



Thomas M. Menino, Mayor  
Antonia M. Pollak, Commissioner



## ADVANCE SALES POLICIES AND PROCEDURES

**RINK CHARGE:** It is \$4 per adult admission. Skate rentals are \$5 per pair for children and \$8 per pair for adults with an advance sale purchase. Advance sales are available with 14 days notice by fax. Booking forms must be submitted with payment.

**FINANCIAL ARRANGEMENTS:** Payment is required in full 14 days prior to booking an event. Passes will be given to the event organizer to distribute to their guests. There are admission only passes; there are combination admission and skate passes, and there are children's skates only passes for admission. These passes are NON-REFUNDABLE except in the event that the skating rink is closed by the rink manager.

**CANCELLATION:** (Weather and Non-weather Related Conditions) The Skating Rink operations may be impacted by inclement weather or by unforeseen circumstances. If an event is in question, call 617-635- 2120. If an event is canceled, a refund will be given to the event organizer for RETURNED PASSES ONLY. The facility is not responsible for refunds for passes that have been distributed to guests that are not returned by the event organizer. All passes are valid anytime during the skating season, or the event organizer may rebook the event on another mutually agreeable date.

**ALCOHOL:** No alcoholic beverages are allowed in the Boston Common.

**SNACK BAR:** The snack bar will remain open during all events. Outside vendors or personal catering are not allowed at the rink. Snack Bar items must be paid by separate payment directly to the Snack Bar by cash or check only. Tabs may not be run at the Snack Bar. Snack Bar services are "pay as you go" only.

**PARKING:** Parking is available in the Boston Common Garage, located directly under the Boston Common with an entrance on Charles Street between Boylston and Beacon Streets. Parking fee information is available from the garage and is the responsibility of the guest.

**LIABILITY:** Guests skate at their own risk. I understand that recreational and other activities involve inherent risks of INJURY and DEATH. I will notify my guests of these risks and all guests will voluntarily agree to expressly assume all risk of injury and death that may result from participation in recreational activities, which relate in any way to the use of this facility, or from any other activity at this Skating Rink.

**CONDUCT:** To insure the safety and enjoyment of our guests and clients, no unsafe or disruptive behavior will be tolerated on the premises. Intoxicated patrons will not be permitted on the ice. No hockey sticks or other equipment are allowed on the ice. The Boston Common Frog Pond Skating Rink has the responsibility and the authority to exclude events inappropriate for the facility.

Company/Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL GROUP EVENTS SUBJECT TO AVAILABILITY AND WEATHER CONDITIONS**

**Boston Common Frog Pond Skating Rink  
84 Beacon Street • Boston, MA • 02108  
Phone: 617-635-2120 • Fax: 617-635-2217**



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## ADVANCE SALES REQUEST FORM – 2007/2008 SEASON

Organization: \_\_\_\_\_  
 Contact Person / Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt./Suite: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Person in charge of group: \_\_\_\_\_ Email: \_\_\_\_\_  
 Day of Event Phone Number: \_\_\_\_\_

### Event Information

Advance sales tickets are available for groups of 20 people or more and must be booked 14 days in advance by fax and paid for in full. The tickets must be picked up at the rink. Skating hours available for groups are Monday from 10 a.m. – 5 p.m.; Tuesday, Wednesday, Thursday, and Sunday from 10 a.m. – 9 p.m.; and Friday and Saturday from 10 a.m. – 10 p.m.

Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
 Expected Attendance: Adults: \_\_\_\_\_ Children: \_\_\_\_\_  
 Adult admissions at \$4 per person: # \_\_\_\_\_ X \$4 = \_\_\_\_\_

### Please Indicate if the following items will be paid by the event organizer:

Children's Skates (at \$5 per pair):  Yes  No

Adults' Skates (at \$8 per pair):  Yes  No

# \_\_\_\_\_ Children's Skates X \$5 = \_\_\_\_\_

# \_\_\_\_\_ Adult Skates X \$8 = \_\_\_\_\_

# \_\_\_\_\_ Admissions X \$4 = \_\_\_\_\_

|                                   |
|-----------------------------------|
| # Children's Skates x \$5 = _____ |
| # Adult Skates x \$8 = _____      |
| # Admission x \$4 = _____         |
| <b>GRAND TOTAL = _____</b>        |

*Please Note: Passes will be given to the organizer to distribute to their guests to be turned in at the event.*

**Deposit Payment:**  Check or Money Order made out to "Boston Common Frog Pond Foundation"  
 American Express  Visa  MasterCard  
 Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Name of Cardholder: \_\_\_\_\_

**PLEASE FAX OR MAIL THESE FORMS TO:**

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 84 Beacon Street • Boston, MA • 02108  
 Phone: 617-635-2120 • Fax: 617-635-2217**