

Andover Neighborhood Association Greenspace Usage Agreement 2021

This agreement between Andover Neighborhood Association, and the Signatory, hereinafter referred to as "homeowner", outlines the procedures necessary to use any part of the Andover Greenspace for an event. Once the entire signed agreement, the security deposit and any other required documentation are received and the application is approved, this document serves as a written agreement.

Homeowner Information

Today's Date _____

Name _____

Address _____

Mobile Phone Number _____

Name and Mobile Number of a secondary contact who will be present at the event _____

Email Address _____

ANA homeowners of residential property must be current on ANA dues and in good standing with the ANA to qualify for greenspace usage.

Greenspace Usage Information and Rules

Event Date _____

Time Requested for Event _____ am/pm TO _____ am/pm

Type of Event (be as specific as possible) _____

Will alcohol be consumed at this event? Yes No

1. Rental period is for no longer than 8 hours. This includes set-up and take down procedures. _____(Initials)
2. Events occurring Sunday-Thursday must end no later than 10 pm. Events on Friday or Saturday must end no later than 11pm (including take down and clean up) _____(Initials)
3. Homeowner is responsible for compliance with city noise ordinances. **Events with loud music ARE NOT PERMITTED.** If security/police are called, the entire security deposit may be forfeited at the discretion of the HOA board.
_____(Initials)
4. Security deposit check, made out to Andover Neighborhood Association, in the amount of \$300 must be submitted with this reservation form. Security deposit checks will be deposited immediately upon receipt. Reservations will be confirmed after approval via email address provided on this form. (Security deposit will be refunded via check after inspection of the area and no damage has been observed)_____ (Initials)
5. If the homeowner will be erecting ANY type of structure (tent, bouncy house, etc) utilities must be marked BEFORE putting up the structure. Evidence of a 311 request should be submitted with this application **AND** proof of the marked area with 311 approval is required by the day of the event._____ (Initials)
6. Homeowner and/or Property Lessee **MUST** be in attendance for the entire usage period or the security deposit will be forfeited._____ (Initials)
7. If alcohol will be consumed at your event, (either provided by the homeowner or brought by guests), an “event insurance policy” to cover the hours of your event is required. This can be acquired by the carrier of your homeowner’s policy. Proof of this coverage must be submitted with this application.
_____(Initials)
8. Absolutely, no alcohol may be **SOLD** at any event on the premises
_____(Initials)

9. No adult entertainment or lewd activities are allowed on the premises. _____(Initials)
10. Maximum number of guests allowed is not to exceed 100. For events exceeding 50 guests, please attach a parking plan. _____(Initials)
11. Andover Neighborhood Association security has the right to end your event early if the greenspace or event rules are being violated. If we are notified that there are violations, the full security deposit may be forfeited at the discretion of the HOA board. _____(Initials)
12. Please be courteous to your neighbors when having cars parked at your residence for your event. DO NOT block driveways, intersections or park on both sides of the street in a manner that could impede traffic or would prohibit emergency vehicles from passing. Lexington Police will be called and citations issued if warranted. _____(Initials)

The undersigned hereby agrees to hold harmless, defend and indemnify the Andover Neighborhood Association, it's officers, directors and employees for any and all claims from damages to persons and property arising from the use of the grounds by the undersigned, his or her guests and invitees. The undersigned agrees to conform to and be bound by all Rules and Regulations of the Greenspace.

I have read and understand the above mentioned rules, regulations and requirements.

Homeowner Signature

Date

Property Lessee (if applicable)

Signature Board Member

Date of Approval