



Town of Eastham
 2500 State Highway
 Eastham, MA 02642
 508.240.5900
 fax 508.240.1291
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: _____ email: _____

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.

NOTE: If Alcohol is sold, a One Day Alcohol License and Select Board Approval must be obtained 3 weeks prior.

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 Food is sold, a Health Dept. permit must be obtained

If Yes, please describe. _____

Will there be a charge for admission? No _____ Yes _____

If Yes, please describe. _____

Will you require electricity for this event? No _____ Yes _____

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. A \$500 refundable damage deposit check is required and must be submitted 3 days before the event.
4. A Parking Plan approved by the Police Department. A Police Detail may be required, as a condition of approval, and all costs will be borne by the applicant.
5. The appropriate use fees as outlined in the *Use of the Eastham Windmill Green and Bandstand Policy*. Please note that the fees are based on categories
 - Eastham Residents, Eastham Based Non-Profits and Eastham Town Sponsored Events
 - Non-Profits (Out of Town)
 - Private for Profit.

Please note: Cancellation shall be subject to a fee of no less than 10% of the use fee

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.)

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: Town of Eastham- 508-240-5900

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

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. _____	DPW 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: _____

