

**Town of Acton Recreation Department**

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

Fax: 978-264-9630

Email: recreation@acton-ma.govWebsite: www.acton-ma.gov

Cathy Fochtman, Recreation Director

Date: April 28, 2014

To: Steve Ledoux

From: Cathy Fochtman, Recreation Director

RE: Waiver of Fees for Acton Lions Club Town Fair, June 18 – 23, 2014

I recommend that the Board of Selectmen support Michael Godley's attached request for a waiver of fees, with the exception of out-of-pocket expenses, for the annual Lions Club Fair at School Street field, scheduled for Wednesday, June 18– Sunday, June 22, 2014. Michael Godley, Lions Club member and Past President, has managed this event annually with the cooperation of the Recreation and Natural Resources Department for the past six years.

The Acton Lions will be staging the fair rides, concessions and parking on the School Street playing fields. They will consult with Police Officer Jim Cogan about assigning police detail during the course of the event.

Finance Director Stephen Barrett has been consulted regarding insurance requirements to protect the Town. The fair vendor, Fiesta Shows, has provided a certificate of insurance liability to provide adequate coverage, as recommended by MIIA. Please see applicable attachments.

Additional details are covered in Mr. Godley's letter. The annual Town Fair has been a popular fundraiser event in Acton for the Lions for many years. We are very excited to support this event at School Street.



April 25, 2014

Town of Acton, Board of Selectmen
427 Main Street
Acton, MA 01720

Dear Board of Selectmen,

I am writing on behalf of the Acton Lions Club to request a waiver of use fees for the Acton Lions Club Town Fair to be held at the School Street soccer fields from June 18-23, 2014.

The club holds the Fair every year, and has done so for more than 25 years. A major component for a successful Fair is minimal costs. The event depends greatly on sponsors such as Middlesex Bank, Stop and Shop, Christmas Motors, Acton Medical and others in order to maximize the amount of money we can raise for charity. We expect that a minimum of 50% of the proceeds will be used to fund local community projects in Acton, and the balance will be donated to Massachusetts Lions Eye research Fund. The eye research funds will be used for early stage basic research projects at institutions such as the Schepens Insititute, and others that are listed at:
http://www.masslionseyeresearch.org/pb/wp_420d7af1/wp_420d7af1.html.

These projects average a 10 to 1 return to the institutions in the form of larger federal and state grants that are awarded based on the results of research conducted by the "seed" money that comes from the MLERF. More information on the Mass Lions Eye Research organization is available at <http://www.masslionseyeresearch.org/index.html>

We have been working closely with the Recreation Department and Fiesta Amusements to ensure that this will be a safe and entertaining event for our community . Please do consider my request to waive the use fees of the School Street fields for the Acton Lions Club Town Fair.

Thank you in advance for your consideration

Sincerely,

Michael Godley

Town Fair Chair

Acton Lions Club

Ph: 617-513-2516

Email: mgodley@tiac.net



**TOWN OF ACTON
RECREATION DEPARTMENT**

472 Main Street
Acton, Massachusetts, 01720
Telephone: (978) 929-6640
Fax: (978) 929-6340

E-mail: recreation@acton-ma.gov
Website: www.acton-ma.gov/recreation

2012 APPLICATION FOR USE OF RECREATION FACILITIES

Complete Sections I & II only, signature required on page 2. File application with the Acton Recreation Department at least **TWO WEEKS** prior to the date desired. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available online or at the Rec. Dept.) for a Permit to be granted. Incomplete applications will be returned. Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first, payment is due to secure your facilities rental and permit will be issued.

SECTION I

Application Date: 4-24-12 E-mail Address: M.GODLEY@TIAC.NET
Name of Organization: ACTON LIONS CLUB
Contact Person: MICHAEL GODLEY Phone: Home ()
Address: 19 NARAG Hill Rd Work (617) 512-2516 (CELL)
Town/City: Acton, MA State: MA Zip Code: 01720
Organization: Acton Non-Resident Number of Participants: _____
Describe Activity: ACTON LIONS TOWN FAIR

SECTION II

FACILITY/ FIELD REQUESTED: (PLEASE CHECK)

NARA Park (25 Ledge Rock Way):

- Amphitheater**
- Walking Trail (1 mile)
- Bathhouse Pavilion (5 picnic tables)
- Patio Tent (4 picnic tables)
- Large Picnic Area (8 picnic tables)
- Small Picnic Area (4 picnic tables)
- Picnic Pod (near volleyball courts;
2 picnic tables)
- Group Swim Passes, # needed: _____
- Large Soccer Field, # fields: _____
- Small Soccer Field, # fields: _____
- Softball Field
- Volleyball Court 1 or 2 (Please Circle)

Elm Street Fields (21 Elm Street):

- Soccer Field
- Softball Field
- Tennis Court, # of courts needed:
1 or 2 (Please Circle)

School Street Fields (343-347 School Street):

- Small Soccer Field, # of fields: ALL
- Large Soccer Field, # of fields: ALL
- Lacrosse Field

Veterans Fields (655 Main Street):

- Little League Fields,
1 or 2 (Please Circle)

Concord Road (104 Concord Road):

- Soccer Field

Gardner Field (Route 111 near Kinsley Road):

- Recreational Field

Great Hill (54 School Street):

- Soccer Field, 1 or 2 (Please Circle)
- Little Great Hill Field

Hart Field (80 Taylor Road):

- Little League/Softball Diamond

MacPherson Field (80 Taylor Road):

- Little League/Softball Diamond

Jones Field (Martin Street & Stow Road):

- Full Size Baseball/Lacrosse/Football Field

Robbins Mill Recreation Area (61 Canterbury Hill Road):

- Small Soccer Field
- Basketball Court

T.J. O'Grady Skate Park (66 Hayward Road):

- Skate Park

* The NARA Picnic Areas, Patio Tent, and Bathhouse are not available for rental during the NARA Summer Camp hours (8:00 AM - 5:30 PM, Monday - Friday, excluding Thursdays: June 28 - Aug. 24, 2012). Permits will not be available at NARA Park for these dates in 2012: July 4-5, and dates that have sponsored recreation events. **Amphitheater rentals must complete a separate facility application.

SET-UP - JUNE 16 & 17th - NORTH END OF FIELDS - 8 AM - ALL DAY
 TOWN FAIR - ALL FIELDS JUNE 18-23 - ENDING 8 PM ON JUNE 23

DATE REQUESTED: We do not offer rain dates; you must request an additional permit for requested alternate date.

1st Choice _____ Time Requested: Start Time: _____ End Time: _____

2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

Will Food/Beverages be Served? YES If Yes, be specific LIONS FOOD BOOTH, FIESTA CONCESSIONS

Will Alcohol be Served? NO If yes, has a permit been obtained by the Board of Selectman? _____

**A separate application and fees for liquor license is obtained through the Town Manager's Office—please note this application is filed with the Board of Selectmen and is needed no less than one month prior to your event.

Picnic table availability is noted for each area. Additional tables are not provided by the Town of Acton.

Picnic charcoal grills are available for large tent, small tent and patio picnic areas at NARA Park. You are welcome to bring your own charcoal or propane grill. All coals must be discarded in ash can. NARA Park bathrooms are open during normal beach operation hours. A portable toilet is onsite at the lower beach area.

CANCELLATION POLICY: If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. Group swim passes are not refundable. Refunds are not issued due to weather related conditions.

The Lessee or user of the facility/field will hold the Town of Acton and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Acton reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable, and permits are subject to change. Picnic tables available are noted on form, additional tables needed are the responsibility of the renter.

Michael Golley
 (Representative's Signature)

4-24-14
 (Date)

SECTION III
For Office
Use Only

REQUIRED SERVICES ASSIGNED:

- _____ Fire - All commercial use of propane tanks need permit. (Over 50 gallons)
 Contact the Acton Fire Dept. 978-264-9646
- _____ Police
- _____ Health Department Permit (Obtained at the Board of Health-separate fee with BOH)
- _____ Swimming—all swim passes must be purchased at time of permit issuance. Additional passes may be purchased at the group rate onsite if permit holder has received permission in advance from Recreation Director.
- _____ Portable Toilets Required Location Required: _____
- _____ Dumpster required
- _____ Liquor License (see Section II) Approved Denied

ESTIMATED RENTAL FEES:

Bldg. Rental \$ _____ Field Rental \$ _____ Swimming Fee \$ _____
 Electrical Fee \$ _____ Security Deposit (required) \$ _____

PERMIT FOR USE OF RECREATION FACILITIES:

- () THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED.
- () THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS: _____

Permit Issued By: _____
 Recreation Department Signature Date

Special Instructions: _____

Additional Notes Attached: Yes No

COPY TO:

- _____ Grounds (Shawn O'Malley)
- _____ Health Department
- _____ Authorized Rep.
- _____ Police
- _____ Fire
- _____ Town Manager
- _____ Lifeguards
- _____ Finance

Office use only: Application Received on: _____/_____/_____	By: _____
Application Approved / Denied on: _____/_____/_____	Withdrawn on: _____
Applicant Contacted on: _____/_____/_____	By: Phone Email Mail
Second Contact on: _____/_____/_____	By: Phone Email Mail
Payment by: Cash Money Order	Check #: _____
Amount Paid \$ _____	Date Paid _____/_____/_____ Received By: _____