT:

All Condon Shell Rentals should be directed to...

Kevin Bailey  
[kbailey@medford-ma.gov](mailto:kbailey@medford-ma.gov)  
(781) 393-2486

### FEES

There is a \$20 per day fee to use the Condon Shell. This nominal fee is to help pay for the cost of the porta potty rental and upkeep of the grounds. All events must be free and open to the public. Organizers may be charged additional fees if the applicant requires staff to be available. This includes opening the building, requesting additional cleaning needs, or if police detail is required.

### RECEIVING PERMITS

Once the application is approved, your schedule will be put into the computer and the reservation will be automatically sent to the email address submitted on your application. The email from the computer will be from [noreply@receipts.myrecdepartment.com](mailto:noreply@receipts.myrecdepartment.com). If you do not receive your permit within a week of approving your schedule, please check your SPAM box.

If you need to make changes to your schedule, please email Kevin Bailey immediately. You can view your organizations' reservations at [medfordrecreation.org](http://medfordrecreation.org) and click on the calendar icon (highlighted image below). Please select Condon Shell as the location. **If your organization is not on the calendar, you do not have the shell reserved.**



**Cancellation / Rain Dates:**

If you are no longer using the Condon Shell, please email Kevin Bailey immediately so you can be removed from the calendar. Failure to cancel your reservation can affect future reservations at the Condon Shell. To keep the schedule available to other organizations, the department does not reserve rain dates. If you need to cancel your event due to inclement weather, contact Kevin Bailey to reschedule.

**Use of Electricity:**

An electrical outlet is available on the stage. If additional electricity is needed, outlets are located inside the building. You must request in the application to have a staff member open the building.

**Portable Toilets:**

The portable toilets located behind the Condon Shell is available. You will receive the combination in the permit to unlock the toilets. Please make sure it is relocked at the end of your event.

**Lighting:**

The Condon Shell does not have lighting for the stage. Performances should be prepared to bring their own lighting. String lights are hung along the pathway during the summer season to the parking lot if needed.

**Sound:**

Please remember the Condon Shell is across the street from residential homes and condos. Music and amplified sound should be played so the audience can hear but not loud enough where it disrupts the neighborhood. Loud music can result in loss of future permits.

**Food:**

If you are serving food to the public that is not pre-packaged, you must receive a food permit for the Board of Health. Applications can be found here.

**Alcohol:**

If you plan to serve alcohol at your event, you must receive a one day alcohol permit from the require license commission. More information can be found here.

**FACILITY RENTAL RULES:**

- All events at the Condon Shell must be free and open to the public.
- Events with music must not exceed 4 hours. Music should not be played before 9:00am
- Organizers must follow all city ordinances and state laws. If requested by the police department or Recreation staff to lower the volume of amplified sound, it must be followed.
- All equipment, banners and supplies must be removed at the end of the reservation unless given permission by the Recreation Director and must be in writing.
- A food permit is required if you are serving unpackaged food.
- Grills are not permitted unless approved by the Medford Fire Department.
- Please pick up all trash at the end of your event and discard in the trash barrels.



## Condon Shell Rental Application

### CONTACT INFORMATION

Name of Organization:

Web Address:

Contact Name:

Contact Title:

Address:

Phone:

Cell:

Email:

Date of Event:

Estimated number of attendees:

Prep. Start:

Event Start:

Event End:

Break-Down End:

Description and Purpose of Event:

***If you have vendors attending the event, please fill out the spreadsheet on page 5.***

**By submitting this application, I hereby confirm on behalf of the applicant that I will agree to comply with all applicable state and City of Medford COVID-19 protocols currently in effect, including but not limited to sports protocols, gatherings limitations and COVID-19 travel orders/advisories, copies of which have been provided to me by the Board of Health. I understand that any license granted to me for use of City fields/facilities may be revoked at any time for any reason, including, but not limited to for the organization's failure to comply with applicable COVID-19 requirements.**

**CITY OF MEDFORD**  
**RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_, the authorized representative of the Applicant identified on this form hereby agree to forever release the City of Medford, the Medford Public Schools and its employees, officials, agents, volunteers and any and all individuals assisting with use of the City of Medford's recreation spaces (the "Releasees") from any and all claims, right of action, causes of action, damages, costs, compensation and attorney's fees, that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to program participants resulting from any participation in a program of any kind using the City's recreational facilities and fields.

On behalf of said Applicant, I \_\_\_\_\_, also promise to indemnify, defend and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries or damage to any City property resulting from any participation in a program using the City's recreational facilities or fields. I also promise to fully reimburse the City for any property loss or damage to any City property or field.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that participation in a program using a City facility or field is voluntary and that I am free to choose not to use such property. By signing this form, on behalf of the Applicant, I authorize participation in a recreational program using a City of Medford Public School facility or field with full knowledge that the Releasees will not be liable for any damage or injuries resulting from the use of City's facilities or fields, including but not limited to any risk from COVID-19.

The below individual hereby personally warrants and guarantees that he or she has the authority to bind the Applicant, each of the members of the Applicant's organization, and all participants in the use licensed, jointly and severally to the terms of this permit.

**Applicant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_



# EVENT INFORMATION



**In addition to the standard permit application, if you are hosting an event including music festivals, tournaments, ceremonies, etc. please fill out this form to help the Recreation Department and Commission better understand your request.**

## CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

## EVENT INFORMATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of People: \_\_\_\_\_  
Event Name: \_\_\_\_\_ Website: \_\_\_\_\_

## QUESTIONS

- |  |     |
|--|-----|
| Will you need use of electricity for this event?                   | Yes |
| Will you need lighting?  | Yes |
| Will their be amplified sound including music of P.A system?       | Yes |
| Will you set up staging or podiums for the event?                  | Yes |
| Will you be serving food?  | Yes |
| Do you plan to have food trucks?                                   | Yes |
| Will you be serving alcohol?                                       | Yes |
| Will the event require streets to be closed?                       | Yes |
| Do you need access to bathrooms?                                   | Yes |
| Will you need DPW or the City to set up for the event?             | Yes |
| Do you need additional time to set up or break down for the event? | Yes |
| Will you be charging an entrance fee for the event?                | Yes |

PLEASE PROVIDE ANY ADDITIONAL NEEDS OR INFORMATION ABOUT THE EVENT

