



COVID GUIDELINES FOR YOUR EVENT

The Town of Nahant is requesting all event coordinators provide a cover letter explaining:

- Which COVID 19 Guidelines apply to the specific details of your event
- How you will ensure compliance with such COVID 19 Guidelines
- How you will educate participants of such Guidelines
- How you will enforce such Guidelines

For current State COVID safety guidelines you can visit [mass.gov](https://www.mass.gov). If you have any questions please contact the Nahant Town Hall at 781-581-0088 or email to ktaylor@nahant.org.



Town of Nahant

EVENT AND ACTIVITY REGISTRATION REQUEST FORM

Name:
Address/City/State, Zip
Phone Number:
Email:
Group/Organization/Sponsor:
Contact Person for Event:

Note: Contact person shall be present for entire event and accessible via designated cell phone #

EVENT LOCATION REQUESTED: CHECK ONE

Baileys Hill	Town Hall: Main Hall: _____ Conference rooms _____	Ellingwood Chapel	Other: Please specify
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EVENT INFORMATION

Type/Name of Event: _____

Date(s) of Event: _____ **Time:** _____

of Persons Attending: _____ **# of Vehicles:** _____

BRIEF DESCRIPTION OF EVENT: (you can attach an extra sheet if you need more room)

PAYMENT/FEES

Residents of Nahant - \$100 per event

Non-Resident- \$500 per event

Security Deposit- \$500 (refundable if no damage or clean-up required

***All custodial, Police Detail, or EMT or Fire Dept. costs as required by Town Administrator, Police Chief, or Fire Chief are borne by applicant-waiver of custodial fees requires authorization.

Minimum Charges:

Police Detail: \$184-4 hour min. paid at conclusion of event

Fire: Need and rate as required by Fire Chief

DPW/Custodial Setup/Cleanup: \$100-2 hours or \$200 for 4 hours

REQUIRED RELEASES

***Executed Indemnification Agreement**

*Provide an insurance certification with \$1,000,000/\$3,000,000 coverage

*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 of being deducted from the deposit.

*Events are limited to 2 hours for all outdoor events and 4 hours for indoor events

*Bookings are limited to 60 days in advance of event

*Number of attendees in excess of 50, furnishings and amplification-all subject to pre-approval of Town Administrator

*No alcohol or pyrotechnics permitted. Food service and tents may require special approval

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 attorney's fees) that may arise of out or in connection with Lessee's lease or use of the (name and address of building/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/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: Approved: Yes ___ NO ___ by: _____ Date: _____ Details needed: _____

Fire Dept: Approved: Yes ___ NO ___ by: _____ Date: _____ Details needed: _____

Town Administrator/BOS Approved: Yes ___ NO ___ Date: _____ Insurance provided: _____

DPW Approved: Yes ___ NO ___ Date: _____ Facility inspection before and after event