

Shore Lea Nature Center rental application

Date of application:		
Name of applicant:		
Day & Date of event:		Times (including set up & clean up):
Event description & expected attendance (use separate page if needed):		
NOTE: Property is under the jurisdiction of the Marblehead Conservation Commission and requires joint approval. Requests must be compatible with the nature center uses.		
Hourly rental fee	\$50.00 (Up to 3 hour rental, \$100 minimum)	
Security deposit	\$50.00	
Park Staff detail fee	\$125.00	
Special requests:	* Note: special requests will be submitted at the next regular Commissioner's meeting (1st and 3rd Tuesday's of each month) for fee amounts and approval.	
A copy of a standard 1:3 million insurance certificate naming the Town of Marblehead as an additional insured is required to be filed with the application.		
Applications are processed during regular business hours (M - F 8am - 5pm). standard applications take 1 - 3 business days to approve. 1 permit is for up to 3 hours of use (including set up / clean up time)		
Please submit the security deposit check at the time of application (made out to "The Town of Marblehead"). Final payment is due within 2 business weeks after approval. Note: Sorry, the Town doesn't accept credit cards. The security deposit check will be destroyed or returned once the property is inspected after use.		
Cancellations/refunds: request in writing at least 5 business days before the scheduled event.		
** Alcoholic beverages are prohibited on property. **		
<i>It is expressly understood and agreed that the policies of the Recreation & Parks Commission and the Conservation Commission 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.</i>		
Request fee waiver(s) due to hardship? (Determined at next Board meeting)		YES / NO
OFFICE USE:		
Park detail required? (see detail sheet)	Police required? (631-1212)	Insurance required?
YES / NO	YES / NO	YES / NO
<u>\$50.00</u>	(\$125 per unit)	\$
*Security deposit	Park Detail fee	Usage fee
Dates paid and check numbers		

Signature

Name (Please print clearly)

Address

Telephone

Approved by: _____ Date _____
Superintendent, Recreation & Parks Department

Approved by: _____ Date _____
Marblehead Conservation Commission