



**PRIVATE EVENTS AT ARMSTRONG-KELLEY PARK
DONATION SCHEDULE
OF GUESTS DONATION**

Photo Shoot	\$100
2-10 people	\$250
11-40 people	\$1,000 plus Site Coordinator fee \$100 = \$1,100
41-75 people	\$2,000 plus Site Coordinator fee \$200 = \$2,200
76-100 people	\$3,000 plus site Coordinator fee \$500 = \$3,500

GENERAL INFORMATION

In our experience, a one-on-one meeting at the Armstrong-Kelley Park (A-K Park) with a Park representative well before the event is highly recommended. A site plan should be prepared by the host one month prior to any event over 25 people and submitted to the Site Coordinator who will be on site during delivery of all materials and vendors prior to the event. This covers table, tent, musician placement, etc. An attendee at the event should be designated for the Site Coordinator to work with so the Site Coordinator is knowledgeable and can ensure all elements of the event are in place.

General Parameters: For any reception over 10 people, and offering food and drink: Event host will furnish one portable toilet for up to 50 people and two toilets for 100 people. Barnstable policeman must be hired for a four hour duty for any event offering alcohol. Hours: Events cannot begin before 9:00 AM and the park must be clean and vacated by sunset and no later than 9:00 PM. Please plan to stop music by 8:00 PM to meet the 9:00 PM deadline. Event planners should heed the time of sunset in their planning and leave plenty of time to pack up before it's dark.

Armstrong-Kelley Park will take all responsibility and provide:

1. Personnel to direct parking for up to 40 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. If you so wish, A-K Park will be closed to public and proper signs posted for your privacy
6. Event will be posted on the park's website page
7. A-K Park will not be responsible for setup and breakdown of an event

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

1. **Non-refundable** donation of 25% at time of commitment. Remaining donation and copies of any/all permits and insurance certificates are due no later than 7 days prior to event.
2. Portable toilets in sufficient number as 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 including trash bags
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. If providing liquor, caterer should secure a license to distribute liquor
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 40 vehicles must be arranged
12. All setup and breakdown functions will be responsibility of host, not A-K Park

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 neighborhood.

Questions? Please contact Deirdre Dow-Chase, 617-653-6718, or write us at CCHS, P.O. Box 934, Osterville, MA 02655

Revised 11/25/19