



OAK BLUFFS PARKS AND RECREATION DEPT.

Special Event Permit Application

P.O. Box 1327 Oak Bluffs, MA 02557 Telephone: (508) 693-0072 Fax: (508) 696-6472

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Please complete all data as required.

Name of Organization(s): _____

Applicant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime phone: (____) _____ Eve. Phone: (____) _____ FAX#: (____) _____

E-mail: _____ Web page: _____

Manager **ON SITE** Day of Event: _____ Cell/ Pager: (____) _____

**Any Change in the above information, please notify the Parks Department/Highway Department immediately.*

SPECIAL EVENT INFORMATION

Complete all data as required for the event of any size

Type of Event:

_____ Run/Walk _____ Planned Picnic/Party _____ Market/Fair
_____ Concert _____ Wedding Ceremony/Photos _____ Other (specify) _____

Event Title: _____ **Event Date(s):** _____ **Rain date:** _____

Requested Park: _____

Area of Park (describe physical boundaries) _____

Actual Hours of Event: _____ AM/PM to _____ AM/PM

Set up times: _____ AM/PM to _____ AM/PM Take down times: _____ AM/PM to _____ AM/PM

Description of Event set up: _____

Number of people expected: _____

(Please attach additional sheets as necessary, including plans, drawings, maps, etc.)

Is applicant a Town of Oak Bluffs taxpayer? _____ Yes _____ No

Please indicate whether the following items pertain to your event:

YES NO

___	___	Food Concession and/or Food Preparation Area(s)
		If you intend to Cook Food in the Event Area Please specify method:
		___ Gas ___ Electric ___ Charcoal ___ Other: _____
___	___	First Aid Facility(ies) and Ambulance(s)
___	___	Will you set up tables(s) and or Chairs? How many?: _____
___	___	Fencing, Barrier(s), and/or Barricade (s)
___	___	Does your event require Electricity source?: _____
		<i>Note: No power source at East Chop Lighthouse</i>
___	___	Booth(s), exhibit(s), display(s) and or enclosure(s)
___	___	Canopy (ies), and/or tent(s) Please include dimensions: _____
___	___	Scaffolding, bleacher(s), platform (s), grandstand(s), stage(s) include number and dimensions: _____
___	___	Vehicle(s) and/or trailer(s). How many? _____
___	___	Trash Containers and/or Dumpster(s). Number? _____
		If yes, indicate Company providing units. _____
___	___	Portable Toilet(s). Number _____ If yes, indicate Company providing units. _____
___	___	Entertainment. Please describe: _____
___	___	Inflatable Device (s), Amusements. Describe _____
___	___	Banner(s)
___	___	Will the event be advertised? How? _____
		Please note you cannot post or advertise your event prior to approval
___	___	Sponsorship/Vending or Promotional Activity? Please Describe _____
___	___	Amplified Sound If yes, please indicate Start Time: _____ and End Time: _____

Fee Schedule

Private Small Events (weddings, clambakes, etc) - \$250

Large Events (non-profit) – Maximum of \$500 per day

Large Events (profit) – Minimum of \$1,000 per day

Town events – Varies

Note: The Park Commission retains the right to waive any and all fees

Deposit

\$100 deposit; which will be nonrefundable once application is approved by Commissioners. Balance will be due no later than 30 days prior to the event. If unable to use park area due to rain, the Park & Recreation Department will refund money except deposit.

Voluntary Donations

Donations are accepted for the use of Oak Bluffs Parks & Recreation Department and town property. Contributions support a broad array of recreational activities for residents and visitors of all backgrounds and help to maintain the parkland. Would you like to make a Voluntary Donation to the Fund for OB Parks & Recreation _____yes _____no

Details. Amount: _____ *Specifications:* _____

Other Permits

Please note that all components of the event are subject to Parks Dept. approval and may require approval by and/or permits from other town agencies. Parks Dept. approval does not constitute permission from other departments. Events that impact other town depts. will be referred to Police, and Fire, and Emergency dept. as necessary. It is the responsibility of the applicant to secure all necessary town of Oak Bluffs permits (see page 3).

Insurance Requirements

Evidence of Insurance will be required before final permit approval for larger events. Please provide a certificate of Insurance which shows a minimum of \$1 million in commercial general liability insurance and a policy endorsement which indemnifies and holds harmless the town of Oak Bluffs, the Oak Bluffs Parks and Rec. Dept. and the Oak Bluffs Park Commission. Some events may require a higher limit of insurance. Additionally, permittee must list the aforementioned parties as additional insureds on their certificate of insurance. Each event is evaluated on its risk exposure. The town of Oak Bluffs is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

Affidavit of Application

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Parks Dept. and/or Parks and Recreation Commission. The Parks and Rec. Dept./Park Commissioners may require a CORI form completion for all public events. All programs and facilities of the Oak Bluffs Parks and Recreation Dept. are open to all citizens regardless of race, sex, age, color, religion, national origin or handicap.

Name of Applicant(s) _____
(print)

Signature(s): _____ date: _____

Official Use Only

OTHER DEPARTMENT SIGNATURES:

YES	NO	POLICE DEPARTMENT	_____	_____	_____
_____	_____		Police Chief Only	Date	Cost
_____	_____	FIRE DEPARTMENT	_____	_____	_____
			Fire Chief Only	Date	Cost
_____	_____	BOARD OF HEALTH	_____	_____	_____
			Health Agent Only	Date	Cost
_____	_____	BUILDING INSPECTOR	_____	_____	_____
			Building Inspector Only	Date	Cost

____ Approved Notes: _____
____ Denied _____

Signatures: _____
Park Commissioners: Amy Billings Richard Combra Jr. Allan Buddy deBettencourt