

# Town of Marblehead Recreation & Parks Department

## Application for park permit

APPLICATION date:	APPLICANT (name of person paying for permit):
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**\*\* IMPORTANT: THE TOWN REQUIRES INSURANCE FOR ALL WEDDINGS, ANY EVENTS OPEN TO THE PUBLIC (FUND RAISERS, ETC.), OR ANY OTHER LARGE EVENT (SEE BELOW) \*\***

At the time of application: a copy of an insurance certificate is required along with this form and payment in order to reserve a facility for any large event as mentioned above. Insurance must have 1 million occurrence / 3 million aggregate coverage and name "The Town of Marblehead" as additionally insured. Please contact an insurance provider of your choice for assistance.

EVENT Day & Date:	TIME OF EVENT (begin & end up to 3 hours; INCLUDES set up & clean up):
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EVENT DESCRIPTION & expected attendance (use another page if needed):
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FACILITY REQUESTED (NOTE: Any parking fees are NOT included in the permit fee):
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Available Facilities:		Devereux beach - Garfield Pavilion (2 grills in season)	Gerry Playground (on Stramski Way) (2 grills in season)	Wedding ceremonies: Chandler Hovey, Crocker Park, or Castle Rock	Other
Residents security deposit:	\$25.00	Due at time of application		<b>\$100.00 fee; Insurance required with ALL applications (see above); No security deposit required</b>	<b>Fees based on request (*see note); please describe on another page</b>
Resident fee:	\$25.00	Due upon approval			
Non - residents security deposit:	\$50.00	Due at time of application			
Non - resident fee:	\$50.00	Due upon approval			
Catered event (Clambake, etc.)	\$2 per person; minimum \$100.00 - \$50 Security Deposit				

**PAYMENT:** Please submit 2 separate checks made out to "The Town of Marblehead" for the security deposit and fee.

The security deposit check will be destroyed once the area is checked to ensure all trash was removed from the property.

**APPROVAL:** Applications must be made during regular business hours. Standard applications take 1 - 3 business days to approve.

Only 1 standard permit for up to 3 hours of use allowed per day per applicant.

\* Note: special requests determined by the Board at their next meeting, including fee amounts and any restrictions.

**REFUNDS:** written requests must be received at least 5 business days before the event (sorry, NO "rain out" refunds).

**RESTRICTIONS:** Open fires (bonfires) and alcoholic beverages are prohibited on property under the jurisdiction of the Recreation & Parks Department (Code of the Town of Marblehead § 236-1.). Also, no glass or pets are allowed on beaches, playgrounds, or athletic fields.

*It is expressly understood and agreed that the policies of the Recreation & Parks Commission as described above are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to or loss of Town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town, and the undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.*

Request fee waiver(s) <u>due to hardship</u> ? (waiver requests go to Board)	YES / NO
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OFFICE USE:		
Park detail required? (see detail sheet)	Police detail needed? (631-1212)	Insurance required (wedding, large event)?
YES / NO	YES / NO	YES / NO
(\$125 per unit)	\$	\$
Detail fee	Usage fee	Other fee
Dates paid and check number(s)		

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Name (Please print clearly)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Approved by: \_\_\_\_\_

Recreation & Parks Department

E-Mail