



## OAK BLUFFS PARKS AND RECREATION DEPT.

# Special Use 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 #: (\_\_\_\_) \_\_\_\_\_

*\*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 Area: \_\_\_\_\_ Waban/Alley Park    \_\_\_\_\_ Washington Park    \_\_\_\_\_ Town/Inkwell Beach

Other Area not listed above: \_\_\_\_\_

Area to be used (describe physical boundaries) \_\_\_\_\_

Event Hours: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Event set up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of people expected: \_\_\_\_\_

**Please indicate whether the following items pertain to your event:**

YES	NO	
___	___	Food Concession and/or Food Preparation Area(s) - <b>Board of Health Approval Required</b> If you intend to Cook or Serve Food at the Event Area Please specify method or type of food: ___ Gas ___ Electric ___ Other: _____
___	___	Do you plan on serving beer/wine? <b>One-day License from Select Board Required</b>
___	___	First Aid Facility 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 or Washington Park</i>
___	___	Booth(s), exhibit(s), display(s) and or enclosure(s) _____
___	___	Canopy and/or tent(s) <b>Please include dimensions:</b> _____ <b>Anything larger than 10'x10' requires Tent Permit from Building Office. You may not put multiple 10'x10' tents together <u>without</u> a Building permit.</b>
___	___	Scaffolding, bleacher(s), platform (s), grandstand(s), stage(s) <b>include number and dimensions:</b> _____
___	___	Vehicle(s) and/or trailer(s). How many? _____
___	___	Trash Containers and/or Dumpster(s). Number? <b>One (1) Trash Bin Required</b> Additional # _____ <b>If yes, indicate Company providing units.</b> _____
___	___	Portable Toilet(s). Number _____ <b>If yes, indicate Company providing units.</b> _____ <b>Any event over 50 people must have one unit. Check with Board of Health for larger events.</b>
___	___	Entertainment. Please describe: _____ _____
___	___	Banner(s) size _____
___	___	Will the event be advertised? How? _____ <b>Please note you cannot post or advertise your event prior to approval</b>
___	___	Sponsorship/Vending or Promotional Activity? Please Describe _____ _____
___	___	Amplified Sound If yes, please indicate Start Time: _____ and End Time: _____ <b>Select Board Entertainment License Required</b>

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Fee Schedule**

Filing Fee - \$25.00

Small Events (0 to 50 people) – \$300.00 minimum

Large Events (over 50 people) – \$1,000.00 minimum (per day if multiple days)

Town events – Varies

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

**Deposit**

**\$25 filing fee AND \$200 deposit due with application, 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/beach area due to rain, the Park & Recreation Department will refund money except deposit.

**Notifications**

At least sixty (60) days prior to any large event, the applicant must notify direct abutters of the park they are requesting to use by **USPS certified mail** and provide proof to the Parks & Recreation Department.

**Other Permits – Select Board, Police, Fire/EMS, Building Dept & Board of Health**

Please note that all components of the event are subject to Parks approval and may require approval by and/or permits from other town agencies. **Parks approval does not constitute permission from other departments.** Events that impact other Town departments will be referred to Select Board, Police, Fire/EMS, Building and Board of Health as necessary.

**It is the responsibility of the applicant to secure all necessary Town of Oak Bluffs’ permits at least thirty (30) days prior to event.**

**Applicant initials:** \_\_\_\_\_

**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: \_\_\_\_\_

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**EVENT TITLE:** \_\_\_\_\_

**Event date:** \_\_\_\_\_

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*Official Use Only*

**AUTHORITY TO CONTINUE THE PERMITTING PROCESS:**

*The date will be held for your event while you obtain other necessary permits*

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

Signatures: \_\_\_\_\_

Commissioners: Amy Billings Richard Combra Jr. Antone Lima

**REQUIRED DEPARTMENTAL PERMITS:**

**Additional permits must be submitted to Parks Commission BEFORE final approval will be granted**

YES	NO		
___	___	SELECT BOARD	One-day Alcohol _____ and/or Entertainment Permit _____
___	___	POLICE DEPARTMENT <i>Proof of Detail Required</i>	_____ Police Chief Only Date
___	___	FIRE/EMS DEPARTMENT <i>Tent/Food Permit</i>	_____ Fire/EMS Chief Only Date
___	___	BOARD OF HEALTH <i>Food Permit Required</i>	_____ Health Agent Only Date
___	___	BUILDING INSPECTOR <i>Tent Permit Required</i>	_____ Building Inspector Only Date

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**FINAL APPROVAL:**

\_\_\_ Approved Date: \_\_\_\_\_

\_\_\_ Denied Notes: \_\_\_\_\_

Signatures: \_\_\_\_\_

Park Commissioners: Amy Billings Richard Combra Jr. Antone Lima