



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9608
Fax (978) 264-9630

Consent
9/14/09
16

Cathy Fochtman
Recreation Director

Date: September 3, 2009
To: Steve Ledoux, Town Manager
CC: Tom Tidman, Natural Resources Director
From: Cathy Fochtman, Recreation Director
RE: Waiver of Fees for Acton-Boxborough Alumni Concert, October 11, 2009

I recommend that the Board of Selectmen support the attached request for a waiver of fees, with the exception of out-of-pocket expenses, for an Acton-Boxborough Alumni Concert at NARA amphitheater, scheduled for Sunday, October 11, 2009 from 2:00 PM – 5:00 PM. The out-of-pocket expenses will consist of a fee for electricity use at the amphitheater. Mr. Tony Ammendolia, Acton-Boxborough Class of 1969, has been working with the Recreation Department to plan this event. He has encouraged the Recreation Department to earn revenue by selling food concessions.

This free concert, open to the public, culminates a weekend of reunion activities for the All Class Reunion Committee. Many graduates from Acton-Boxborough Regional High School are scheduled to perform, some that are professionals in the music industry. Additional details are covered in Mr. Ammendolia's letter. What a unique event – I hope that many residents will take advantage of this opportunity and see this showcase of local musical talent. I am pleased to support this event at NARA.

August 11, 2009

Town of Acton Board of Selectman
472 Main St.
Acton, MA 01720

Dear Board of Selectman,

On behalf of the All Class Reunion Committee for Acton Boxborough Regional High School, I am asking you to please waive the fees for NARA Park, which will serve as the venue for a reunion concert on October 11, 2009. This concert will be performed by ABRHS Alumni and will be free to the public. All members of the community are invited to attend.

The reunion itself will take place on October 10 at the Holiday INN in Boxborough MA. As part of the All Class reunion weekend, this free concert will take place the next day and will be a magnificent closing event for all.

I am asking use fees to be waived; specifically anything that is not an out of pocket cost.

I have discussed the details with the Acton Recreation Department. The details are as follows:

- The Free Concert will be held from 2:00 P.M. to 5:00 P.M., Sunday October 11, 2009
- Set up will be at Noon and Breakdown will be done by 6:00PM
- Participants will be using the amphitheater area
- The Acton Recreation Dept. will open their snack bar for refreshments
- The performers will be established groups, bands, or solo artists all consisting of AB Alumni
 - We are considering inviting current AB choral groups to perform in order to bridge a connection with current students at ABRHS

I will be keeping open communication with the Acton Recreation Dept. as planning of this event continues. If there are any concerns or questions, my contact information is below. If needed I am willing to attend a BOS meeting to discuss any additional details of the event.

I hope the Board of Selectman will consider my request to waive the user fees of NARA Park for the All Class Reunion Concert on October 11, 2009.

I appreciate your time and consideration.

Best regards,

Tony Ammendolia
All Class Reunion Committee
ABRHS Class of 1969
16 Elm St. Acton MA 01720
Ph: 978-394-5496
E-mail: ammendolia@comcast.net



TOWN OF ACTON
RECREATION DEPARTMENT
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9608
Fax (978) 264-9630
www.acton-ma.gov

AB Alumni Concert
Sun Oct. 11
2:00-5:00pm

2009 APPLICATION FOR USE OF RECREATION FACILITIES

Complete Sections I & II only. 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 on-line 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: 7-31-09 E-mail Address: ammendolia@comcast.net
 Name of Organization: AB Alumni
 Contact Person: Tony Ammendolia Phone: Home (978) 635-0519
 Address: 16 Elm St. Work (978) 394-5796
 Town/City: Acton State: MA Zip Code: 01720
 Organization: Resident Non-Resident Number of Participants: 200-500+
 Describe Activity: Concert at NARA Park
Performed By ABRS Alumni

Section II

FACILITY/FIELD REQUESTED: (PLEASE CIRCLE)

Rt. 2A/27 Field 1: Little League Field	Rt. 2A/27 Field 2: Little League Field	Concord Road Soccer Field	Elm Street Tennis Court (2 courts) # needed _____
Elm Street Small Soccer	Elm Street Softball Field	Gardner Playground (Rt. 111)	Great Hill Soccer Field
Little Great Hill Small Soccer Field	Hart Little League or Softball Field (Conant)	MacPherson Little League or Softball Field (Conant)	Jones Full Size Baseball, Lacrosse/Pop Warner
School Street Small Soccer Field # needed _____	School Street Large Soccer Field # needed _____	School Street Lacrosse Field	NARA Softball Field
NARA Lg. Soccer # fields requested: _____	NARA Sm. Soccer Field # fields requested _____	NARA Picnic Area Small - (4 picnic tables)	NARA Picnic Area Large (8 picnic tables)
NARA Patio Tent Area (4 picnic tables)	NARA Bathhouse Pavilion (5 picnic tables)	NARA Beach Group Swim Passes # _____ requesting	<u>NARA Amphitheater</u>
T.J. O'Grady Skate Park	Elm Street Playground		

* The Picnic Area, Patio Tent, and Bathhouse at NARA are not available for rental during the NARA Youth and Mighty Mini Summer Program Hours (8:00 AM - 5:30 PM Monday - Friday June 22 - Aug. 26, 2009) Permits will not be available at NARA Park for these dates in 2009: May 30, July 4, July 5, Aug. 13, Sept. 12.

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

1st Choice October 11, 2009 Time Requested: Start Time: Noon End Time: 6 PM

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

Will Food/Beverages be Served? Yes If Yes, be specific Rec. Dept. Concession

Will Alcohol be Served?* NO Has a permit been obtained by the Board of Selectmen? _____

**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.

Anthony J. Ammendola
(Representative's Signature)

7-31-09
(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. 978-264-9645
- 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 \$ Λ Swimming Fee \$ _____ Electrical Fee \$ 50/hr
Waived pending BOS approval
estimate: \$300 to be invoiced

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 Catherine J. Saultman 9/3/09
Recreation Department Signature Date

Special Instructions: _____

Additional notes attached: Yes No

Copy to:

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

Facilities and Field
Application/Inquiry, DOC1.1.09

Office use only: Application Received on: <u>7/31/09</u> By: <u>CF</u>
Application <u>(approved)</u> denied on: <u>9/3/09</u> Withdrawn: _____
Applicant contacted on: <u> / / </u> by: phone email mail
Second contact on: <u> / / </u> by: phone email mail
Payment by: cash <input type="checkbox"/> check <input type="checkbox"/> money order <input type="checkbox"/> Application withdrawn: <u> / / </u>
Amount Paid \$ _____ Date Paid <u> / / </u>

Catherine Fochtman

From: Catherine Fochtman
Sent: Thursday, August 20, 2009 1:26 PM
To: 'ammendolia@comcast.net'
Cc: Catherine Fochtman; Maura Haberman
Subject: RE: All Class Reunion - NARA Paperwork
Attachments: All Class Concert doc to BOS.docx

Tony,

In response to your request for the amphitheater on Sunday, October 11 from Noon - 6:00 PM, the date is available.

Thanks for your waiver request letter; I'll accompany it with a memo of my own to the Board of Selectmen for their Sept. 14th meeting.

When we run an event at the amphitheater, these are the items that we consider the need for. Here are some considerations about our typical out-of-pocket costs based on the the information about your event:

Portable Toilets

We have two portable toilets on site provided through mid October at the upper parking lot, close to the amphitheater, including a handicapped accessible unit. They are cleaned on Thursday. There is also a single unit located behind the amphitheater stage that we set up for performers' use. It cost \$25 to call in New England Restrooms for an additional cleaning. The units are used by sports teams during the week. I can get a read on how heavily they are used at that time of year as we get closer. We typically ask large parties over 100 to hire their own portable unit(s), but we may be able to get by with what we have on site.

Electricity

Electricity will be \$50 an hour as we discussed.

Lighting and Staffing

I checked the time of sunset on 10/11 and it's at 6:11 PM. I was thinking about the need for lighting when people are leaving the parking lot, which is unlit. We have light towers which could be set up in the parking lot. It requires a staff member to run them and we generally pay them upwards of \$40 per hour. I think we can get away without this; there is exterior lighting around the amphitheater when your crew is breaking down and loading their vehicles. The other reason that we have a staff person work an event is for clean up - putting out trash barrels, collecting bagged trash, setting up and breaking down equipment. If you can bring on volunteers to help with this, we could get along without hiring grounds crew.

Police Detail

Generally for a small event (up to 200 people), we don't hire a detail, but if there are parking issues to be dealt with, if it's a spirited crowd, or for a number of reasons, we will.

Let me know your thoughts on these items.

Regards,

Cathy

Cathy Fochtman
Recreation Director
Town of Acton
472 Main St.
Acton, MA 01720

9/3/2009