

How To Make a Reservation

To make a reservation for a private party or special event, please contact the Town Administrator's Office at 413-229-7000 ext. 152 or email: jhughes@sheffieldma.gov.

There is no charge to make a reservation or to use any of the Town's recreational facilities but donations to the Town of Sheffield are greatly appreciated and go towards maintaining the Town's recreational facilities.

- If alcohol is to be served, a one-day alcohol license application is required; download a General Permit Application from: www.sheffieldma.gov. Please note you must have alcohol liability insurance, certificate provided to the Town, and that there is a charge for the license.
- If your event will have food vendors or food caterers, they must be licensed by the Board of Health. The above does not apply if you, friends and family bring your own food.

Town Policies for Sheffield Recreational Facilities

The Town of Sheffield is committed to enhancing the quality of life in Sheffield by providing recreational opportunities in Town and ensuring such resources are well-maintained, clean and available for use by Sheffield residents, visitors and non-profit organizations.

The Town has the following Recreational Facilities Policies:

- Normal hours of use are from dawn to dusk every day. Special events may operate until 10:00 PM.
- Please keep facilities free of litter. Everything you bring in and use – take out with you.
- Observe 10 mph speed limit within our parks due to the presence of children and older residents.
- Inflatable equipment (bouncy house, etc.) is NOT allowed
- Respect the rights of others using these facilities, as well as surrounding neighbors, by keeping music and other sounds to a minimum.
- Any signage or decorations put up must be temporary, cause no damage and be entirely removed when you leave.
- Only dogs on leashes are allowed; you are responsible for cleaning up after your dog and properly disposing of the waste.
- All Town facilities are smoke-, vape-, and drug-free zones; recreational and medical marijuana use is prohibited.
- There is no climbing on, jumping from, or hanging from any part of the Covered Bridge.
- Please observe all posted signs.
- The Town of Sheffield is not responsible for any lost, damaged or stolen items.
- If any facility requires attention, contact the Town Administrator's office (229-7000 x 152).
- If you observe an act of vandalism or are concerned about your or your family's safety, contact the Police Department (229-8522) or call 911.