



# Berkshire Natural Resources Council

## Event / Special Use Inquiry Form

**We welcome the opportunity to host your special event, class, or other activity at one of our reserves. Please provide the following information, and we will get in touch to discuss specifics.**

Contact name:

Contact info (phone/email):

Organization:

Date(s) and time(s) of event:

Inclement weather date(s):

Location requested:

**Before answering the following questions, please read the accompanying expectations for using a BNRC property. Please provide as much information as possible about your event.**

*Please describe your event:*

*What are the event goals? Who is your intended audience?*

*Are there any restrictions on who can participate in your event?*

*How many people do you expect to attend? How many vehicles?*

*How do you plan to use the BNRC property during the event? In particular, note any use of trails and land.*

*Will you be charging admission fees, selling goods, running a raffle, or anything similar?  
Please Note: Small events which are free to the public will not require a fee to BNRC. If you are charging a fee, there may be a rental charge.*

*Do you plan to use temporary structures, such as tents, portable toilets, stages, signage, or other?*

*Does the event include food and beverage? Beer, wine, or other alcohol?  
Please Note: We will require compliance with all local and state liquor laws.*

*Other than the dates and times noted above, is there a program schedule for your event?*

*If applicable, how do you plan to promote your event? How will your event be described to the public?*

*Is there any other information we should know?*

**Please submit your inquiry by e-mail to:**

Ashley Winseck  
[awinseck@bnrc.org](mailto:awinseck@bnrc.org)  
Berkshire Natural Resources Council  
309 Pittsfield Road, Suite B  
Lenox, MA 01240  
413-499-0596 | bnrc.org

*BNRC lands and trails are free and open to the public,  
thanks to contributions from BNRC supporters.*

## Expectations for BNRC Property Use

Thank you for your interest in hosting an event at a Berkshire Natural Resources Council conservation reserve. You are welcome to call the BNRC office to discuss your event ideas.

Please take note of the following policies for use of BNRC properties.

- Events held on BNRC reserves should be planned within dawn-to-dusk hours. Please be specific in your description if your request for the property extends beyond this timeframe.
- BNRC will not be able to provide staff support for your event. The property should be left exactly as it was prior to the event – all garbage must be removed, and all other signs of the event also removed.
- BNRC's non-profit mission includes keeping its properties open to the public. Requests for private events on BNRC property can be considered, but BNRC's general duty is to keep its lands and trails open. If you would like to request closing a portion of a property during your event, please discuss with us.
- You'll need to name BNRC as an additional insured under your insurance policy. General liability insurance should include \$1,000,000 covering each occurrence, and \$2,000,000 general aggregate. BNRC will need a certificate of this insurance coverage no less than one week in advance of your event.
- Small events which are free to the public will not require a fee to BNRC. If you are charging a fee, there may be a rental charge.
- Depending on the nature of your event, BNRC may require a security deposit. This deposit will be refunded to you in full provided that the property is returned to its original condition.
- We will ask that information about BNRC and this particular property be provided to participants. (Specific language and maps will be provided to you.)

BNRC will need copies of any permits necessary for your event, such as a Special One-Day Alcoholic Beverages License. BNRC may require you to have a police safety detail at your event, particularly but not exclusively for vehicular traffic control. The costs associated with such a detail would be your responsibility. An emergency medical plan may also be required.

### **Please submit your inquiry by e-mail to:**

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