

Town of Nahant, Massachusetts
334 Nahant Road
Nahant, MA 01908
781- 581-9927 or 581-0088
Fax #: 781-593-0340

Event/ Activity Registration Form

Date received:

(date stamp)

Please fill out completely, mail or forward to Town Administrator's office at the above address.

Print Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of applicant: _____ Date: _____

Email Address: _____

Location request: _____

Type of event: _____

of vehicles: _____ # of persons attending: _____

Date(s): _____ Time(s): _____

Group/Organization/Sponsor (if applicable): _____

Other information/details: _____

Please do not write below this line.

Police Department - Review

Details required: Police _____ Additional Information _____

Special Instructions: _____

Approved _____ YES _____ NO BY _____ DATE _____

Fire Department - Review

Details required: Fire _____ Additional Information _____

Special Instructions: _____

Approved _____ YES _____ NO BY _____ DATE _____

Town Administrator Final Approval

Approved _____ YES _____ NO Signature: _____ DATE: _____

Insurance required: _____ YES _____ NO ≈≈≈ Charge _____ YES _____ NO \$ _____

Special Instructions:

- Make arrangements in advance to acquire keys for the building.*
- Applicant is required to return facility to the condition in which it was found.*
- Notify Police Dept. one (1) day in advance of event 781 (581-1212).*
- Notify Fire Dept. one (1) day in advance of event 781 (581-1235).*

Fees:
\$150: up to 4 hours
\$300: 4 - 8 hours
\$500 deposit required (separate check)

Approved _____ YES _____ NO BY _____ DATE _____

Copy of final approval sent to Police Department – Date _____ Initials _____

Copy of final approval sent to Fire Department – Date _____ Initials _____

Copy of final approval mailed/delivered to applicant – Date _____ Initials _____