



Medford Recreation Hormel Stadium Rental Application

CONTACT:

All Hormel rentals should be directed to...

John Curley
jcurley@medford-ma.gov
(781) 808-7129

FEES

All renters must pay 50% of the rental fees before the first day of the reservation. Medford Recreation reserves the right to cancel the reservation if the 50% rental fee is not paid prior to the start of the reservation. All remaining rental fees (total balance) are due on the last day of your permit reservation. If you rent Hormel for a one-day event, the remaining balance is due the following day after your event. Failure to pay your rental fee within the timeframe can result in loss of future rentals.

RATE CATEGORIES

Medford Public Schools & City of Medford Events: Free

Medford Youth Leagues: \$77 per hour

All others: \$150 per hour

One Time Charity Events: \$25 per hour plus additional costs for staff.

Please return completed applications, and other required/supporting documentation to John Curley. Documents can be emailed to John at jcurley@medford-ma.gov.

Supporting Documents:

Teams, leagues, or other sports organizations need to submit the following supporting documents:

- **Proof of Insurance:** All applicants must submit a certificate of insurance prior to the first day of the rental. The applicant must submit proof of property damage and bodily injury insurance that shall be in the form of a Certificate of Insurance issued by your insurance agent naming the City of Medford as an additional insured. For permits issued to individuals or families, proof of Homeowners Insurance or Special Event Insurance may be sufficient. Permits issued to Medford Public School or the City of Medford do not require proof of insurance. If a policy has an expiration date during the permit period, the permit will expire automatically on that date unless proof of insurance is provided showing coverage beyond that date.
- **Board of Health Permit:** If you are serving cooked food at your event, you must submit the food permit from the board of health.
- **Alcohol Permit:** Alcohol is not permitted on the grounds of Hormel unless the organizer receives a permit from the permit commission. All one-day alcohol permits must be submitted to John Curley.

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. 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 John Curley immediately.

Cancellations must be given within two weeks notice to receive a credit to your account. You can view your organizations' reservations at medfordrecreation.org and click on the calendar icon (highlighted image below). Please select Hormel as the location. **If your organization is not on the calendar, you do not have the facility reserved.**

Cancellation / Refunds:



A two week cancellation notice must be given to receive a credit. All cancellation notices should be in writing and emailed to John Curley. The Recreation Department does not issue refunds unless the department cancels your reservation and cannot make up your rental.

FACILITY RENTAL RULES:

- Organizers are not permitted on the premises until the beginning of the permit. Everyone must leave the facility at the end of the permit time. If you need additional time for set up, breakdown, etc.. you must request the additional time.
- 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.
- Organizations must comply with 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.
- Events over 200 people or when alcohol is being served, will require police detail. Events over 500 people might require a second police detail. It is the organizers responsibility to request the detail from the Medford Police Department and will be invoiced separately from the Police Department. Please call 781-391-6411 to schedule with the Police Department.
- Additional permits are needed to serve alcohol or cooked food. Please include this in your request to receive additional applications.
- The track must remain open from dusk to dawn. No renter shall deny the public from using the track.
- Only water is allowed on the track and field. No food or gatoraid.
- A two week, written notice must be given to the Recreation Department for cancellations to receive a refund.
- Payment can be completed online or by mailing a check to

Attention: Medford Recreation
City of Medford
85 George P. Hassett Drive
Medford, MA 02155



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CONTACT INFORMATION

Name of Organization: _____ Web Address: _____
Contact Name: _____ Contact Title: _____
Address: _____
Phone: _____ Cell: _____ Email: _____

Dates: From: _____ To: _____

Days: _____ **Time:** _____
Monday: _____ to _____
Tuesday: _____ to _____
Wednesday: _____ to _____
Thursday: _____ to _____
Friday: _____ to _____
Saturday: _____ to _____
Sunday: _____ to _____

If you have specific reservation times, please fill out the spreadsheet on the last page of this document

All new organizations or events must have their application reviewed by the Hormel Commission. Meetings are conducted each month on Wednesdays at 5:00pm. Applicants should attend the meeting to answer any questions commissioners might have when reviewing the application. If the Hormel Commission approves your event, please confirm dates and times with John Curley to receive permits.

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: _____
Set Up Time: _____ Break Down Time: _____

QUESTIONS

Will you need use of electricity for this event?	Yes
Will you need lighting?	Yes
Will there 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 you have a bounce house or inflatables at the event	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

