



Town of Eastham  
 2500 State Highway  
 Eastham, MA 02642  
 508.240.5900  
 fax 508.240.1291  
[www.eastham-ma.gov](http://www.eastham-ma.gov)

## APPLICATION FOR THE USE OF THE WINDMILL GREEN AND BANDSTAND

Date of Application: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Description of the Event:** Include name of event (if any), type of activity, expected number of persons, and any equipment, tables, structures, tents etc., that will be erected.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you require a special waiver on any component of the Windmill Green Policy? No \_\_\_\_\_ Yes \_\_\_\_\_

If Yes, please explain \_\_\_\_\_

Will there be items sold at this event? No \_\_\_\_\_ Yes \_\_\_\_\_

If Yes, please describe. \_\_\_\_\_

Will there be a charge for admission? No \_\_\_\_\_ Yes \_\_\_\_\_

If Yes, please describe. \_\_\_\_\_

The following must be submitted and paid by the applicant at the time of application submittal.

1. A certification of current/valid insurance coverage.
2. A peddler's permit if anything is being sold on public property.
3. The appropriate use fees as follows"

- \$100 per day use fee
- \$25 per event fee if you intend to provide portable toilets.
- \$25 per event fee for vehicle access for set up and take down only.  
(Vehicles not being actively loaded or unloaded may not be parked on the Green)
- \$25 per event fee if you intend to use/provide tents.
- A \$200 refundable damage deposit check is required, and must be submitted three (3) days before the event.

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**INSURANCE:**

Does the organization carry insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, indicate the amount: \_\_\_\_\_ and the Agent's name: \_\_\_\_\_

*A copy of the Certificate of Insurance must be provided naming the Town of Eastham as included in the coverage.*

**INDEMNIFICATION:** The applicant must agree to indemnify and hold the Town of Eastham harmless against any and all claims which may be made against the Town for property damages and personal injuries sustained by any person including the user which may result from the said property by the user. The applicant must furnish proof of general liability insurance naming the Town as additional insured. (See the Windmill Green & Bandstand Policy.)

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**AGREEMENT:**

I have carefully read the rules and regulations of the Town of Eastham's Guidelines for the Use of the Windmill Green and Bandstand and fully understand their content. I accept responsibility for the proper use of the facilities and for the actions and conduct of the group using the Town of Eastham facilities for this function. I will assume all responsibility for all fees, charges, and damage claims from such use of the facilities.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**Information or Questions:** Please call Madelynnane Magill - Licensing -508-240-5900 x231.

**Mail or deliver completed applications to:** Town of Eastham- 2500 State Highway -Eastham, MA 02642

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***This section to be completed by the Town of Eastham.***

*Approval of the following is required before this application is approved:*

**Fire Dept.** \_\_\_\_\_ **Police Dept.** \_\_\_\_\_

**Health Dept.** \_\_\_\_\_ **Recreation Dept.** \_\_\_\_\_

**Building Dept.** \_\_\_\_\_ **Bldg. Maintenance Dept.** \_\_\_\_\_

**Town Administrator** \_\_\_\_\_

**APPROVAL/DENIAL**

This application has been  **Approved**  **Denied**

If approved, reservations have been made according to the above information with the understanding that the policies and regulations of the Board of Selectmen will be followed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application has been denied because: \_\_\_\_\_