

Town of Harwich Recreation Department

100 Oak Street, Harwich, MA 02645 | 508-430-7553 | Eric J. Beebe, Director

Use of Facility Form ONE FORM per FACILITY per EVENT Payment due at time of request.

___ Beach or Park _____ (name of location)	___ Crowell Baseball Field
___ Brooks Courts: Pickleball; Tennis; Pavilion	___ Sr. Memorial Softball Field
___ Brooks Park & Gazebo	___ Potter Memorial Field
___ Brooks Baseball Field	___ J McPhee Memorial Soccer Field
___ Bassett Softball Field	___ Whitehouse Field

*Non-Profit 501c3 Organizations may apply for fee waivers/reductions through written request. Requests will be considered on a case-by-case basis and must submit a 501c3 Certificate at the time of request.

Organization: _____ Contact Person: _____

Proof of Liability in the name of the Town is required for Organizations – please attach to request.

Mailing Address: _____ City/ST/Zip: _____

Email _____ Cell phone: _____

Purpose/Event: _____ # of Attendees: _____

Date(s) Requested: _____
(SUBJECT TO AVAILABILITY)

Time Block(s) Requested: _____

- ❖ Facility/Field/Park/Beach/Court Use based on 3- hour time blocks. i.e. 5pm-8pm.
- ❖ Use of two or more time blocks in a day constitutes full day rental fee.
- ❖ Use of temporary tents larger than 400SF require location approval and a separate Building Tent Permit
- ❖ Use of tent 12 x 12 or larger and /or stakes over 4" requires additional Permissions from DPW
- ❖ Activities dispensing food to the Public require a Harwich Board of Health Permit
- ❖ Approval is subject to and dependent on all other required Town permits and approvals/notifications.
- ❖ If attendees are 100+ you must provide a port-o-potty for each additional 50 people.*
- ❖ When using Veterans Field complex and the Harwich Community Center is closed, one (1) portable restrooms per 50 people are required to be provided by the organizer/user.
- ❖ Beach Cook Fire (see separate permit)

<u>USE</u>	<u>FEE*</u>	<u>CAP</u>	<u>Payment due</u> <u>+ Deposit **</u>
Field, Park, Court, or Beach – Single Block Use	\$30.00	\$1500; uses ≤ 74 \$2000; uses ≥ 75	_____
Field, Park, Court, or Beach Event Use Full Day, Multi-Day or Special Event	\$175	\$2000	_____
Whitehouse Field (WHF) – Single Block Use	\$70.00	\$2000; uses ≤ 49 \$2500; uses ≥ 50	_____
Use of Electricity – Parks only	\$35/DAY		_____
WHF Light Usage Charge/use (Payable in 3 hour increments @ \$240)	\$240.00		_____
WHF Scoreboard Only/Use – Limited Users	\$80		_____

**** <100 PEOPLE \$100 DEPOSIT REQUIRED, >100 PEOPLE \$200 DEPOSIT REQUIRED, >200 PEOPLE \$300 DEPOSIT REQUIRED, > 500 PEOPLE \$500 DEPOSIT REQUIRED. DEPOSITS WILL BE REFUNDED AFTER A SITE INSPECTION HAS BEEN COMPLETED AND/OR APPLIED TO USE OF FACILITY INVOICES WITH ANY UNUSED BALANCE RETURNED. DEPOSIT MUST BE IN A SEPERATE CHECK.**

☐ I HAVE READ THE RULES AND REGULATIONS REGARDING USE OF THIS RECREATION FACILITY AND AGREE THAT I/OUR ORGANIZATION WILL ABIDE BY THEM.

Initials Applicant Signature: _____ Title _____

Rec Department Approval by: _____ Date: _____