

Assistant Director Report: 2/13/2019

Fall / Winter Activities

Flag Football – run by Coach Ken Huckins – 16 participants – pickup games with skills

Super Soccer Stars – 2.9-5 yr old program on Saturday mornings – 12 children total

Halloween Spooktacular – great event – games, costumes, volunteers from Kohl's Cares – donations accepted towards scholarship program

DY Halloween Egg Hunt in Dennis

School's Out Programs – being over seen by Lily Karras or myself – any time no school or vacation week from October to April

Ugly Sweater Family Fun Run – 12 participants – volunteers from DY InterACT club

Holiday Fun Event – activities in the morning so parents had a chance to get errands done for Christmas- big help to the families had about 12 kids and they went home with crafts and had a movie and cookie and hot coco

Basketball:

All coaches were registered with National Alliance of Youth Sports and asked to complete coaches training. Recreation covered the cost this season but next year it will be on the returning coaches.

I saw a difference in just the first practices. I am getting a small survey to the officials to have them give me feedback as well to see if they have seen a difference from last year.

Evaluations held in December Season started in January and goes until Mid March. Tournament play for 4-11th grade the last two weeks of March.

Yarmouth – 260 children playing from K-11th grade / Dennis – 24 children playing from 4-11th grade

For a total of 284 children playing basketball this season

Supervisors: Station Ave – Ken Huckins / Mattacheese – Mike Nicklaw

They have been a great support for myself this year in being able to handle any issues that arise as needed.

Revenue is down from the year before by \$2000.00 – less sponsors and 2 less teams overall

Jr. NBA Skills Challenge

Free Event for children ages 9-13 years old

37 children participated – 9 children who placed in the age groups will be invited to a regional competition in April.

This should be done every year but earlier in the year – Local competitions can be done from November to mid-February.

FATHER/DAUGHTER DANCE – 50 couples (over 100 people in the building) DJ A-Rob and JT got them moving. The dads, grandpas, uncles, and all the girls had a really nice time. Having it a week earlier than previous helped with numbers. Increased by 10 couples from last year.

Spring Activities

Annual Easter Egg Hunt

April 13th, 2019 at Flax Pond at 10am Sharp – will ask DY InterACT club to assist but Commissioners are always welcome

FIELD RENTALS: we will be utilizing all three main soccer fields this spring. I have a lot of request for usage from many different schools and private soccer clubs. Simpkins will have Simpkins field for Lacrosse

Softball:

Will be discussing with the Lower Cape League that we belong if it is going to be a viable season. Last year we had 3 teams on the 5/6 and 5 teams on the ¾ but it was a scramble for players.

Smart Start:

Held on Saturdays in the spring for ¾ yr olds

Dance Program – Creative movement – working with Arts Edge Dance Company will be coming to our April vacation week to do 2 hours of intro to Hip Hop and working with Lindsay Loumiotis to collaborate on offering 2 weeks of dance camps during the summer at her studio in West Yarmouth (next to post office) but with registration coming through our office.

Summer Movie Series: Any help with sponsors would be great

July 3rd at Smuggler's – The Goonies – no rain date

July 10 at Homer Park – Spider Man into the Spider-verse – rain date the 11

July 17 at Homer Park – Hotel Transylvania 3 – rain date the 18

July 24 at Homer Park – The Incredibles 2 – rain date the 25

July 31 at Smuggler's – JAWS – rain date August 1

August 8 at Homer Park – Ralph Breaks the Internet – rain date the 9

August 14 at Smuggler's – Mary Poppins Returns – rain date the 15

Music at the beach: Any help with sponsors would be great

All held at Parkers River Beach

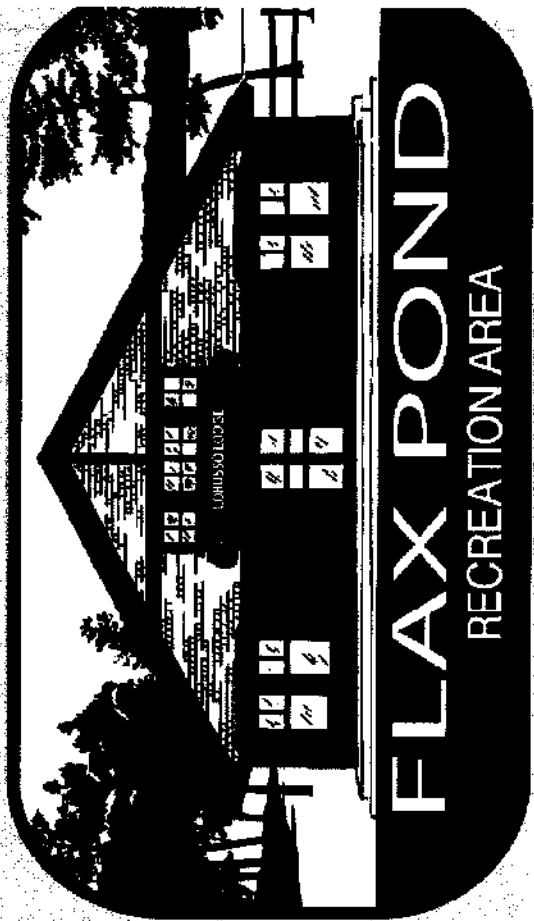
July 11, July 18, July 25, August 1, August 8, August 15

Still working on performers

REHIRES- SEASONALS –working with Human resources to get miscellaneous comp/minimum wage approved before sending any rehire information out. This is delayed as we are following HR direction.



Please contact us
anytime for
more information,
questions,
or to book
Lorusso Lodge
at Flax Pond
for your next event!



*Events, Ceremonies,
& Celebrations*

508.398.2231 x1529

recreation@yarmouth.ma.us

www.yarmouth.ma.us

LORUSSO LODGE

for your next upcoming special event;
 wedding, dinner party, reception, holiday party,
 corporate meeting, family reunion, banquet, bridal shower,
 baby shower, fundraising event, birthday party or family gathering.



AMENITIES

INDOOR

Caterers Kitchen \$350
 P/A System \$165
 Set Up/Break-Down \$350
 Microphone \$60
 Projector \$165
 Projection Screen \$75
 Television/DVD \$300
 Wifi Access \$60

OUTDOOR

Gazebo \$160
 Small Pavilion \$110
 Inflatable movie screen \$225
 Remote Power Access \$20
 External Water \$30
 Ga Ga Inflatable (4hr) \$150
 Ga Ga Inflatable (8hr) \$250

**Renter is responsible for set/up and breakdown of event, unless otherwise agreed upon.

**Renter is asked to leave the facility in a neat and orderly condition, removing all belongings at the conclusion of the event and lighty cleaning venue/sweeping floors if necessary.



Non-Resident Rates

Guests	M-Th	Fr,Sa,Su
<i>non-alcohol</i>		
up to 30	\$125	\$200
up to 75	\$300	\$400
up to 130	\$600	\$800
<i>with alcohol</i>		
up to 30	\$600	\$800
up to 75	\$700	\$1,200
up to 130	\$900	\$2,250

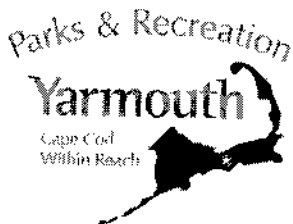
Resident Rates

Guests	M-Th	F,Sa,Su
<i>non-alcohol</i>		
up to 30	\$75	\$150
up to 75	\$175	\$250
up to 130	\$300	\$500
<i>with alcohol</i>		
up to 30	\$250	\$500
up to 75	\$350	\$800
up to 130	\$500	\$1,000

*Rates include banquet tables, chairs, lodge patio, trash disposal.

Rates are based on a 3-hour time frame.

Please inquire about local vendors for catering and other event needs.



OFFICE USE:	
Deposit:	_____
Date Paid:	_____
Balance:	_____
Date Paid:	_____
Total Fee:	_____
Date Paid in Full:	_____
Staff Sign Off:	_____

Date of Inquiry: _____

EVENT CONTRACT
FLAX POND RECREATION AREA

- LOCATION/facilities used:** (circle all that apply)
 Lorusso Lodge FP Pavilion (Upper) FP Gazebo FP Pavilion (Lower)
- DATE:** _____ **DAY:** _____
- TYPE OF EVENT:** _____
- TIME OF EVENT:** _____
 Set Up: Time _____ Breakdown: Time _____
- TOTAL HOURS RESERVED:** _____ (all entertainment to end by 9pm)
- NAME OF RENTER** _____
 Address: _____
 _____ Street _____ Town _____ Zip _____
 Phone: _____ Email (required): _____
- NUMBER OF GUESTS (required):** _____
- SETUP:** (please be as detailed as possible) (banquet/theatre/workshop)

- CATERING: YES or NO (circle one)** *Alcohol must be served by a licensed caterer
 - Name of Caterer(s): _____
 - Contact name and number(s): _____
 - Is alcohol being served (circle one) YES or NO**
 - If yes, Liquor license Information (state #): _____
 - Is caterer registered with Yarmouth Health Department (circle one) YES or NO
 - (If not, please contact the Health Department directly at 508-398-2231 x1241)

10. COST: Resident / Non Resident (circle one)

- Lodge Rental (3 hours)	\$ _____	\$ _____	(see attached chart)
- Additional Event Hour(s)	\$100.00 x ()	\$ _____	(per hour)
- Set-Up/Break-Down	\$30.00 x ()	\$ _____	(per hour)
- Outdoor Pavilion (U or L)	\$110.00	\$ _____	
- Outdoor Gazebo	\$110.00	\$ _____	
- Police Detail	\$200.00	Paid to YPD directly	(satisfies 4 hour requirement)
(Required if alcohol)	(Renter's responsibility-please call 508-398-2231 x2117 to reserve)		
- Additional Amenities (total)	\$ _____		
	SUB TOTAL	\$ _____	GRAND TOTAL \$ _____

Note: The breakdown of the rental facility needs to be completed within the reserved time, inclusive of any set-up and break-down time agreed upon above. If venue is in use by renter/associates outside of permitted rental time, the additional time will be assessed and charged to the renter. This does not apply if the Recreation Division staff is doing the set-up/break-down. Any additional Fee will be assessed in ½ hour increments.

Resident Rates			Non-Resident Rates			Additional Fees and Amenities			
Capacity	Midweek	Weekend	Capacity	Midweek	Weekend	Indoor			
Non-Alcohol	Mon-Thur	Fri-Sun	Non-Alcohol	Mon-Thur	Fri-Sun				
Up to 30	\$75	\$150	Up to 30	\$125	\$200	Kitchen use	\$350	Inflatable movie screen	\$175
Up to 75	\$175	\$250	Up to 75	\$300	\$400	Set up/break down of tables/chairs	\$350	Remote power access	\$20
Up to 130	\$300	\$500	Up to 130	\$600	\$800	PA System	\$165	External Water	\$30
With Alcohol			With Alcohol			Microphone	\$60	Gazebo	\$160
Up to 30	\$250	\$500	Up to 30	\$600	\$800	Projector	\$165		
Up to 75	\$350	\$800	Up to 75	\$700	\$1,200	Screen	\$75		
Up to 130	\$500	\$1,000	Up to 130	\$900	\$2,250	Television/DVD	\$300		
						Wi-Fi access	\$60		

Rental rate includes **3 hours** of event time, and 1 hour of setup/breakdown time, tables and chairs, patio surround usage and trash disposal.

Additional event hours are available at \$100/hour.

Additional set-up/break-down hours are available at \$30/ hour. Renter is responsible for set-up/break-down and light cleaning and broom sweep of the facility, unless renter decides on set-up/break-down of chairs/tables to be completed by Recreation Staff (see above chart).

*Other picnic grounds available for separate fee. Additional permits may be required based on function. The setup of tables and chairs will depend on event (conference, business meeting, wedding with DJ etc.)

- 11. PAYMENT:** (circle one) *credit card* *check (2 weeks in advance)* *cash(deliver to office)*
- Please see attached credit card authorization form for completion and to secure reservation.
 - Deposit is due to secure event date/time/venue.
 - Remaining balance due 2 weeks prior to event date.

- 12. DEPOSIT: 50% of fee required to secure event date/venue.**
- 100% refundable if event cancelled **6 months** or more in advance
 - 50% refundable if event cancelled **4 months** or more in advance
 - Non-refundable** if event cancelled less than **4 months** in advance

Print Name: _____

Signature: _____

Date: _____

OFFICE USE ONLY:

Approval/Disapproval: This application is **APPROVED / DENIED** and reservations made according to the above information with the understanding that Board of Selectmen and Recreation Commission policies and regulations will be followed.

Name _____ Title _____
Signature _____ Date _____

Town of Yarmouth Rental Property Usage Agreement

Agreement made this _____ day of _____, 20____ by and between the Town of Yarmouth ("the Town") and _____ of _____ on behalf of _____ ("the organization") for use of the field(s)/facilities identified on the attached Application for Use of Facility Form on the dates and times specified therein and upon payment of the listed charges, if any.

Witnesseth as follows:

1. That the organization shall use the facilities in strict compliance with all applicable laws, rules, ordinances, regulations, and by-laws pertaining to said facilities, including but not limited to the Massachusetts General Laws (M.G.L.), By Laws of the Town of Yarmouth, and Rules and Regulations of the Yarmouth Board of Health and Yarmouth Department of Public Works (D.P.W.); and Policies of the Yarmouth Board of Selectmen and Recreation Commission as they now exist or may hereafter be altered, amended, or promulgated.
2. The organization shall use the facilities in a safe and proper manner and only for the purposes for which they are intended. No unauthorized use of the premises shall be made by the organization or any of its representatives, participants, servants, agents, or employees.
3. Neither the organization nor its members, servants, agents, or employees shall cause, permit, or suffer any damage or waste (except normal wear and tear) to the reserved facilities and/or surrounding premises, structures, outbuildings, or Town signage or equipment. In the event of any breach of the terms of this paragraph, the organization shall be responsible to do the following:
 - (a) Immediately report said damage or waste to the Recreation Division:
 - (b) Repair such damage or remove waste under the supervision of the DPW in a good and workmanlike manner within such time limits and upon such terms and conditions as may be required. In the event that the organization shall fail to repair such damage or waste as aforesaid, the Town shall at its election either repair the damage or contract with outside agents for the repair of same and the reasonable charges for such repair work shall become the responsibility of the organization which shall pay the same forthwith upon presentation of the bill/invoice from the Town or agent.
4. No organization shall allow any other group, individual, or entity not a member or affiliate of the organization to utilize the facility during the time it is reserved by such organization. It is expressly agreed and understood that any rights to the facility(ies) conferred by this agreement are not assignable by the organization without the express written permission of the Town and only upon such terms and conditions acceptable to the Town, including but not limited to the payment of fees and charges.
5. The Town of Yarmouth assumes no liability for any injuries to persons or damage to property resulting from the use of Town facilities by an individual, group, association, entity, or organization, resulting from the use of Town property, facilities, or equipment.
6. All rubbish, trash, or litter created by users of Town facilities must not be left in the rental areas and shall be placed in proper refuse containers.
7. No person shall possess or consume any alcoholic beverages as defined by MGL Chapter 138-1, as amended, within the limits of any park, playground, public land, public building or facility without proper approved legal permitting.
8. Any malfunctioning equipment shall be forthwith reported to the Recreation and/or Park & Cemeteries Division and shall not be used by the organization while in a defective or unsafe state.
9. All vehicles shall be parked in designated parking spaces only.
10. No animals shall be allowed at the facility at any time.
11. The person signing on behalf of the organization represents and warrants that he/she has the authority to enter into this agreement on behalf of said organization.

Renter Signature

Date

CREDIT CARD AUTHORIZATION FORM

Today's Date: _____

Event Date: _____

Deposit Amount: _____

Balance to Be Paid: _____

Name on the Card: _____

Type of Card: Visa ___ MC ___

Account Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____

Venue/Location Rented: _____

Event Type: _____

Total Amount to Be Charged: _____

By signing this form, you authorize *The Town of Yarmouth Recreation Division* to charge your card for the amount listed above, as well as any fees due to time overage or unpaid dues for amenities used.

Cardholder Signature: _____ Date: _____