**Town of Nahant**

**EVENT/ACTIVITY REGISTRATION REQUEST FORM**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City, State, ZIP</td>
</tr>
<tr>
<td>Home Phone (Include area code)</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

**Note:** Authorized representative shall be present for the entire event and accessible via designated cell phone #.

**EVENT LOCATION REQUESTED: CHECK ONE**

<table>
<thead>
<tr>
<th>Bailey’s Hill</th>
<th>Town Hall:</th>
<th>Ellingwood Chapel</th>
<th>Other (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Low Lands</td>
<td>Main Hall</td>
<td>Conference Rooms</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Event:** __________________________________________________________

**DATE(s) of EVENT:** ______________________  **TIME:** ______________________

**# of Persons Attending:** ______________________

**# of Vehicles:** ______________________

**Group/Organization/Sponsor** _____________________________________________________

**PLEASE MAKE CHECKS PAYABLE TO:** TOWN OF NAHANT

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 per Event - Residents of Nahant</td>
</tr>
<tr>
<td>$500 per Event - Non-resident</td>
</tr>
<tr>
<td>$500 security deposit – refundable if no damage or clean-up required</td>
</tr>
</tbody>
</table>

***All custodial, Police Detail, or EMT or Fire Department costs as required by Town Administrator, Police Chief, or Fire Chief are borne by applicant - waiver of custodial fees requires authorization. **Minimum Charges:** Police – Details (4 hour min. - $184 – paid at conclusion of event); Fire – Need and rate as required by Fire Chief; DPW/Custodial – Setup/cleanup (2 hours - $100 or 4 hours - $200)***

As approved by Board of Selectmen Vote of September 17, 2015

(CONTINUED ON BACK OF PAGE)
Required Releases

- Executed Indemnification Agreement

NOTES:
- Public access must be guaranteed at all times to outdoor venues in publicly owned lands.
- Rehearsals require pre-authorization
- Applicant is required to return facility to the condition it was found (clean up and removal of all trash) – Failure to do so will result in DPW performing necessary work and the cost being deducted from deposit.
- Events are limited to 2 hours for all outdoor events & 4 hours for indoor events
  (Extended time limits require pre-approval from Town Administrator)
- Bookings are limited to 60 days in advance of event.
- Number of attendees in excess of 50, furnishings & amplification – all subject to pre-approval of Town Administrator
- No alcohol or pyrotechnics permitted. Food service and tents may require special approval(s).
- Notify Police Department one (1) day in advance of event 781-(581-1212)
- Notify Fire Department one (1) day in advance of event 781-(581-1235)

Lessee’s Indemnification Agreement

The (Lessee) __________________________________________ shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Nahant, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys’ fees) that may arise out of or in connection with Lessee’s lease or use of the (name and address of building or facility) __________________________ for any damage to its real or personal property that occurs in conjunction with the lease or use of (name and address of building or facility) __________________________ by Lessee, unless the damage is caused by the Town of Nahant’s gross negligence or willful misconduct.

______________________________________________________________
Signature Date

Please do not write below this line:

Police Dept. Review:
Details Required : POLICE ____________
Approved: ______ Yes ______ No  by ________________________ Date ____________

Fire Dept. Review:
Details Required : FIRE: ____________
Approved: ______ Yes ______ No  by ________________________ Date ____________

Town Administrator Final Approval:
Approved: ______ YES ______ NO  Signature : __________________________ Date ____________

Insurance Provided ______ Yes ______ NO  - Charge ______ Yes ______ No  $ ____________

DPW Final Approval ______ YES ______ NO  (Facility inspection before and after event- required)

Board of Selectmen Final Approval ______ Yes ______ No  Meeting Date: __________________________

Approved/Denied __________________ By __________________ Date ____________

Copy of Final Approval sent to Police Dept - Date ______  Initials _________________

Copy of Final approval sent to Fire Dept. - Date ______  Initials _________________