

TUCK'S POINT RESERVATION INFORMATION

TERMS & EXPLANATIONS

1. **Town Resident Groups/Municipal Groups:** Applications to reserve the Tuck's Point Chowder House are available beginning October 1st for the following calendar year.
2. **Non-Town groups:** Applications to reserve the Tuck's Point Chowder House are available beginning January 2nd for that same calendar year.
3. Subject to the Town's schedule. Reservations for the Chowder House can be reserved beginning the third week of May and ending the fourth weekend in September.
4. Completed applications should be submitted to the Parks & Recreation Department, located on the top floor of Town Hall, Room #7.
5. The Director of Parks & Recreation shall assign all reservations on a first come, first served basis.
6. No reservations shall be made for Sundays or holidays.
7. No group may exceed 150 people. A group of more than 75 people may be required to provide a special police officer at its own expense.
8. Applications must include the caterer's name, a copy of their license to operate a catering service and a certificate of liability insurance.
9. Tuck's Point may be reserved for two time slots: either 9:00 a.m. to 2:30 p.m. and/or 3:30 p.m. to 9:00 p.m. Separate reservation fees are required for each time slot.

Town Resident Groups/Municipal Groups

To receive the Town Resident rate, the applicant must reside in the Town of Manchester. Municipal groups include town-based fraternal organizations, schools, etc.

Non-Town Groups: Any user group who does not reside in the Town of Manchester.

When a police officer is needed – Groups of more than 75 people and/or when available parking will be limited due to other events on the premises.

TUCK'S POINT RULES AND REGULATIONS

1. Reservation is for the Tuck's Point Chowder House and front lawn only; the grounds cannot be reserved.
2. Electric lights, generators and amplified music of any kind are not permitted.
3. Premises must be cleaned and vacated no later than 9:00 p.m.
4. Fires are permitted using portable grills on grassy areas only. Hot coals should be disposed of in the designated charcoal pit.
5. Premises must be cleaned by the applicant after each function.
6. Groups are responsible for placing tables and chairs neatly in Chowder House at the end of rental time.
7. Violators will be fined for any damage to trees or shrubs.
8. The kitchen area can only be used for rinsing cooking equipment. There are no cooking facilities at Tuck's Point.
9. All refuse and equipment generated by the function must be removed from the premises immediately after the event at the applicant's expense.
10. Consumption of alcoholic beverages at Tuck's Point is permitted; however, it cannot be sold.
11. No dogs are permitted on Chowder House side of road from May -September.
12. Active sports prohibited on Chowder House side of road.
13. Littering law strictly enforced. Violators subject to fine.
14. Use of the Chowder House, Rotunda, and/or grounds at any time by weddings or groups of 20 or more, must be approved. Such approval is not guaranteed.
15. Failure to follow Tuck's Point Rules and Regulations will result in charges for clean-up and/or prohibition from future use of Tuck's Point.

FEES

Resident/Municipal Groups:

Weekdays (Mon-Thurs)	\$175
Weekends (Fri & Sat)	\$200

Non-Resident Groups:

Weekdays (Mon-Thurs)	\$500
Weekends (Fri & Sat)	\$600

Proof of residency may be required.

EXTRA CHARGES

Refundable Security Deposit **\$100**
Must be paid at time of reservation

Ceremony/ Photo Permit Fee: **\$100**
Rotunda & Grounds

PAYMENTS, CHARGES, AND REFUNDS

1. A **\$100.00 deposit is due at time of reservation.** Final balances and all caterer information must be received in full 30 days before scheduled date, or date will be forfeited.
2. If user group is found to be in violation of any of the rules and regulations, you will be billed at least the fee equivalent to the cost of labor and services needed to maintain the property.
3. Refunds may be granted with notice of 10 business days. Cancellation of reservations will result in a \$25.00 administrative processing fee. Refunds will not be issued for weather-related cancellations.
4. The Town of Manchester reserves the right to refuse a group when the rights of others may be infringed upon, or when the occurrence of an event may not be considered in the best interest of the park or the town.

GENERAL INFORMATION

Parks and Recreation Department
Town Hall – 10 Central Street
Manchester, MA 01944
Phone: (978) 526-2019
Fax: (978) 526-2001

Adopted by the Board of Selectmen on March 5, 1991. Revised on: November 1, 1994; September 26, 1995; November 4, 1999; September 21, 2000; March 18, 2004; September 16, 2004, September 22, 2005, September 5, 2006, September 4, 2007



MANCHESTER-BY-THE-SEA PARKS AND RECREATION DEPARTMENT
TOWN HALL – 10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944
Telephone (978) 526-2019 Fax (978) 526-2007
Email: casparium@manchester.ma.us On-line: www.manchester.ma.us

2010 TUCK’S POINT APPLICATION

_____ **CHOWDER HOUSE**

_____ **ROTUNDA - CEREMONY/PHOTO PERMIT**

Today’s Date: _____

Group’s Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Email Address: _____

Date Requested: _____

Time (please circle) **9:00 a.m. – 2:30 p.m.** **and/or** **3:30 – 9:00 p.m.**

Caterer: _____

A copy of caterer’s license to operate a catering service and proof of insurance naming the Town as additional insured must be received 30 days before scheduled date.

Number of people: _____ **Is This Function For a Wedding?** _____

**Chowder House
Rental Fees:**

Resident/Municipal Groups:

Weekdays (Mon-Thurs) \$175

Weekends (Fri & Sat) \$200

Non-Resident Groups:

Weekdays (Mon-Thurs) \$500

Weekends (Fri & Sat) \$600

EXTRA CHARGES	
Security Deposit	\$100
<i>Must be paid at time of reservation and is in addition to rental fee</i>	
Ceremony/Photo Permit:	\$100
<i>Rotunda & Grounds- 2 hour permit</i>	

I am applying to use the Tuck’s Point Chowder House and associated facilities. I have read the Tuck’s Point Rules and Regulations and agree to abide by them. In absence of signature, payment of fee signifies my understanding and acceptance of all Rules and Regulations.

_____ **TOTAL AMOUNT DUE:** _____
 Signature of Contact Person

CHECKS SHOULD BE MADE PAYABLE TO THE TOWN OF MANCHESTER

Fees and Regulations are subject to change each season.