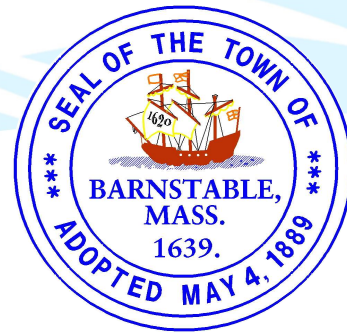


# Town of Barnstable

## Use of Town Property Application



<b>SUBMITTAL</b>	Town Manager's Office 367 Main Street Hyannis, MA 02601 508-862-4610	<b>STAFF USE ONLY</b>	<input type="radio"/> NEW:	<input type="radio"/> RENEWAL	<input type="radio"/> APPLICATION COMPLETE
	Fees: per Day, per Location W/out Beer/Wine: \$50.00 With Beer/Wine: \$100.00		<input type="radio"/> PRIVATE	<input type="radio"/> PUBLIC	<input type="radio"/> FLOOR PLAN
			APP. RCVD BY _____		<b>Applications with Beer/Wine</b>
			PAYMENT RCVD: \$ _____		<input type="radio"/> COPY OF DRIVER'S LICENSE
			LEGAL AD: _____		<input type="radio"/> DETAILED WRITTEN STATEMENT

### SECTION 1. CONTACT INFORMATION

APPLICANT NAME: \_\_\_\_\_

ORGANIZATION NAME (IF APPLICABLE): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

<b>PRIMARY</b>	PRIMARY CONTACT PERSON: _____
	PRIMARY EMAIL ADDRESS (REQUIRED): _____
	PRIMARY PHONE #: _____ PRIMARY CELL #: _____

<b>ADDITIONAL</b>	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 ADMISSON FEE: \_\_\_\_\_

<b>LOCATION</b>	<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: _____	CLEAN UP DATE: _____
	START TIME: _____ AM/PM    END TIME: _____ AM/PM	START TIME: _____ AM/PM    END TIME: _____ AM/PM
	EVENT START DATE: _____	EVENT END DATE: _____
	START TIME: _____ AM/PM    END TIME: _____ AM/PM	START TIME: _____ AM/PM    END TIME: _____ AM/PM
	RAIN DATES: _____	

EVENT DETAILS	<b><u>PUBLIC SAFETY</u></b>	<b><u>PUBLIC WORKS</u></b>
	PRIVATE SECURITY <input type="radio"/> YES <input type="radio"/> NO	TOWN COMFORT STATIONS <input type="radio"/> YES <input type="radio"/> NO
	COMPANY NAME: _____	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	PRIVATE WASTE REMOVAL <input type="radio"/> YES <input type="radio"/> NO
	COMPANY NAME: _____	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	TOWN CONES/BARRIERS <input type="radio"/> YES <input type="radio"/> NO
	DESCRIBE NEED: _____	DESCRIBE NEED: _____
USE OF TOWN BUILDING/STRUCTURE <input type="radio"/> YES <input type="radio"/> NO	NAME OF BUILDING: _____	
DESCRIBE NEED: _____		
PUBLIC ART BEING OFFERED AT EVENT (CHALK, CHARCOAL, WASHABLE PAINT): <input type="radio"/> YES <input type="radio"/> NO		
<b><u>LICENSING</u></b>	<b><u>TOWN CLERK</u></b>	
BEER <input type="radio"/> YES <input type="radio"/> NO    WINE <input type="radio"/> YES <input type="radio"/> NO	RAFFLE/LIVE AUCTION <input type="radio"/> YES <input type="radio"/> NO	
AMPLIFICATION <input type="radio"/> YES <input type="radio"/> NO	MERCHANDISE VENDORS <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>		

Use of Town Property Application

Event: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

<b>EVENT DETAILS</b>	<b><u>BUILDING</u></b>			
	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: _____				
<b><u>PARKING</u></b>				
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: _____				

<b><u>HEALTH</u></b>		
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