



FILE COMPLETED FORM WITH THE EVENT COORDINATOR

Town of Provincetown Application for Public Use of Town Hall

Pursuant to Regulations Adopted by the Select Board (Rev 2-16-2012)



DATE RECEIVED
OFFICIAL
USE ONLY

Applicant Private individual Private for-profit business Non-profit organization [attach copy of Form 501(3)(c)]

REQUESTED RENTAL DATE/S: _____

Organization Name: _____

Address: _____

Authorized Representative or Contact Name: _____

Mailing Address: _____

Email Address: _____

Telephone Days: _____ Mobile: _____ In Provincetown: _____

Rental Start Time:	Event start time(s):	Event end time(s):
Requested Setup & Breakdown Times & Date: (note: setup dates are not reserved and scheduling conflicts might result with preference given to reserved events. Applicant is responsible for coordinating setup and breakdown directly with Event Coordinator):		
Description of Proposed Event: (attached additional information if necessary) _____ _____		
Anticipated Attendance:	Number of Staff members:	Number of Private Security:
Will there be food service? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, special food service permit is required from Health Dept.</i>		
Will there be beer or wine service? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Allow 45 days prior to event for alcohol approvals.</i>		
Will there be "all alcohol" service? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>All alcohol service is limited to non-profits and private events.</i>		
Does the entertainment include nudity as described in MGL Chapter 140 Section 183A? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please furnish further information concerning the entertainment.</i>		
Events with beer & wine OR all alcohol service OR events with more than 100 attendees require Police Chief approval. (To be Completed by Police) A Police Detail WILL be required? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? _____		
_____ Signature of Chief of Police (if applicable)		_____ Date
I agree to the conditions specified in the Rules and Regulations for Public Use of Town Hall as adopted by the Select Board, and to accept the responsibilities of a Responsible Party therein. _____		
_____ Signature of Authorized Representative/Applicant		_____ Date

Approval hereof is subject to payment of fees as follows: Applications must be accompanied by Rental Fee.

TO BE COMPLETED BY EVENT COORDINATOR:

FEES: Deposit (100 % of Rental/Utility Fee)	= \$ _____		
Additional Days \$ _____ = x # of Days _____	= \$ _____		
Total	= \$ _____	Paid on _____	Ch# _____
Remainder of Fees due upon event completion:			
Additional Room Rental \$ _____ x # of Rooms _____ x Days _____	= \$ _____		
Parking \$ _____ x # of Spaces _____ x # of Days _____	= \$ _____		
Custodial Fee \$35.00/hr. x # of Hours _____	= \$ _____		
Town Officer Fee \$35.00/hr. x # of Hours _____	= \$ _____		
FINAL AMOUNT DUE UPON EVENT COMPLETION: \$ _____		Paid on _____	Ch# _____
THE ABOVE APPLICATION IS HEREBY APPROVED:		Signature of Town Manager or Designee	Date