East Lyme Parks and Recreation Department
Facilities Request Form for McCook Point Park/Niantic Bay Boardwalk

Group/Individual Requesting Facility: ____________________________________________

Expected Attendance: ___________ Number of East Lyme Residents: ___________

Number of Vehicles Expected: ______ Non-profit Status?  Yes ____ No ____

Type of Activity: _____________________________________________________________

If a fundraising event what percentage of proceeds goes directly to the charity? __________

Authorized Individual or group representative:  Name: _______________________________________

Street Address: ___________________________________________________________________

Phone #: ______________________ E-Mail Address: __________________________________

Date(s) of proposed use: _____________________ Time(s): _____________________________

Please check facility requesting:  McCook Pavilion ____  McCook Tent____
McCook Band Shell ____  Boardwalk ____
Beach ____

• Please note that all requests of 100 people or more will require Parks and Recreation Commission approval.
• If erecting a tent a building permit maybe required from the Town of East Lyme Building Department (see back of this form) Permit is required for all tents using electrical wiring, heating or cooking facilities.
• If you are using a private caterer for your event an Insurance Certificate is required from the Caterer.

INSURANCE: The Town of East Lyme does not provided participants or spectator’s medical, surgical, or hospital expenses arising out of proposed activity. Applicant may be required to submit a Certificate of Insurance as a condition for the granting or a “Facilities Use Permit”. Said Certificate in the amount of $1,000,000.00 will name the Town of East Lyme its officers, agents and employees, as additional insured. If insurance has a deductible, the user may be required to provide a security deposit in the amount of the deductible or a portion thereof. Upon completion of use, security deposit shall be returned in full if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits, when required, shall be in cash, or by bank or certified check made payable to the “Town of East Lyme”. Said conditions, if required, shall be met with a minimum of 10 days prior to the scheduled event. If insurance certificate is not required it is understood that applicant assumes financial responsibility for any damages to facility caused by persons using facility under this permit.

AGREEMENT: Request by Town residents/tax payers will receive priority for use. Per McCook Deed no Alcoholic Beverages are permitted. It is understood that by signing this agreement, the applicant and their parties’ use of the Park and the Boardwalk will be in accordance with the Parks and Recreation Commission’s policies. It is understood that by signing this agreement the Town of East Lyme is held harmless from any claims for damages and applicants agree to indemnify the Town in the event of any claims for damages.

____________________________________________________________________  ____________
(Applicant Signature) (Date)

For Office Use Only:
Commission Approved_________________________ Denied: __________ Insurance Required _____________

Permit Fee: $_____________  Security Deposit: $______________

Special Considerations: __________________________________________________________

Parks and Recreation Authorized Signature: ____________________________ Date: __________