

## **Agreement for Private Group Functions At 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 (i.e. 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 August due to pesticide usage.**

Two reservoirs are located at the perimeter of the Sholan Farm property: Fallbrook (Leominster) and Heywood (owned by Clinton) reservoirs. They provide a beautiful sight and quiet place for hiking, bird watching, or a picnic. Absolutely **NO** drinking, wading, swimming, boating, fishing, bathing in these waters!

The farm, located just minutes from downtown, is situated in a rural and very rustic section of Leominster. The facilities are very limited. There are port-o-potties on site, along with limited running water and electricity. Many areas of the farm are undergoing development or restoration.

### **GENERAL INFORMATION**

**Water.** There is no public drinking water on site and NO bathing facilities available. Groups using the farm must bring a water supply for drinking and for personal hygiene.

**Restrooms.** Port o potties on site (handicapped accessible are available upon request (see Facility Request form). NO restroom facilities for bathing.

**Picnic tables.** Available for use. Please be sure to check "picnic tables" on your Facility Request.

**Hiking trails.** There is an extensive trail system in the area. The property crosses several known and popular trails; some have been in existence for centuries. All trails are marked and available for public use.

**Telephones & Communications.** Although the farm is very remote, it is close to the town center and modern public facilities. NO telephone or any source of emergency communications is available at Sholan Farms. It is strongly advised that any group using the facility for recreational use bring a cell phone. An emergency numbers list is available (see below) for reference.

### **RULES & REGULATIONS**

- Applicant must be at least 18 years of age and must attend the meeting / event and assume full responsibility for the use of the property.
- Reservations will be taken on a first come first serve basis.
- Payment for use must be sent with application. See fee schedule for rates.
- Reservations must be approved by the Function Use Coordinator and are not confirmed until a receipt is sent to group leader.
- Portable Toilets is available for use in the main entrance parking area only (if you have a large function you may need to bring extra toiletry supplies to accommodate your guests).
- If tables are moved, they must be returned to location found.
- **Trash** must be picked up off the ground and removed from the premises.

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- Children must be confined to the Sholan Farms property and not wander on private property.
- Children must be watched at all times when near the water.
- **Orchard** is off limits from April through August due to use of pesticides.
- Groups are responsible for their guests.
- A refundable \$100.00 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.
- No Alcoholic Beverages are allowed at the farm without special liquor permit from the City of Leominster.
- Speed limit. Vehicles not permitted on the property other than in the designated parking areas. Please keep to a 10 mph speed limit when driving within these areas.
- **Quiet hours** are from 10 pm to 7 am - With consideration to other users and our neighbors, **NO** loud parties, radios, music or excessive noise will be allowed at any time.
- **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) is permitted!
- No tree climbing permitted.
- **All grounds and buildings must be left in condition found.**

**EMERGENCY & USEFUL NUMBERS**

**Note:** Calling 911 from a cell phone will connect you to the state police. The farm address is 1125 Pleasant St. in Leominster.

**Leominster Police:** 911 if a true emergency. Otherwise, (for suspicious activity at the farm) call the Leominster Police at: Phone - 978-534-7560

**Fire, Ambulance:** 911 if a true emergency. Otherwise, Phone - 978-534-7541

**Sholan Farms:** 978.840.FARM (9-5:00 M-F; voicemail available for messages after hours)

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**FACILITIES REQUEST & LICENSE APPLICATION**

**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.** Note: Applicant must be at least 18 years of age. The **applicant** must attend the meeting / event and assume full responsibility for the use of the property.

Date/Time of Event		
Group Name:		
Event Coordinator:		
*Mailing Address:		
City, State, Zip		
Tel.	Cell Tel:	Email

\* Any refunds will be sent to Group name at this address unless different is specified in comments.

**FUNCTION**

Type of function (check one or more or "other"):

<input type="checkbox"/> Family Party	
<input type="checkbox"/> Wedding	
<input type="checkbox"/> Corporate Event (Describe):	
<input type="checkbox"/> Other Group(Describe):	
<b>Please check areas of farm you would like to use (See Rate Table)</b>	<b>Total Fee</b>
<input type="checkbox"/> Tent # of hours use:	
<input type="checkbox"/> Tent with Electric # of hours use:	
<input type="checkbox"/> Tent w/Elec & Farmstand #hours use:	
<input type="checkbox"/> Farmstand # of hours use:	
<input type="checkbox"/> Gazebo # of hours use:	
<input type="checkbox"/> Picnic Tables # needed:	NA
<input type="checkbox"/> Greeters/Parking Start Time:	
<input type="checkbox"/> Port O Potties (3 on site) #needed	amount over 3 billed at cost
<input type="checkbox"/> Other	
<input type="checkbox"/> Hayride (special request)	
Service Fee	25.00
Deposit	100.00
Total Due with application	

*Please use back of form if more space is needed.*

Comments:

I, \_\_\_\_\_, (Print Name) 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

\_\_\_\_\_  
Date

Please mail completed form to: Friends of Sholan Farms  
PO Box 632  
Leominster, MA 01453

Info: 978-840-3276  
www.sholanfarms.com

**For Office Use Only:**

Date Received:	Granted:	Not Granted:
Check #:	Receipt #:	

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**Fee Schedule**

Tent (next to Farmstand) 4 hours maximum; includes use of 6 picnic tables	\$100
Tent with electricity	\$150
Tent with electricity and use of farmstand – off season only	\$225
 Gazebo	
First 2 Hours	\$75
Each additional hour (4 hours maximum)	\$15
 Note: no electricity at gazebo.	
 Farmstand – off season use only (includes electricity) 4 hours maximum	\$150
 Open field use (maximum of ¼ acre)	\$50
 Services:	
Portable Toilets – 3 on site, additional can be ordered and cost charged to event.	Cost
Hayride – special requests (Please confirm availability before making reservation.) (cost of fuel) (1/2 hour maximum)	\$25
Greeters/Parking attendants (2 hours maximum)	\$50
 Non refundable service fee per event	\$25
 Refundable deposit	\$100
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.	

Approved by Sholan Farms Board of Directors on Sept 10, 2008