



Application for Interim Use of Town Property at 387 Commercial Street

This form is a request to use Recreation facilities, all applicants are required to review additional permits required through the Community Development Department at town hall.

Applicant (please check one)

- Youth Activity Town Department Non-Profit
- Private Individual Private for Profit Organization Fundraiser
- Other (Specify) _____

FILE COMPLETED FORM WITH THE OFFICE OF RECREATION

Organization Name: _____

Contact Person: _____

Address: _____

Email Address: _____

Authorized Name: _____

Address: _____

Telephone: **Days:** () _____ **Evenings:**() _____

Requested Dates/Times: of event _____

Estimated set up and break down dates and times: _____

Is this a recurring event? _____ **If so when was it initially started?** _____

Anticipated amount of people attending: _____

Will the public be charged a fee for attending? ____ **Yes** ____ **No** **Amount \$** _____

Will you have Entertainment? ____ *(Needs Licensing board approval)* **please describe:**

Will there be Food service? _____ *(If yes, special food service permit is required)*

Will Alcohol be served: _____ *(if yes, applicant Needs Licensing board approval)*

Will there be a tent for the event? ____ *(if yes, a temporary Tent Permit application must be completed)*

Please provide purpose and event description of use: _____

Please Provide a copy of the Certificate of Insurance for the event, with the application no later than 45 days prior to the event.

Guidelines for use

The Recreation Commission has the right to deny a request that does not comply with the guidelines or it is determined to be detrimental to the park or abutters.

1. Requests for the use will be made at the office of the recreation director at least 45 days prior to the date of use, **and 60 days prior to the event if beer and wine is requested.** Permission of use is on a first come first serve basis. The request will then be reviewed at the next scheduled recreation commission meeting. Approval will need a majority vote by the recreation commission. The Commission reserves the right to deny requests based on a finding that the event is not appropriate to the park or the neighborhood and would create an unnecessary nuisance for the direct abutters and the community as a whole.
2. All activities must be under competent adult supervision, and approved by the Recreation Director and the Recreation Commission. The group using the facilities will be responsible for any damage to the property or equipment and any imposed costs at the end of the event. (i.e. having to pay any personnel to come and secure the facility.)
3. Groups receiving permission are restricted to the dates and hours approved and to the facility specified, unless requested changes are approved by the Recreation Commission.
4. The general public must be able to access the park or facility reserved though out the duration of your event. The entire park or facility cannot be excluded to the publics use, the event area may be sectioned off from the general public. Events involving alcohol must utilize a system to ID patrons over the age of 21, i.e. wrist bands, hand stamps, etc.
5. Groups receiving permission are responsible at all times for the observance of the fire and safety requirements.
6. Smoking, and possession of Drugs is NOT permitted anywhere on the recreational property. Consumption and sale of Alcohol will be allowed at the discretion of the Recreation Commission and dependent of the approval of the Licensing board.
7. Proper liability insurance will be required of all groups given permission to use Recreational Facilities. A Certificate of Insurance is required prior to the approval and must be submitted with this form. The Town of Provincetown must be named as an additional insured. A copy has to be filed with the Recreation office no later than 45 days prior to the event.
8. The Recreation Commission will approve and periodically review a fee schedule for the use of recreational facilities.
9. In situations where there is no cost factor to the Recreation Department, or in situations where a mutual exchange of facilities is possible between the recreation Department and the organization, rates may be modified or eliminated by the recreation director/recreation commission. In situations where extended usage for a long period of time is required, rates may be set at a contract price.

10. Cancellation: If cancellation is made 30 days or more prior to the event, the security deposit will be refunded. If cancellation is made 29 days or closer to the event, the deposit will be forfeited to the recreation department.
11. Use of the park must be within the time of 9am-Dusk. Events must end at 7pm. A town custodian must be hired for the duration of the event, and all events require a minimum of three-hour custodian fee.
12. Requested use of the park must be in the designated area, which is outlined in the map attached to this application. Please provide a site layout for your event within the provided map.
13. Park must be accessible to the public during the event, and all pathways must be clear of obstruction.
14. No vehicles allowed on the property, and approved use does not include parking. Rentals of parking lots should be made to the office of the Town Manager.
15. No Amplification of any type..
16. There will be no open fires, propane, or combustible materials on the Property.
17. All events will require a custodian, to be on site for every hour of the event. This includes set up and break down time.
18. Organizations or people receiving permission of use on this park must still seek the appropriate approvals and licenses as defined by the Community Development Department.
19. Events cannot obstruct the view of the harbor front entirely with a tent or object.
20. Events are responsible for disposal of all trash and recycling, and must be removed off the property before leaving.

I agree to the conditions specified in the regulations for Public Use of recreational facility as adopted by the policy set forth by the Provincetown Recreation Commission and to accept the responsibilities as set forth therein.

Date

Signature of Authorized Representative



Action on Application

I hereby (approve/disapprove) the above application.

Approval hereof is subject to payment of fees as follows:

****Recreation Commission reserves the right to adjust fees for events that have 1,000 or more participants at their discretion.**

Authorized Recreation Staff

Date

APPROVED: by the Provincetown Recreation Commission (date)

The Town of Provincetown is an Affirmative Action Employer. We are committed to ensuring that our programs and faculties are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation.

Regulations for Public Use of Water

Front park at 387 Commercial Street

The following proposed fee changes will take effect 1/1/20. (a check for the deposit will be required with application)

Water front Park Rental Fee Schedule

Non-Profit Organization - Non-Profit fees only apply to Non-Profits who collect the funds directly from ticket sales.

Fee	July – August	May – June Sept – Oct	Nov – April
Rental/Utility Fee per day	\$1,500	\$300	\$200
Multi-day discount (subsequent days*)	\$300	\$200	\$100
Custodian Fee	\$45/hr.	\$45/hr.	\$45/hr.
Deposit (100% of Rental Fee)	100%	100%	100%
Cancellation Fee (within 4 months of the event)	Deposit total	Deposit total	Deposit total

Town sponsored events are exempt from Rental Fees

** Multi-day events are consecutive days of a single event*

For-Profit Organization and Individuals

Fee	July – August	May – June Sept – Oct	Nov – April
Rental/Utility Fee per day	\$2000	\$1,500	\$1000
Multi-day discount (subsequent days*)	<u>\$500</u>	<u>\$500</u>	<u>\$500</u>
Custodian Fee	\$45/hr.	\$45/hr.	\$45/hr.
Deposit (100% of Rental Fee total)	100%	100%	100%
Cancellation Fee (within 4 months of the event)	Deposit total	Deposit total	Deposit total

Fees collected by event rentals will be deposited into a fund that will be for maintenance of the park and costs related to.

Certificate of Insurance: _____

Date Received: _____

