

Town of Boothbay Harbor
Application for Event Permit
Barrett's Park

Town of Boothbay Harbor
11 Howard St.
Boothbay Harbor, ME 04538
207-633-3671

This application form is required for gatherings reasonably anticipated to draw over 50 attendees and must be completed and returned with the required one hundred fifty (\$150.00) dollar fee at least thirty (30) days before the use date requested. Per the General Rules for Barrett's Park, Rules and Regulations for the Facility Use, adopted by the Boothbay Harbor Board of Selectmen on August 27, 2001, in no case shall any individual or group deprive the public at large of the normal use and enjoyment of the park, Loud and unreasonable noise is prohibited under the BBH Town Ordinance, no open fire allowed, park hours are from 6:00 a.m. to 10:00 p.m. and **NO ALCOHOLIC BEVERAGES OR UNLAWFUL SCHEDULED DRUGS MAY BE CONSUMED OR ALLOWED ON THE PARK PREMISES, UNDER NO CIRCUMSTANCES ARE THERE TO BE ANY VEHICLES IN THE PARK WITHOUT WRITTEN PERMISSION FROM THE PUBLIC WORKS DIRECTOR.** Reservations do not guarantee use of gazebo, parking, or other locations in the park. (see park rules for more information.)

Name: _____
Mailing Address: _____
Town/City: _____
State: _____ Zip: _____ Contact Number: _____
Requested Date: _____ Requested Time: _____
Event: _____ Approximate Number of People: _____

Proof of Liability Insurance (minimum of \$500,000)

Amount: _____ Issued by: _____ [] Town Named on Policy

Please date and sign the application agreeing to abide by the rules and regulations as stated above.

Applicants Signature: _____ Date: _____

Application Received by: _____ Date: _____

Administrative Review/Requirements:

Deposit fee received – date: _____

Police review – Applicant complies with the following requirements:

- 1) Security
- 2) Police on site – Number: _____
- 3) Event staff for parking/safety.
- 4) Adequate parking on-site or off-site with shuttle service.
- 5) Review of parking prohibitions in the area.
- 6) Pedestrian and vehicular safety adequately provided by event staff – includes arrangements for safe street crossing by event staff.
- 7) Other comments:

Approved: yes no

Fire Department/EMS review – Applicant complies with the following requirements:

- 1) Fire Chief's review of adequate fire protection.
- 2) Fire Chief's review/recommendations for medical/fire personnel and equipment on site: _____
- 3) Other comments: _____

Approved: yes no

Public Works review – Applicant complies with cleanup, park access, vehicular restrictions, and road use requirements.

Other comments: All garbage must be removed. _____

Approved: yes no

Code Enforcement review – Applicant complies with applicable public health statutes and rules.

Other comments: _____

Approved: yes no

Harbor Master Review – Applicant complies with applicable town Ordinance and Port Committee rules.

Other comments: _____

Approved: yes no

BARRETT'S PARK
Rules and Regulations for Facility Use

Adopted by Board of Selectmen on August 27, 2001
(Note: This is a complete re-write of 7/18/98 Rules and Regulations)

GENERAL RULES

1. Violation of any rules contained herein or failure to comply with any oral or written direction of the Boothbay Harbor Town Office and/or Town Officials shall be cause for suspending the privilege of using the facility by the party involved.
2. Vehicles shall restrict themselves to the access road only, which is to be kept clear at all times. The use of the access road is for motorized vehicles and boat trailers for the loading and unloading of non-motorized vessels, except by commercial fishing enterprises as allowed under Winter Rules.
3. Parking shall be only in designated areas across the street from the park entrance.
4. Individuals or small groups up to (50) are required to clean up the park area used and to leave the area free of trash. Trash containers are provided by the Town but a cooperative "bring it in and take it out" policy is encouraged.
5. Group gatherings or events are intended for families and non-profit organizations. The latter in all cases requires Town approval and will be subject to conditions that may be established by the Board of Selectmen or the Town Manager.
6. For groups anticipated to be 50 or more an application form provided by the Town must be completed and submitted to the Town at least (30) days prior to the use date requested. A one hundred fifty (\$150) dollar deposit shall accompany the application. Seventy-five (\$75) dollars of the deposit is refundable subject to damages and clean-up costs upon inspection by the Public Works Department following the event.
7. In no case shall any individual or group deprive the public at large from the normal use and enjoyment of the park.
8. NO open fires are allowed. Cooking shall be restricted to grills, and all coals and fires must be extinguished prior to users leaving the park.
9. NO alcoholic beverages or unlawful scheduled drugs may be consumed or allowed on the park premises.
10. It shall be a violation of park rules to deface, paint, alter or damage in any way any park property.
11. Park hours are 6:00 A.M. to 10:00 P.M. Overnight stays are prohibited on park property.
12. On a case by case basis the Board of Selectmen reserve the right to waive or modify any rule stated herein or to establish additional rules or conditions as the situation may warrant.
13. Violation of this policy or any Town Ordinance or State Law on park property may result in legal action and in forfeiture of park use.

SUMMER RULES
May 15 through October 15

1. No boats, dories, floats and/or traps are to be stored on park property or tied up to same, without approval of the Boothbay Harbor Town office.
2. The fee for equipment storage will be one hundred fifty (\$150) dollars per person for each season. The fee is payable at the Boothbay Harbor Town Office no later than the first Friday in October annually.
3. The Town reserves the right, with notice to violators, to remove their property to another secured location and charge a storage/removal fee of fifty (\$50) dollars a day until the party claims the property and pays the allotted fee.

**THIS POLICY WENT INTO EFFECT THROUGH ADOPTION BY THE
BOARD OF SELECTMEN FOLLOWING A NOTICED PUBLIC HEARING
AND WRITTEN APPROVAL OF THE STATE DEPARTMENT OF
CONSERVATION, BUREAU OF PARKS AND LANDS.**



Tenant User Liability Program How To Guide

Your community has enrolled in a program which allows you the "User" of a municipal facility to secure cost effective liability insurance that provides protections for you as well as your Municipality. Tenant User Liability Program (TULIP) is a General Liability Policy written in the name of the tenants and the users of the public facility or venue.

Town of Boothbay Harbor is a registered user of the TULIP program through *HUB International New England* and *Entertainment Brokers International*. Their assigned unique Entity ID-Code is 0419-CDQ.

How it works:

1. Go to <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
2. Enter the Entity ID-Code listed above.
3. Select the Type of "Event" or "Activity" from the drop down window.
4. Answer questions
 - o Have you held this event before? 0Yes 0No
 - o If yes, were there any losses or claims? 0Yes 0No
 - o Will there be armed private security at this event or activity? (Off duty police not included) 0Yes 0No
5. Select the Event date or dates on the calendar. If the event takes place on numerous dates such as monthly meetings, select the anticipated date of each meeting on the calendar for that year.
6. At this point you are able to receive a quick quote by selecting the:

Get your premium now with Quick Quote

Click Here

7. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is bound.
8. A Certificate of insurance is issued in your Name or Organizations Name with a Certificate automatically sent to your Municipality.

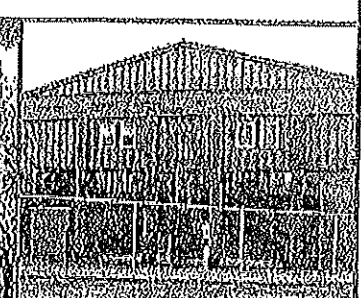
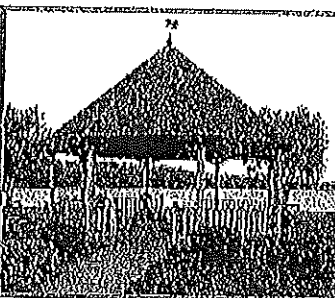
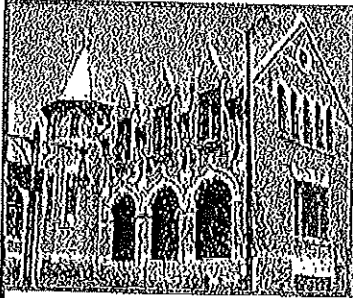
If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM - 5:00PM PST)



HUB International New England, LLC:

Maine Municipal
Association
Risk Management services

Tenant Users Liability Insurance Program (TULIP)



Maine Municipal Association
Risk Management Services

MMA Proudly offers this special events program through our broker
HUB International New England



Tenant User Liability Insurance Program (Why The Need?)

Requests to use municipal property and facilities by the public have become a common occurrence. While it is comforting knowing that the municipality is covered through MMA, independent entities that use your municipal facilities are not. This opens the possibility of the municipality becoming drawn into unnecessary claims.

The Solution to this dilemma is the Tenant Users Liability Insurance Program (TULIP). TULIP is a low-cost insurance policy that protects both the "Tenant User" and the municipality. A "Tenant User" is any outside party using town or school facilities. The policy applies to bodily injury or property damage arising out of the use of municipal premises by Tenant Users. Premium costs are traditionally paid by the Tenant Users or by the department inviting the Tenant User

into the facility. Premium costs are based on the nature of the event, the duration of the event, the number of participants, the level of risk of the event and any special requirements.

Coverage & Limits

Coverage limits of \$1 million are available for products/completed operations, including liability for bodily injury and property damage. The policy will pay those sums that the insured (the tenant user) becomes legally obligated to pay as damages because of bodily injury or property damage to which this insurance applies.

Coverage includes:

- Premises Operations
- Products/Completed Operations
- Contractual Liability
- Broad Form Property Damage
- Personal Injury Liability

Limits are outside cost of defense (Therefore, cost of defense is in addition to the limit of liability for any coverage.)

How It Works

- The Municipality is registered to use the TULIP program account through HUB International New England at no cost.
- When a Tenant User wants to use the facility, the facility management directs the Tenant User to www.ebi-ins.com/tulip and provides a six-digit ID code that identifies the facility.
- The Tenant User enters the ID code and answers a few basic questions in a three-step process that provides an online quote.
- If the Tenant User decides to purchase coverage through the facility's TULIP program, they simply enter their credit card information and coverage is bound. A Certificate of Insurance is automatically sent to the facility, the Tenant User and the broker.

Your Tenant User now has access to generate a quote and bind General Liability Insurance via the TULIP online system!

For More Information Contact:

Marcus Ballou
MaineMunicipalAssociation

Phone:
(800) 590-5583

Email:
mballou@memun.org



Theresa Lee
HUB International
New England

Phone:
(800) 370-0642

Entertainment Brokers
Website:
www.ebi-ins.com/tulip

This brochure explains the general purposes of the coverage described, but in no way changes or affects any such coverage as actually issued on the policy for any insured.