



# TOWN OF BOURNE

## Board of Selectmen

24 Perry Avenue – Room 101  
Buzzards Bay, MA 02532-3496  
www.townofbourne.com



Phone: 508-759-0600 x503  
Fax: 508-759-0620

### APPLICATION FOR THE USE OF TOWN PROPERTY

Individual/Organization \_\_\_\_\_

Address (mailing) \_\_\_\_\_

\_\_\_\_\_

Home/Business Address \_\_\_\_\_

\_\_\_\_\_

Home Telephone # \_\_\_\_\_

Business Telephone # \_\_\_\_\_

Contact Person \_\_\_\_\_

Email address: \_\_\_\_\_

I (we) request the use of the following town owned property:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

\*\*\* Please use attached map to show area to be used\*\*\*

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

\_\_\_\_\_

\*\*\*Please indicate if a tent will be used or food served/available at event\*\*\*

Date(s) \_\_\_\_\_

Time(s)

From \_\_\_\_\_ (time first person will arrive)

To \_\_\_\_\_ (time last person will leave)

From \_\_\_\_\_ (time first person will arrive)

To \_\_\_\_\_ (time last person will leave)

**\*\*\*\*\*Copy of Liability Insurance with town named as additional insured\*\*\*\*\***

**(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)**

I (we) agree to pay the Town of Bourne a fee, if required, for use of such facilities

Estimated Attendance \_\_\_\_\_

Will the affair be policed? Yes \_\_\_\_\_ No \_\_\_\_\_

Will admission be charged: Yes \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_

Identification Presented \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

It is agreed by \_\_\_\_\_  
Hereinafter called the Organization, that the Town of Bourne be absolved of any and all liability brought about by actions of the participants and/or patrons of the organization while using the facilities of the Town of Bourne for the purpose of

\_\_\_\_\_

It is further agreed that the Organization accepts responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities.

Signature of Organization \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Dated \_\_\_\_\_

\*\*\*\*\*

**FOR TOWN ADMINISTRATOR'S USE ONLY**

Estimated Facility Costs \_\_\_\_\_

Total Estimated Costs \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

Town Administrator

\_\_\_\_\_  
Thomas M. Guerino  
Town Administrator

Approval is contingent upon your acceptance of the estimated costs as listed above. If for any reason, you no longer wish to use our facility, please contact us immediately.

**Town of Bourne Fees  
Buzzards Bay Park  
Effective 01.01.2010**

<b>Purpose</b>	<b>Size</b>	<b>Proposed Fee</b>
<b>Weddings/small venues</b>	<b>&gt; 25</b>	<b>\$ 25, plus \$ 50 deposit*</b>
<b>Small NFP fundraisers</b>	<b>&lt;150</b>	<b>\$ 50, plus \$ 50 deposit*</b>
<b>Larger NFP fundraisers</b>	<b>&gt;150</b>	<b>\$100, plus \$150 deposit*</b>
<b>Groups requiring Police/Fire detail will incur details for the entire event</b>		<b>\$300, plus \$150 deposit *</b>

**\*The required deposit will be returned following the event. The deposit is to ensure that the park is left in good condition. If there is any damage or cleanup costs, it will be deducted from the deposit fee and/or excess fee charged.**

**Per Order of the Board of Selectmen**

**Peter J. Meier  
Donald J. Pickard  
Stephen F. Mealy  
Donald E. Ellis  
Linda M. Zuern**

