

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)*

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*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: \_\_\_\_\_

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*Please do not write below this line.*

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***Police Department - Review***

Details required: Police \_\_\_\_\_ Additional Information \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Approved \_\_\_\_\_ YES \_\_\_\_\_ NO BY \_\_\_\_\_ DATE \_\_\_\_\_

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***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 \_\_\_\_\_*