



Auburndale Cove Picnic Permit Application

Newton Parks & Recreation, 246 Dudley Rd, Newton, MA 02459

Admin : 617-796-1500, parks@newtonma.gov

INSTRUCTIONS:

- * All applications must be accompanied with a non refundable fee
- * Only Newton residents/businesses/organization may be permit holders

please print clearly

NAME: _____

Address _____

Email _____

Phone: _____

Signature _____

******Please review the attached detailed instructions******

additional permits are required for the following

No electricity available

Will there be alcohol at the picnic?

Yes No

See attached instructions

Will the event be catered?

Yes No

See attached instructions. NO FOOD TRUCKS ARE ALLOWED

Will there be amusements and/or rides at the picnic?

Yes No

No inflatable items/rides allowed. No Amplified sound is allowed

Will there be propane grills used at the picnic?

Yes No

A permit is required from the Fire Department (617-796-2230)

Will there be a tent?

Yes No

See attached instructions

Canoes & Kayaks

Yes No

See attached instructions

Other special requests list here:

Yes No

Site requested: _____

Number of people attending: _____

Date requested _____

Day of the week _____ Time _____

Disclaimer

The person whose name appears above is responsible for the action of all persons using this picnic area/facility. This includes the responsibility for the removal of litter, and all damages to the picnic area/facility. The permit will be immediately revoked for the use of alcohol, any illegal substance, and violation of the law and any behavior deemed inappropriate by the Parks & Recreation Commissioner of his duly appointed representative. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the parks & Recreation Department reserves the right, in the interest of public safety, to discontinue all activities or dismiss the person or persons detrimental to the activity. As a condition of use the permit holder agrees to furnish at their own expense, Police or other protection deemed necessary by the parks & Recreation Commissioner or his duly appointed designee and to reimburse the City for any damages done to the picnic area/facility.

My signature above indicates that I have received and read a copy of the rules and regulations governing the use of the picnic areas/facilities in the City of Newton as adopted by the Parks and Recreation Commission. Furthermore, my signature indicates my intent to abide by these rules and regulations.

(See reverse side) The applicant who signs this form is responsible for the actions of all persons using the facility in association with this permit.

For Department use only below this line

Site Permitted: _____

Date : _____

Day of week: _____

Time permitted: _____ to _____ Amt rec'vd _____

Pay type/
Chk #: _____

Parks and Recreation Commissioner

Date

Rules and Regulations Governing the use of a Parks and Recreation Facility or Area

- *Constitutionally restricted discrimination will not be tolerated at public functions
- *No elected official or candidate for public office shall be denied access to any event which is described on the permit application as a public event
- *The City will regard a function as public where exclusive or regular use of public property has been granted unless the licensee clearly conducts its activity as private.
- *Indicia of a private event or function include but are not limited to, use of personal rather than general invitations, use of some sort of gate system or its equivalent, non-affiliation with public entities or public events.
- *A reasonable administration charge for private use of public facilities and any parks and recreational personnel will be set by the parks and Recreation Commissioner.
- *Police protection, where deemed necessary by the Parks and Recreation Commissioner, shall be furnished by licensees at their own expense at rates to be established by the Police Chief.
- *Licensees are hereby notified that the function of the City Police Officers where present in their capacity and on duty as City Police Officers, at such events, shall be to serve the public peace and safety rather than the private purposes of the group conducting a private event or activity.
- *Security or gate monitoring arrangements at private functions, where desired by the licensee, shall be made and provided by private individuals.
- *Licensees shall reimburse the City for any damage which may be done to the parks and recreation area or facilities.
- *The holder of this permit must conform strictly to the location, time specified and to the Rules and Regulations governing the use of playgrounds in the City of Newton.
- *This permit may be revoked by the Parks and Recreation Commissioner at any time.
- *The possession or consumption of alcoholic beverages is prohibited on all playgrounds in the City of Newton unless otherwise noted.
- *No fees may be charged for any program without the approval of the Parks and Recreation Commissioner
- *In the event of a duplication of permits, the permit bearing the earliest date is to be honored unless the later permit reads that it takes precedence.
- *Live music and use of amplifiers is prohibited except by permission of the Parks and Recreation Commissioner.

Article VI Parks and Public Grounds

Sec. 21-3 Operation of Vehicles

No person unless by permission of the Parks and Recreation Commissioner, or on playgrounds of the Parks and Recreation Commission, shall operate a motor vehicle in or upon parks or other public grounds except upon the driveways thereof.

Sec 21-4 Selling Goods and Wares: Amusements, Tents, Booths, Etc.

No person except by permission of the Parks and Recreation Commissioner or on playgrounds of the Parks and Recreation Commission, shall expose for sale or sell any good, ware or merchandise in or upon any park or other public grounds nor erect or maintain a booth, stand, tent or apparatus of any kind for the purpose of amusement or show in any park or public grounds.

Sec. 21-5 Nuisances Generally

No person shall commit a nuisance on parks or on other public grounds

Sec. 21-6 Playing Games Etc..

No person except by the permission of the Parks and Recreation Commissioner, or on playing grounds of the Parks and Recreation Commission shall engage in a game of ball football, baseball or other athletic sports in or upon any park or public grounds except upon such portions thereof as may be set apart for such purposes.

Sec. 21-7 Throwing Missiles

No person shall throw a stone, snowball or other missile in or upon any park or public playground.

Sec 21-8 Damaging Property

No person shall pull up break, cut or deface any of the seats, fences or railings upon or around any park or public grounds, nor deface any monument or statue in any park or on public grounds

Sec. 21-9 Climbing, Posting Bills on Trees

No person shall climb a tree on any park or upon other public grounds, nor post a bill nor place a sign upon or around any tree in any park or upon other public grounds of the City.

Sec. 21-10 Digging, Carrying Dirt, Etc...

No person, except by permission of the Parks and Recreation Commissioner, or on playgrounds of the Parks and Recreation Commission, and for some public use, shall dig or carry away any sward, grave, and, turf or earth from or place or deposit or cause to be placed or deposited any stones, gravel or other substance upon any park, playground or other public grounds.

Sec 21-11 Damaging Flowers

No person shall walk, stand, sit or lie down in or upon, or pull a flower or plant out of a flower bed, in any park or upon public grounds.

Sec 21-12 Walking on Grass

No person shall stand, walk or lie upon the grass in any park or upon public grounds where such walking, standing, or lying has been prohibited, and notice of such prohibition is given to the public by legible notices placed in or upon such park or public grounds.

Procedure for Special Events at the Auburndale Cove

The Cove is a beautiful location for picnics, company outings, and other special events. To make sure that your special event is abiding by all City of Newton laws and ordinances we ask that you fill out a special event permit application so we can better assist you in getting the appropriate permits and approval for your special day.

Steps to Holding a Special Event

Step 1: Call the Parks, Recreation & Culture Dept to indicate your interest in holding a special event at the Auburndale Cove and to check availability of the interested date.

Step 2: Fill out an Auburndale Cove picnic application and submit it with the appropriate fees to Parks and Recreation. **Permits are granted to Newton Residents or Businesses ONLY.** Fee is non-refundable.

Site 1 – 100-person site	\$60.00 per hour
Site 2 – 100-person site	\$60.00 per hour
Site 3 – 50-person site	\$50.00 per hour
Site 4 – 50-person site	\$50.00 per hour

Additional Signatures, Permits, or Paperwork Required

Depending on your special event, you may need to file additional permits or receive approval from additional City Departments at the address and phone numbers listed below. **A copy of permits/caterer's license must be submitted to office prior to picnic**

For Caterers/Gas Grills:

1. To ensure that safe and sanitary foods are served to the public, groups using caterers must get approval from the Newton Health Department. **No Food trucks are allowed on the property.** A caterer is any licensed person who prepares food, transports the food, and serves the food at another location. A copy of the caterer's license must be submitted to the office prior to event, 617-796-1500 or parks@newtonma.gov

The Newton Health Department
City Hall - 1000 Commonwealth Ave
Newton, MA 02459
(617) 796-1420

2. **If propane tanks** will be used for outside cooking the appropriate fees must be paid and permits received from the Newton Fire Department. A copy of the permit must be submitted to the office prior to the event, 617-796-1500 or parks@newtonma.gov

The Newton Fire Department
1164 Centre St
Newton, MA 02459
(617) 796-2230

Alcohol:

1. Approval must be received from the Newton Licensing Commission to sell/serve alcohol. All applications and fees must be submitted to the Licensing Commission by Wednesday of the first week of the month prior to your event. Permits are issued after the monthly Commission meeting. The Commission Meeting is the third Tuesday of the month. Alcohol must be served in a designated area.

The Newton Health Department
City Hall
1000 Commonwealth Ave
Newton, MA 02459
(617) 796-1420

2. Approval must be received from the Police Department to consume alcohol. After receiving a temporary one-day license to sell/serve from the Licensing Commission, the appropriate fees must be paid, and permits received to get a license to consume alcohol on public property. Once this form is obtained from the Police Department it must be signed by the Parks, Recreation & Culture Dept before the Chief of Police will give final approval. The Newton Police Headquarters is located at 1321 Washington Street, Newton, MA 02465 (617) 796-2101
3. **All groups consuming alcohol must have a police detail on duty while alcohol is being consumed.** Appropriate fees must be paid, and arrangements must be made for a police detail with the Newton Police Department. There must be a minimum of one uniformed officer or more if assigned by the Licensing Commission, based on their policy for a one-day license.
4. All groups consuming alcohol must seek insurance naming the City of Newton as an additionally insured party for \$1,000,000.00. Insurance limitations must be confirmed and signed off by the City Solicitor. The City Solicitor's office is located at 1000 Commonwealth Ave, Newton, MA 02459 (617) 796-1240

Tents:

Tents (over 10'x10')/Scaffolding/Staging/Platforms/Grandstands or related structures:

1. A permit is required from Inspectional Services for any tent measuring greater than 10'x10' ft. to be erected on park land /open space.

Apply on-line: <https://newtonma.viewpointcloud.com/>

2. For tents requiring heat/propane

Contact: Newton Fire Department (617) 796-2230.

For Rides/Amusements:

1. Any organization wishing to have entertainment in the form of animals must seek insurance naming the City of Newton as an additionally insured party for \$1,000,000.00. Insurance limitations must be confirmed and signed off by the City Solicitor. The City Solicitor's office is located at 1000 Commonwealth Ave, Newton, MA 02459 (617) 796-1240.
2. NO Inflatable or mechanical rides are allowed at the Auburndale Cove.
3. No balloons
4. No electricity

Parking:

1. There is a large parking lot at the Auburndale Cove; however, when there are several picnics, or one large picnic parking can be tight. Please encourage your group to carpool if possible. If cars are parked on West Pine Street, be sure they do not block driveways and that there is space for other cars, ambulances, or fire trucks to pass by. Any car found blocking a driveway or limiting vehicles from passing by will be towed.

Amplified Sound:

1. Amplified sound is NOT allowed.

Canoes & Kayaks:

1. allowed to enter from the river – No trucks or trailers allowed to drive through the park. Watercraft must be hand carried to the water