

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

Reservations do not guarantee exclusive use of gazebo, parking, or other locations in the park.

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 (\$100.00) dollar fee at least thirty (30) days prior to the use date requested. **FIFTY (\$50.00) DOLLARS OF THE FEE WILL BE REFUNDED SUBJECT TO DAMAGES AND CLEAN UP COSTS UPON INSPECTION BY THE PUBLIC WORKS DIRECTOR FOLLOWING THE EVENT.** In accordance with 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 from 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. (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 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: _____ **Deposit fee returned** - date: _____

Police review - Applicant is in compliance 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 is in compliance with the following requirements:

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

3) Other comments: _____

Approved: [] yes [] no

Public Works review - Applicant is in compliance with cleanup, park access, vehicular restrictions and road use requirements.

Other comments: All garbage must be removed. _____

Approved: [] yes [] no

Code Enforcement review - Applicant is in compliance with applicable public health statutes and rules.

Other comments: _____

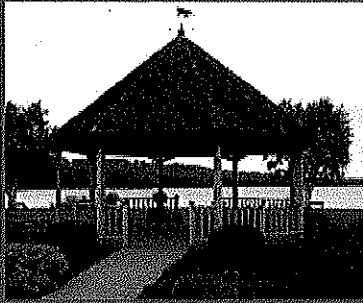
Approved: [] yes [] no

Harbor Master review - Applicant is in compliance with applicable town Ordinance and Port Committee rules.

Other comments: _____

Approved: [] yes [] no

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
Maine Municipal
Association

Phone:
(800) 590-5583

Email:
mballou@memun.org



Theresa Lee
HUB International
New England

Phone:
(800) 370-0642

**Entertainment Brokers
Web site:**

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.