

**Friends of Sholan Farms, Inc.**  
**Private Group Functions – Facility Use Form**  
**Rules and Regulations Sholan Farms**

Sholan Farms, owned by the City of Leominster and operated by the Friends of Sholan Farms, is primarily an agro-ecological center and working farm (apple orchard) but also used for passive non-motorized vehicle recreational use.

Some areas of the property are open year round to the public, and may be reserved “by request and with permission” for private functions (corporate gathering, family reunion, wedding ceremony, prayer service, scout meeting, photo shoots, artist’s day retreat). The orchard areas are closed to the public from April through July due to pesticide usage.

**RULES & REGULATIONS**

1. Applicant must be at least 18 years of age and must attend the event and assume full responsibility of the use of the property and their guests.
2. Reservations are based on first come first serve basis.
3. Payment must accompany this application.
4. Reservations must be approved by the Function Use Coordinator and are not confirmed until a receipt is sent to the group leader.
5. **Water:** Applicant must provide bottled water.
6. **Picnic tables.** Maximum of six tables are available for use. Please be sure to check “picnic tables” on your Facility Request.
7. **Amenities:** Tents, Chairs, and shelter are the responsibility of the applicant.
8. Portable Toilet is available for use in the main entrance parking area (if you have a large function you may need to bring extra toiletry supplies to accommodate your guests).
9. If picnic tables are moved, they must be returned to original location.
10. **Trash** must be picked up and removed from the premises.
11. Children must be supervised at all times.
12. A refundable \$100.00 security deposit is required. This deposit will be returned if the trash is picked up and emptied and there is no apparent damage to the farm or any buildings. If a percentage of this security deposit is required to pay for services or repairs, it will take approximately two weeks to issue a check for the balance due.
13. No Alcoholic Beverages are allowed at the farm without special liquor permit from the City of Leominster.
14. NO loud parties, radios, amplified music or excessive noise will be allowed at any time.
15. **Trees** are abundant and protected at the farm; both in the orchard and many varieties in the forest areas. NO cutting or marring trees (driving nails) will not be permitted! No tree climbing allowed.
16. **Parking.** Allowed in designated areas.

**EMERGENCY & USEFUL NUMBERS**

**Leominster Police, Fire, Ambulance:** 911 if an emergency.

Please complete Page 2 - Form

**Friends of Sholan Farms, Inc.**

## FACILITIES REQUEST FORM

This request form is to be completed by your Event Coordinator (person responsible for organizing). It is intended for groups that wish to receive permission to use the property at Sholan Farms for group recreation or functions. Applicant must be at least 18 years of age. The applicant must attend the event and assume full responsibility for the use of the property.

Please check box to indicate you have read the rules and regulations before completing form.

Date and Time of Event:	
Event Name:	
Event Coordinator:	
Mailing Address	
City, State, Zip	
Tel. Number to reach Coordinator at:	
E-Mail address for Coordinator:	

Any refunds will be sent to Event Coordinator at address above unless a different one is specified in comments.

Type of Function (please describe)


Please check areas of farm you would like to use:

	<i>Fee</i>	<i>Your Cost</i>
Front Gazebo (electric available)	\$100	
Back Gazebo (no electric)	\$100	
Picnic Tables <span style="float: right;">6 available if not being used</span>		N/A
Electric (flat rate) <span style="float: right;">Front Gazebo only</span>	\$25	
Parking Attendants <span style="float: right;">Maximum 2 hours (Required)</span>	\$50	
Open Field <span style="float: right;">Available Dawn to Dusk</span>	\$50	
Wagonride (special request, please call for availability) <span style="float: right;">\$25 for 1/2 hour</span>		
Other (describe) (Must receive prior approval):		

Service Fee (non refundable)	25.00
Deposit (refundable if no damage)	100.00
Total fee due with form (make check payable to <b>Friends of Sholan Farms</b> )	

Comments:


I, the undersigned Event Coordinator, have read and understand the Rules and Regulations for Sholan Farms and take responsibility for disseminating this information to my group. I understand that the grounds and buildings will be left in condition found.

Signature	Print Name	Date

Please mail completed form to:	Friends of Sholan Farms PO Box 632 Leominster, Ma 01453	Information info@sholanfarms.com Tel 978-840-3276
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For Office Use Only:

Date Received:	Granted:	Not Granted:	Check#
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