



Cape Cod
HORTICULTURAL SOCIETY
P.O. Box 934
Osterville, Massachusetts 02655

PRIVATE EVENTS AT ARMSTRONG-KELLEY PARK

DONATION SCHEDULE

<u># OF GUESTS</u>	<u>SPECIFICATIONS</u>	<u>DONATION</u>
Up to 50	Canopy if needed	\$500
50-100	Large tent or tents if needed	\$1000
100-200	Large tent or tents if needed	\$2000

GENERAL INFORMATION

For any reception: Event host to furnish one portable toilet for up to 100, suggest two units over 100.

Barnstable policeman for four hour duty for groups over 100 people.

Hours: No event prior to 9:00 AM. Premises to be vacated by 9:00 PM. Plan to stop music by 8:00 PM to meet 9:00 PM deadline

Armstrong-Kelley Park to provide:

1. Personnel to direct parking for up to 150 vehicles
2. Town water where required to accommodate caterer
3. Electric power for musicians, public address, illumination and caterer
4. On site personnel for duration of event
5. For event, A-K Park will be closed to public and proper signs posted

Event host to provide:

1. Payment of 10% at time of agreement. Balance due 7 days prior to event
2. Portable toilets when required
3. Barnstable policeman when required
4. Tents and caterer when required
5. Portable toilets and tents may be on site the Friday before weekend event
6. Toilets and tents may remain on site until Monday after weekend event.
7. Armstrong-Kelley Park is not responsible for any damage to tents or toilets. Tent company and food vendor must have CERTIFICATE OF INSURANCE and name C.C.H.S. A-K Park on policy.
8. Park to be cleaned by event host within 24 hours of event

Armstrong-Kelley Park is owned by the private non-profit Cape Cod Horticultural Society which retains authority to cease any event which is illegal or in any way does not conform to the standards of this quiet community.

Questions? Please contact CCHS Trustee, P.O. Box 934, Osterville, MA 02655