



**SPECIAL EVENT APPLICATION**

This application must be completed in its entirety and is a request only.

**A. TYPE OF EVENT- Check One**

- PUBLIC EVENT** (open to the public; includes walks, runs, rides, festivals, vendor fairs)  
Application must be submitted 60 days in advance with approval of [Town Clerk](#)
- ADMISSION BASED EVENT** (paid ticket is required for entry)  
Application must be submitted 60 days in advance with approval of [Town Clerk](#)
- WEDDING** (ceremonies, receptions and vow renewals)  
Application must be submitted 60 days in advance
- SPECIAL OCCASION w/ 200+ ATTENDEES** (private, by invitation only)  
Application must be submitted 30 days in advance
- PROFESSIONAL CINEMATOGRAPHY / PUBLIC ASSEMBLY / TOURNAMENT**  
Application must be submitted 60 days in advance. (Fee will be based on impact)

ALL OTHER RESERVATION REQUESTS SHALL BE MADE ONLINE AT  
[DANVERSREC.COM](http://DANVERSREC.COM)

**B. FEATURES- Check all that apply**

- ALCOHOL** (Prohibited without Liquor License. Must be a catered event.)  
Requires [One-Day Liquor License](#). Submit copy of License with application.
- TENTS / CANOPIES / BOUNCE HOUSES / RIDES / STAGING / AMUSEMENTS**  
Applicant shall list each item and vendor in space provided. Applicant shall submit a copy of a [Certificate of Liability](#) from each vendor with application. Certificate must list "Town of Danvers" as additionally insured. May require the area to be "Dig Safe".
- ENTERTAINMENT** (Including: Bands, Exhibitions, Expositions, Performances & Filming)  
Applicant may be required to submit a copy of a [Certificate of Liability](#) from each vendor with application. Certificate must list Town of Danvers as additionally insured.
- SALE OF GOODS & SERVICES**  
Requires [Hawker, Peddler Vendor License](#). Submit copy of license with application.
- FOOD SERVICE**  
May require [Food Handling Permit](#). Submit determination or permit from Office of Public and Environmental Health with application. For more information contact [Public Health Office](#) at (978)777-0001 Ext. 3095
- AMPLIFIED SOUND** (Includes: PA Systems/Speakers/Amplifiers)  
Applicant should reference [Town By-Law Chapter XXV, Section 3k](#) Regulations Governing the Use of Town-Owned Land

**C. APPLICANT**

|                                 |            |                  |  |     |
|---------------------------------|------------|------------------|--|-----|
| Responsible Person/Applicant    |            |                  | Date Submitted   |     |
| Representing (Group or Company) |            |                  | <input type="checkbox"/> <b>NON-PROFIT</b><br>Attach 501c3 Certificate<br>(Mandatory to receive reduced fee) |     |
| Applicant Address               |            | City/Town        | State  | Zip |
| Group or Company Address        |            | City/Town        | State  | Zip |
| Home Phone                      | Cell Phone | Email (Required) |  |     |

**D. EVENT**

|  |   |   |                                    |   |
|--|---|---|------------------------------------|---|
| Event Date   | Time Blocks:<br><input type="checkbox"/> 9am to 2pm <input type="checkbox"/> 3pm to 8pm <input type="checkbox"/> Full Day | <b>PARK CLOSURES AT DUSK</b><br>Reservation end times change with sunset. | Number of Attendees                | <b>PORTABLE RESTROOM RENTAL</b><br>1 Standard / 1 HP unit per 150 guests.<br><b>Applicant responsibility.</b> |
| Requested Picnic Area: <a href="#">Picnic Area Map</a><br><input type="checkbox"/> Area 1 <input type="checkbox"/> Area 2 <input type="checkbox"/> Area 3 <input type="checkbox"/> Area 4   Other: |   |   | Purpose (Picnic/BBQ/Birthday/Etc.) |   |
| Event Sign to Read (Michael's 1 <sup>st</sup> Birthday Party/Smith Family Reunion)   |   |   |                                    |   |

Please provide a detailed description of event including special requests and requirements. Details that are omitted may result in revocation of permit.

**E. FEES-** If it's determined that additional staff, sanitary units, police details, etc. are needed, it will be the financial responsibility of the applicant.

| Attendees                       | 5hr Block in One Picnic Area   | 11hr Block in One Picnic Area                        | 5hr Block in Two Picnic Areas                        | 11hrs Block in Two Picnic Areas                      |
|---------------------------------|--|--|--|--|
| <b>Nonprofit Organization*</b>  | <input type="checkbox"/> \$250.00 - includes parking   | <input type="checkbox"/> \$375.00 - includes parking | <input type="checkbox"/> \$375.00 - includes parking | <input type="checkbox"/> \$500.00 - includes parking |
| <b>For-Profit Organization*</b> | <input type="checkbox"/> \$450.00 - includes parking   | <input type="checkbox"/> \$675.00 - includes parking | <input type="checkbox"/> \$675.00 - includes parking | <input type="checkbox"/> \$900.00 - includes parking |
| <b>Weddings</b>                 | <input type="checkbox"/> \$900.00 - includes parking <input type="checkbox"/> Up to 200 folding chairs available @ additional \$2/per chair   # _____ x \$2.00 = _____ |  |  |  |

\*FEES ARE BASED ON LESS THAN 300 ATTENDEES. EVENTS THAT EXCEED 300 ATTENDEES MAY BE ASSESSED A HIGHER RATE AND REQUIRE A SECOND PICNIC AREA RESERVATION. CALL FOR MORE INFORMATION.

## F. TERMS & CONDITIONS / RULES & REGULATIONS

The Town of Danvers cannot assume any liability for injuries to persons or damage to their property while on Town owned land; persons entering thereon do so at their own risk. All park users are subject to Chapter 25 of the By-laws of the Town of Danvers, regulating the use of Town owned land.

**\*\*\*APPLICANT MUST INITIAL EACH BOX\*\*\***

|  |  |
|--|--|
|  | <b>PARK HOURS:</b> 9am to Dusk.  |
|  | <b>PERMIT REQUIREMENTS:</b> Organized groups of any size require a permit.   |
|  | <b>PERMIT FEE PAYMENT:</b> All fees are due at the time of permit application, paid by check, Visa, Discover or Master Card. Returned checks are subject to a \$25.00 service fee.   |
|  | <b>CANCELLATION/REFUNDS:</b> In the event that you must cancel your reservation, you must notify the Park at least <b>48 hours</b> prior to your reservation by calling 978-774-6518. You may reschedule, receive a credit to be used within 365 days or request a refund minus a <b>15% processing fee</b> . If 48 hours' notice is not given there will be no refund granted. Rain dates cannot be scheduled in advance.   |
|  | <b>RENTAL TIMES:</b> Picnic areas are available in blocks of time: 9AM - 2PM, 3PM - 8PM* or 9AM - 8PM* Depending on the time of sunset, reservation times may end earlier.   |
|  | <b>NONPROFIT ORGANIZATIONS:</b> Nonprofit organizations will be required to submit a 501c3 IRS letter of determination for proof of status.  |
|  | <b>RECEIPT OF PERMIT:</b> The permit is the receipt received at the time of purchase. The permit holder should be present and have the permit readily available upon arrival. The Town of Danvers reserves the right to refuse and/or revoke issuance of a park permit when the rights of others may be infringed upon, or when the occurrence of an event may not be considered in the best interest of the Park or the Town.   |
|  | <b>TENTS / CANOPIES / BOUNCE HOUSES / RIDES / STAGING / AMUSEMENTS:</b> A <a href="#">Certificate of Liability</a> must be obtained and submitted with your application from any vendor providing Tents, Staging, Canopies, Rides, Bouncy Houses, Catering and/or Entertainment. The certificate must list "Town of Danvers" as additionally insured. Vendor equipment that requires anchoring or excavation requires that the area be " <a href="#">Dig Safe</a> ". All vendor equipment must be setup and removed within the reservation time block, unless prior authorization has been granted.  |
|  | <b>PORTABLE RESTROOM RENTAL:</b> The applicant is responsible for renting portable restrooms for any event that exceeds 150 attendees. The ratio of portable restrooms will be one (1) Standard Unit & one (1) Handicap Accessible Unit per 150 guests. Delivery times and location should be coordinated with Park Staff. Portable restrooms may only be delivered on the day of the reservation and removed within 24 hours, unless prior authorization has been granted.  |
|  | <b>PARKING POLICY:</b> Parking is only allowed in designated areas. Driving on the lawns for drop off or pick up of supplies is prohibited. Reservations covered under this application include prepaid parking. You are responsible for notifying your guests that they will not need to purchase and display a parking pass.   |
|  | <b>GRILLING POLICY:</b> For a \$15.00 service fee, you may request the use of a charcoal grill that can accommodate between 75 and 100 people. The grills are optional, and you must request and pay for the grill ahead of time in order for it to be delivered to your picnic area prior to your event. You will need to provide your own charcoal, lighter fluid, matches and grilling tools. When you are finished cooking, please do not attempt to clean or put out the coals. Leave the grill for Park Staff to collect. You are welcome to bring your own grill as long as it is used in your designated picnic area. All use of propane cylinders is subject to Fire Department approval. The applicant is responsible for contacting the fire department, to ensure that the proposed setup does not violate any fire codes or constitute a safety hazard. In cases of a normal household grill, approval can usually be obtained through a phone call or email. In situations where, larger commercial-sized equipment is to be used, verification of certification to properly use propane fired equipment and /or a visual inspection of the setup may be required. |
|  | <b>TRASH POLICY:</b> Permit holders will be responsible for picking up any trash generated from their event. There are no trash barrels or bags provided at the picnic sites, please bring your own. If you would like Park Staff to dispose of your trash at the end of your event, we ask that you leave your bags along the roadside adjacent to your picnic area. Failure to clean up your permitted area will result in a minimum fee of \$100.00. The permit holder will be responsible for any damage done to the property during the term of the rental agreement.   |
|  | <b>ALCOHOL POLICY:</b> Possession and/or consumption of alcoholic beverages is expressly prohibited without a valid <a href="#">One-Day Liquor License</a> . Events with liquor licenses must contain alcohol consumption to within their designated permit area.  |
|  | <b>SALE OF GOODS &amp; SERVICES:</b> Any sale of Good & Services requires <a href="#">Hawker, Peddler Vendor License</a> of which a copy must be submitted with application.   |
|  | <b>FOOD SERVICE:</b> Any commercial or individual food service at a public event requires a <a href="#">Food Handling Permit</a> from the Health Department of which a copy must be submitted with application.  |
|  | <b>DOGS:</b> Dogs must be on leash at all times unless contained within the designated Dog Park. Dog owners are responsible for picking up after their pet. Dog waste receptacles are located throughout the park. Violations of these rules are subject to a \$25.00 fine.  |
|  | <b>SUPERVISION OF CHILDREN:</b> Adults must accompany and supervise children at all times.   |
|  | <b>RESPECT OUR FARM ANIMALS:</b> Please do not feed, touch or harass our farm animals.   |
|  | <b>RESPECT OUR WILDLIFE:</b> Do not feed, touch or harass our wildlife. Please respect their habitats.   |
|  | <b>CAMP FIRES:</b> Camp fires are prohibited without prior authorization.  |
|  | <b>OVERNIGHT USE:</b> No overnight use without proper authorization.   |

**Please note that Glen Magna Farms, located in the center of Endicott Park, is the private property of the Danvers Historical Society. We ask that you respect their privacy and arrange group visits in advance by calling 978-774-9165.**

## G. WAIVER:

With respect to an activity for which a permit is issued, proposed to be held or actually held in ENDICOTT PARK, applicant/permittee will indemnify and defend the TOWN OF DANVERS, its appointed and elected officials, employees and agents (the "Indemnitees") against any losses, damages, liabilities, claims, suits, actions, causes of action, costs and expenses that any or all Indemnitees may suffer, incur, or sustain or for which any or all Indemnitees may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant/permittee or the applicant/permittee's officers, employees, workers, volunteers, supplier, service providers, contractors, vendors, agents or other persons or entities under the direction or control of the applicant/permittee. I hereby agree and understand that it is my responsibility to oversee all contractors, vendors, or parties affiliated with the activity and to insure compliance with all policies, rules and regulations, and guidelines of ENDICOTT PARK and other relevant procedures and laws. I have received, read, and understand ENDICOTT PARK'S Terms & Conditions, Rules and Regulations. I understand that certain fees are non-refundable (as stated) and that the permit is non-transferable. I further agree to accept financial responsibility for additional costs assessed for failure to comply with these Terms.

Applicant Signature:

Print Name:

Date Signed: