



Town of Provincetown

Massachusetts 02657

Event Coordinator 508-487-7000 x595

Application for Use of Town Facilities

(PLEASE PRINT)

Facility Requested: _____ Date(s) Requested: _____ Time(s) Requested: _____

Applicant: _____ Date: _____

Address: _____

Phone: _____ Mobile: _____

Contact Person: _____
(Name) (Phone)

Email: _____

Applicant is: Private Individual _____ Non-Profit Corporation _____ Private for-Profit Business _____

Purpose and Description of Proposed Use: _____

Will food be served at this function? _____ If yes, Food Service Permit must be obtained from the Board of Health.
Permit No. _____ Issue Date: _____

Will Alcoholic beverages be served? Beer and Wine only: Yes ___ No ___ All-Alcohol: Yes ___ No ___ If yes, then:
(1) an *Application for Special One-Day Alcoholic Beverage License* must be obtained from the Licensing Agent:
(2) events where Alcoholic beverages are served and/or events with more than 100 attendees require a Police Chief approval. (A Police Detail may be required) Please contact the Police Department directly at 508-487-1212.

Will there be Entertainment? _____ If yes, an *Application for Entertainment Service License* must be obtained.

Will there be a Tent for the event? _____ If yes, a Temporary Tent Permit Application must be completed.

Will signs be displayed at this function? _____ If yes, they must be approved by the Building Commissioner.

Will charges or fees be collected from those attending? _____ If so, how much? _____

We hold the Town of Provincetown harmless from any and all liability, and will defend the Town of Provincetown in connection herewith.

Responsible Agent - Printed

Responsible Agent – Signature

Signature of Chief of Police (if applicable) _____ Date _____

Approved: _____ Date _____

Town Manager