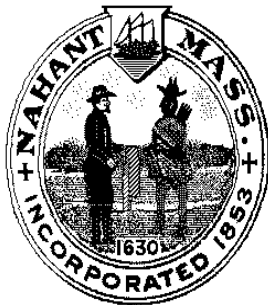


Town of Nahant

EVENT/ACTIVITY REGISTRATION REQUEST FORM



APPLICANT & REQUEST INFORMATION

Name	
Address	
City, State, ZIP	
Home Phone (Include area code)	Cell Phone
Email	

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

EVENT LOCATION REQUESTED: CHECK ONE

<input type="checkbox"/> Bailey's Hill	<b>Town Hall :</b> <input type="checkbox"/> Main Hall <input type="checkbox"/> Conference Rooms	<input type="checkbox"/> Ellingwood Chapel	<input type="checkbox"/> Other ( please specify )
<input type="checkbox"/> Low Lands			

Type of Event: \_\_\_\_\_

DATE(s) of EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_

# of Persons Attending: \_\_\_\_\_

# of Vehicles: \_\_\_\_\_

Group/Organization/Sponsor \_\_\_\_\_

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

FEEES

- \$ 100 per Event - Residents of Nahant
- \$ 500 per Event - Non-resident
- \$ 500 security deposit – refundable if no damage or clean-up required

\*\*\*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

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\*\*\*\*\* Required Releases \*\*\*\*\*

- Executed Indemnification Agreement
- Provide an insurance certification with \$ 1,000,000/\$3,000,000 coverage

**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:

<b>Police Dept. Review:</b> Details Required : POLICE _____ Approved: _____ Yes _____ No by _____ Date _____
<b>Fire Dept. Review:</b> Details Required : FIRE: _____ Approved: _____ Yes _____ No by _____ Date _____
<b>Town Administrator Final Approval:</b> 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 \_\_\_\_\_

REQUIREMENTS

OFFICE USE ONLY