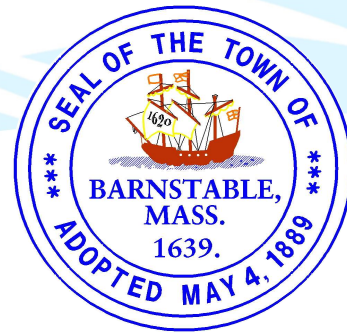


Town of Barnstable

Use of Town Property Application



SUBMITTAL	Town Manager's Office 367 Main Street Hyannis, MA 02601 508-862-4610
	Fees: per Day, per Location W/out Beer/Wine: \$50.00 With Beer/Wine: \$100.00

STAFF USE ONLY	<input type="radio"/> NEW: <input type="radio"/> RENEWAL <input type="radio"/> PRIVATE <input type="radio"/> PUBLIC	<input type="radio"/> APPLICATION COMPLETE <input type="radio"/> FLOOR PLAN
	APP. RCVD BY: _____ PAYMENT RCVD: \$ _____ LEGAL AD: _____	Applications with Beer/Wine <input type="radio"/> COPY OF DRIVER'S LICENSE <input type="radio"/> DETAILED WRITTEN STATEMENT

SECTION 1. CONTACT INFORMATION

APPLICANT NAME: _____

ORGANIZATION NAME (IF APPLICABLE): _____

MAILING ADDRESS: _____
(STREET ADDRESS)

(CITY) (STATE) (ZIP)

PRIMARY	PRIMARY CONTACT PERSON: _____
	PRIMARY EMAIL ADDRESS (REQUIRED): _____
	PRIMARY PHONE #: _____ PRIMARY CELL #: _____

ADDITIONAL	ADDITIONAL CONTACT PERSON (REQUIRED): _____
	ADDITIONAL EMAIL ADDRESS (REQUIRED): _____
	ADDITIONAL PHONE #: _____ ADDITIONAL CELL #: _____

SECTION 2. EVENT INFORMATION

EVENT NAME/TITLE: _____

PURPOSE OF EVENT: _____

EXPECTED EVENT STAFF: _____ EXPECTED PUBLIC ATTENDANCE: _____

IS THIS A MULTI-DAY EVENT YES NO ADMISSION FEE: _____

LOCATION	<input type="radio"/> HYANNIS VILLAGE GREEN <input type="radio"/> ASELTON PARK <input type="radio"/> HYANNIS HARBOR OVERLOOK
	<input type="radio"/> MAIN STREET (VILLAGE) _____ <input type="radio"/> BEACH _____
	<input type="radio"/> OTHER _____

Use of Town Property Application
 Event: _____ Location: _____ Dates: _____

****Check all that apply****

TYPE	<input type="radio"/> FESTIVAL/FAIR	<input type="radio"/> CHARITY BENEFIT/FUNDRAISER	<input type="radio"/> CEREMONY	<input type="radio"/> FARMERS MARKET
	<input type="radio"/> PARADE/PROCESSION	<input type="radio"/> RUN AND/OR BIKE RACE	<input type="radio"/> OTHER _____	

DATES	SET UP DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM	CLEAN UP DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM
	EVENT START DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM	EVENT END DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM
	RAIN DATES: _____	

EVENT DETAILS	<u>PUBLIC SAFETY</u>	<u>PUBLIC WORKS</u>
	PRIVATE SECURITY <input type="radio"/> YES <input type="radio"/> NO COMPANY NAME: _____	TOWN COMFORT STATIONS <input type="radio"/> YES <input type="radio"/> NO ARE YOU BRINGING PORTABLE TOILETS ON SITE? <small>MUST BE HANDICAP ACCESSIBLE</small> <input type="radio"/> YES <input type="radio"/> NO # _____
	ON-SITE MEDICAL SERVICES <input type="radio"/> YES <input type="radio"/> NO COMPANY NAME: _____	PRIVATE WASTE REMOVAL <input type="radio"/> YES <input type="radio"/> NO GENERAL # _____ RECYCLING # _____
	PROPANE <input type="radio"/> YES <input type="radio"/> NO	ARE YOU BRINGING A PORTABLE GENERATOR <input type="radio"/> YES <input type="radio"/> NO
	PORTABLE HEATERS <input type="radio"/> YES <input type="radio"/> NO	DO YOU NEED TO BE HOOKED UP TO TOWN ELECTRICITY <input type="radio"/> YES <input type="radio"/> NO
	WILL THE EVENT REQUIRE A ROAD CLOSURE <input type="radio"/> YES <input type="radio"/> NO	
	VEHICLES ON PROPERTY <input type="radio"/> YES <input type="radio"/> NO DESCRIBE NEED: _____	TOWN CONES/BARRIERS <input type="radio"/> YES <input type="radio"/> NO DESCRIBE NEED: _____
	USE OF TOWN BUILDING/STRUCTURE <input type="radio"/> YES <input type="radio"/> NO DESCRIBE NEED: _____	NAME OF BUILDING: _____
	PUBLIC ART BEING OFFERED AT EVENT (CHALK, CHARCOAL, WASHABLE PAINT): <input type="radio"/> YES <input type="radio"/> NO	
	<u>LICENSING</u>	<u>TOWN CLERK</u>
BEER <input type="radio"/> YES <input type="radio"/> NO WINE <input type="radio"/> YES <input type="radio"/> NO AMPLIFICATION <input type="radio"/> YES <input type="radio"/> NO ENTERTAINMENT <input type="radio"/> YES <input type="radio"/> NO <small>INCLUDES LIVE/RECORDED MUSIC, MOVIES, PERFORMERS, INFLATABLES, ETC.</small>	RAFFLE/LIVE AUCTION <input type="radio"/> YES <input type="radio"/> NO MERCHANDISE VENDORS <input type="radio"/> YES <input type="radio"/> NO	

Use of Town Property Application

Event: _____ Location: _____ Dates: _____

EVENT DETAILS	<u>BUILDING</u>			
	TENTS	<input type="radio"/> YES	<input type="radio"/> NO	# _____
	COMPANY NAME: _____			
	DIMENSIONS: _____			
	CHAIRS	# _____	TABLES	# _____
	COMPANY NAME: _____			
	TEMPORARY STAGE	<input type="radio"/> YES	<input type="radio"/> NO	
	FENCING	<input type="radio"/> YES	<input type="radio"/> NO	
	SIGNS/BANNERS	<input type="radio"/> YES	<input type="radio"/> NO	# _____
	INFLATABLES	<input type="radio"/> YES	<input type="radio"/> NO	# _____
COMPANY NAME: _____				
<u>PARKING</u>				
SHUTTLE SERVICE	<input type="radio"/> YES	<input type="radio"/> NO		
RESERVED STAFF/VOLUNTEER/VENDOR PARKING				
PERMITS NEEDED	<input type="radio"/> YES	<input type="radio"/> NO		
REQUESTED CLOSURE OF TOWN PARKING LOT				
DESCRIBE NEED: _____				
REQUESTED LOCATION: _____				

<u>HEALTH</u>		
FOOD PREPARED OFF SITE	<input type="radio"/> YES	<input type="radio"/> NO
FOOD PREPARED AT EVENT	<input type="radio"/> YES	<input type="radio"/> NO
PREPACKAGED FOOD	<input type="radio"/> YES	<input type="radio"/> NO
RAW SHELLFISH	<input type="radio"/> YES	<input type="radio"/> NO
FOOD TRUCKS	<input type="radio"/> YES	<input type="radio"/> NO
HANDWASHING STATIONS	<input type="radio"/> YES	<input type="radio"/> NO
ANIMALS ON SITE	<input type="radio"/> YES	<input type="radio"/> NO

SECTION 3. INDEMNIFICATION

As a condition of the Use of Town Property approval, the Event Organizer agrees to indemnify, defend and hold harmless the Town of Barnstable and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the special event, or any activity constituting a part of the special event, or any act, omission or misconduct of the permit holder or his/her agents, representatives, contractors, employees or volunteers. The permit holder agrees to discharge any and all judgments that may be rendered against the Town of Barnstable or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

PRIMARY EVENT ORGANIZER SIGNATURE _____ DATE: _____

Use of Town Property Application
 Event: _____ Location: _____ Dates: _____

SECTION 4. PERMIT/ENHANCEMENT REQUIREMENTS (STAFF USE ONLY)

YES **BUILDING:**

REVIEWED BY: _____ DATE: _____

YES **HEALTH:**

REVIEWED BY: _____ DATE: _____

YES **LICENSING:**

REVIEWED BY: _____ DATE: _____

YES **POLICE:**

REVIEWED BY: _____ DATE: _____

YES **FIRE:**

REVIEWED BY: _____ DATE: _____

YES **LIABILITY:**

REVIEWED BY: _____ DATE: _____

YES **ARTS & CULTURE:**

REVIEWED BY: _____ DATE: _____

YES **DPW:**

REVIEWED BY: _____ DATE: _____

YES **HARBORMASTER:**

REVIEWED BY: _____ DATE: _____

YES **RECREATION:**

REVIEWED BY: _____ DATE: _____

YES **PARKING:**

REVIEWED BY: _____ DATE: _____

YES **TOWN CLERK:**

REVIEWED BY: _____ DATE: _____

SECTION 5. TOWN MANAGER DETERMINATION

_____ Special Event Approved subject to conditions within Section 4.

_____ Application Denied, for the following reason:

Town Manager's Signature

Date