



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?** _____

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

Will you have Entertainment? _____ **If yes 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 and anticipated number of people attending.

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

1. Requests for the use will be made at the office of the recreation director at least 30 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.
5. Groups receiving permission are responsible at all times for the observance of the fire and safety requirements.
6. Smoking, and possession Drugs is NOT permitted anywhere on the recreational property. Consumption and sale of Alcohol will be allowed at the discretion of the Recreation Commission.
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 cancelation 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 8am-7pm. Events must end at 7pm.

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 Amplified Music or Commentary.
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.

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

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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.

Certificate of Insurance: _____

Date Received: _____

