



Office of the  
**BOARD OF SELECTMEN**  
ABBOT HALL  
188 Washington Street  
MARBLEHEAD, MASSACHUSETTS 01945

**APPLICATION FOR USE OF FORT SEWALL**

Date of Application: \_\_\_\_\_

The undersigned hereby makes application on behalf of \_\_\_\_\_

(name)

Telephone number: \_\_\_\_\_

\_\_\_\_\_  
(address)

for the use of Fort Sewall (the "Property")

On \_\_\_\_\_, 200\_\_\_\_ (the "Event Date") from \_\_\_\_\_ to \_\_\_\_\_  
(date) (time) (time)

The purpose for which the Property will be used is \_\_\_\_\_

The number of persons expected is \_\_\_\_\_.

The applicant will require:

\_\_\_\_\_ Police Officer

\_\_\_\_\_ Electricity

\_\_\_\_\_ Use of an appliance, specifically \_\_\_\_\_

\_\_\_\_\_ A park attendant

\_\_\_\_\_ A permit to sell food

\_\_\_\_\_ Other (describe here \_\_\_\_\_)

What equipment will the applicant bring to Fort Sewall? (Describe fully below.)

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If this application is for an organization, is the group a recognized 501 (c) (3) non-profit organization?  
\_\_\_\_\_ Yes \_\_\_\_\_ No.

It is understood that a usage fee of \$250. and a security deposit of \$250. (each payable to the Town of Marblehead by *Certified Bank Check*) are required and must be received in the Selectmen's Office after approval of this application by the Board of Selectmen and at least seven business days prior to the proposed Event Date. The cost of any damages or the cost of town employees required to clean up or repair any damages to the Property will be deducted from the security deposit. Damages in excess of \$250. shall be borne by the individual or organization using the Property and shall be paid by *Certified Bank Check* payable to the Town of Marblehead no later than seven business days after the applicant receives written notice from the Selectmen's office.

A Certificate of Insurance, naming the Town of Marblehead as an additional insured for the Event Date, in the amount of \$1 million/\$3 million liability insurance, is also required and must be received in the Selectmen's Office at least seven business days prior to the Event Date.

It is expressly understood and agreed that the rules and regulations of the Board of Selectmen (attached hereto) are to be strictly complied with and that the undersigned hereby assumes full responsibility for any damage to or loss of, town property in consequence of such use of the Property, and engages to make the same good without expense to the Town of Marblehead.

Note also that use of Fort Sewall is NOT exclusive and the public must be able to enter the park freely at all times.

THE SECURITY DEPOSIT FOR THE USE OF THE PROPERTY DOES NOT INCLUDE ANY COSTS FOR FEES, REQUIRED LICENSES, PERMITS OR PERSONNEL.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

## **RULES AND REGULATIONS FOR THE USE OF FORT SEWALL**

1. Alcoholic beverages are not permitted at Fort Sewall unless specifically authorized by a vote of the Board of Selectmen. If such permission is granted, the applicant must obtain a one-day alcoholic beverage license through the Selectmen's Office and deliver a Certificate of Insurance for *liquor liability* in the amount of \$1million/\$3 million, naming the Town of Marblehead as an additional insured. The Certificate of Insurance must be delivered to the Selectmen's Office at least seven days prior to the use of Fort Sewall.
2. A Certificate of Insurance, naming the Town of Marblehead as an additional insured, in the amount of \$1 million/\$3 million liability coverage is required and must be delivered to the Selectmen's Office at least seven days prior to use of Fort Sewall.
3. A security deposit of \$250. is required. It will be returned if town property at Fort Sewall is not damaged and no additional clean-up is necessary
4. Fort Sewall must be left in the condition in which it was found.

An hourly rate of pay fee will be assessed if any town employees are necessary to clean up or repair damages to Fort Sewall, including the rest rooms and landscaping. The amount will be deducted from the security deposit posted. Amounts in excess of \$250. will be paid by the individual or organization using Fort Sewall no later than seven business days after the date that Fort Sewall is used.

5. Depending on the use proposed, approval of other town departments or inspectional services may be required and the proper permits must be obtained seven business days in advance of the use of the Fort and filed with the Selectmen's Office, e.g. the Wire Inspector, Building Commissioner, Health Department, Police Department or Fire Department.
6. The Bylaws of the Town pertaining to the Recreation and Parks Commission must be adhered to and are attached as part of this agreement.