



**BOSTON
PARKS AND
RECREATION**

Thomas M. Menino, Mayor
Antonia M. Pollak, Commissioner



MONDAY NIGHT RINK RENTAL POLICIES AND PROCEDURES

CAPACITY: The Boston Common Frog Pond Skating Rink can hold up to approximately 450 skaters. Music will be played for the duration of the event.

RINK CHARGE: The cost of renting the rink is \$575 for one hour and a half or \$1,150 for three hours. This charge is for ice time only.

FINANCIAL ARRANGEMENTS: Payment in full is required to reserve a rental date. No date will be held without payment. Payment for other charges is due at the close of the event by cash, check, or credit card. Payment for ice time is NON-REFUNDABLE, except in the event that the skating rink is closed by the rink manager due to inclement weather or other unforeseeable causes.

CANCELLATION: (Weather and Non-weather Related Conditions) The Skating Rink operations may be impacted by inclement weather or by unforeseen circumstances. If an event is in question, call 617-635-2120. If it becomes necessary to cancel an event, it will be canceled 3 hours before the event on that day. If an event is canceled, the event organizer will receive a FULL refund of their deposit or may rebook the event on another mutually agreeable date.

ALCOHOL: No alcoholic beverages are allowed in the Boston Common.

SKATE RENTALS, SNACK BAR, AND OTHER CHARGES: Skate rentals are available for an additional charge of \$5 per pair for children and \$8 per pair for adults. Lockers are available for \$1 per locker. The snack bar will remain open during all events. Outside vendors or personal catering is not allowed at the rink. The event organizer must decide PRIOR to the event if these charges are to be incurred by the guest or by the renting organization. **SNACK BAR ITEMS MUST BE PAID BY SEPARATE PAYMENT DIRECTLY TO THE SNACK BAR BY CASH OR CHECK ONLY. ALL SNACK BAR SERVICES MUST BE PAID IN FULL BY THE CLOSE OF THE EVENT.**

PARKING: Parking is available in the Boston Common Garage, located directly under the Boston Common with an entrance on Charles Street between Boylston and Beacon Streets. Parking fee information is available from the garage and is the responsibility of the guest.

LIABILITY: Guests skate at their own risk. I understand that recreational and other activities involve inherent risks of INJURY and DEATH. I will notify my guests of these risks and all guests will voluntarily agree to expressly assume all risk of injury and death that may result from participation in recreational activities, which relate in any way to the use of this facility, or from any other activity at this Skating Rink.

CONDUCT: To insure the safety and enjoyment of our guests and clients, no unsafe or disruptive behavior will be tolerated on the premises. Intoxicated patrons will not be permitted on the ice. No hockey sticks or other equipment are allowed on the ice. The Boston Common Frog Pond Skating Rink has the responsibility and the authority to exclude events inappropriate for the facility.

Company/Organization: _____ Contact Name: _____

Contact Signature: _____ Date: _____

ALL GROUP EVENTS SUBJECT TO AVAILABILITY AND WEATHER CONDITIONS

**Boston Common Frog Pond Skating Rink
84 Beacon Street • Boston, MA • 02108
Phone: 617-635-2120 • Fax: 617-635-2217**



Thomas M. Menino, Mayor
Antonia M. Pollak, Commissioner



Dear Skating Enthusiast,

Previously, you expressed an interest in renting the Frog Pond for a private event. The rink is available Monday nights ONLY from 5:30 p.m. – 7:00 p.m., 7:30 p.m. – 9:00 p.m., or 5:30 p.m. – 8:30 p.m. If you are interested in booking an event this coming season, please fill out this request form, picking three dates in order of preference. Interest in this opportunity has grown enormously over the years, and dates went very quickly last year, so if you are interested, do not wait.

Thank you.

Sincerely,
Sharyn Hills
Office Manager

MONDAY NIGHT RINK RENTAL INITIAL REQUEST FORM – 2009/2010 SEASON

PLEASE NOTE: We will begin taking reservations for the 2009/2010 Season after May 1, 2009

Organization: _____

Contact Person / Title: _____

Address: _____ Apt./Suite: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Person in charge of group: _____ Email: _____

Day of Event Phone Number: _____

Date Preferred [please check three (3) dates, in order of preference]:

- | | | | | |
|--------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|----------------------------------|
| November 23 <input type="checkbox"/> | December 7 <input type="checkbox"/> | January 4 <input type="checkbox"/> | February 1 <input type="checkbox"/> | March 1 <input type="checkbox"/> |
| November 30 <input type="checkbox"/> | December 14 <input type="checkbox"/> | January 11 <input type="checkbox"/> | February 8 <input type="checkbox"/> | March 8 <input type="checkbox"/> |
| | December 21 <input type="checkbox"/> | January 25 <input type="checkbox"/> | February 22 <input type="checkbox"/> | |

PLEASE NOTE: If N/A is written on this form, it means Not Available

Time Preferred [please check one (1)]:

- 5:30 p.m. - 7:00 p.m (\$575.00)
- 7:30 p.m. - 9:00 p.m (\$575.00)
- 5:30 p.m. - 8:30 p.m (\$1,150.00)

Skate Rentals are \$5 for children and \$8 for adults.

PLEASE FAX OR MAIL THESE FORMS TO:

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84 Beacon Street • Boston, MA • 02108
Phone: 617-635-2120 • Fax: 617-635-2217**



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MONDAY NIGHT RINK RENTAL OFFICIAL REQUEST FORM – 2009/2010 SEASON

PLEASE NOTE: We will begin taking reservations for the 2009/2010 Season after May, 2009.

Organization: _____
 Contact Person / Title: _____
 Address: _____ Apt./Suite: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Fax Number: _____
 Person in charge of group: _____ Email: _____
 Day of Event Phone Number: _____

Please Note: The person in charge of the event must be present for the entire event and will be responsible for providing payment of all final charges due at the close of the event.

Event Information

The cost of renting the facility is \$575 for one hour and a half and \$1,150 for three hours. This charge is for ice time only. The facility is for rent on Monday nights only at the times and dates specified below.

- | | | | | |
|--------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|----------------------------------|
| November 23 <input type="checkbox"/> | December 7 <input type="checkbox"/> | January 4 <input type="checkbox"/> | February 1 <input type="checkbox"/> | March 1 <input type="checkbox"/> |
| November 30 <input type="checkbox"/> | December 14 <input type="checkbox"/> | January 11 <input type="checkbox"/> | February 8 <input type="checkbox"/> | March 8 <input type="checkbox"/> |
| | December 21 <input type="checkbox"/> | January 25 <input type="checkbox"/> | February 22 <input type="checkbox"/> | |

PLEASE NOTE: If N/A is written on this form, it means Not Available

Time Preferred [please check one (1)]:

- 5:30p.m. - 7:00p.m (\$575) 7:30p.m. - 9:00p.m (\$575) 5:30p.m. - 8:30p.m (\$1,150)

Expected Attendance:

of Adults: _____ # of Children: _____

Please indicate if the following items will be paid for by the event organizer:

- | | | | | | |
|---------------------------------|------------------------------|-----------------------------|-----------------------------------|------------------------------|-----------------------------|
| Child Skates (at \$5 per pair): | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Snack Bar Service: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Adult Skates (at \$8 per pair): | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Skating Instructor: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Lockers(at \$1 per locker): | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <i>(available by arrangement)</i> | | |

Deposit Payment:

Check or Money Order made out to "Boston Common Frog Pond Foundation"

American Express Visa MasterCard

Card # _____ Expiration Date: _____

Name of Cardholder: _____

PLEASE NOTE: Reservations are taken on a first come first serve basis upon receipt of payment in full for ice time. A credit card or blank check must be given on the day of the event to guarantee payment for the balance due on any residual charges due at the close of the event. SEPARATE PAYMENT MUST BE MADE TO THE SNACK BAR BY CASH OR CHECK ONLY. Coupons will be given to the organizer for distribution to the guests to be turned in at the event. These coupons are to keep count of invited guests and other charges incurred, i.e., admission coupons (to indicate a person is an invited guest), skate coupons, locker coupons, and food vouchers in the event the organizer wishes to pay for any or all of these additional charges. The coupons will be counted at the close of the event to determine the final charges.

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