

Date Received: _____

**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 that 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: _____