



Town of Harwich Recreation Department Recreation & Youth Commission

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

Use of Facility Form LOCATION REQUEST

_____ Beach or Park _____ _____ Brooks Park & Gazebo _____ _____ Brooks Field / Courts / Pavilion _____ _____ Bassett Field _____ _____ Crowell Baseball _____ _____ Complex @ Veteran's BOTH Crowell and Bassett _____	_____ Sr. Memorial Field _____ _____ Potter Field _____ _____ J McPhee Soccer Field _____ _____ Veteran's Multipurpose Field _____ _____ Whitehouse Field _____
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Non-Profit? - (Attach IRS 501c3 Certificate) _____ Liability attached _____
 Payment Details \$ _____ /ck # _____

Organization: _____ Contact Person: _____

Mailing Address: _____ City/ST/Zip: _____

Email _____ Cell phone: _____

Purpose/Event: _____ # of Attendees: _____

Date(s) Requested: _____
 (ALL DATES ARE SUBJECT TO AVAILABILITY)

Hours of Use: _____ Additional Info: _____

- ❖ *Use of temporary tents larger than 12'x12' require location approval and a separate Town TENT PERMIT*
- ❖ *Use of tent stakes over 4" requires ADDITIONAL PERMISSIONS*
- ❖ *Activities dispensing food to the PUBLIC requires Harwich Board of Health PERMIT*
- ❖ *Approval pending all other required Town permits and approvals*
- ❖ *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 portable restrooms per 50 people are required to be provided by the organizer/user.*

<u>USE</u>	<u>FEE</u>	<u>CAP</u>	<u>REFUNDABLE DEPOSIT</u>	<u>TOTAL DUE</u>
FIELD, PARK, BEACH OR COURT - ONE USE	\$20.00	\$1000	\$50.00*	_____
WHITEHOUSE FIELD - ONE USE	\$50.00	\$1000	\$50.00*	_____
FIELD/WHF MULTI DAY USE	\$150/FIELD/DAY		\$50.00-\$500*	_____
PARK, BEACH OR FIELD USE – FULL DAY WEDDING, FUNCTION, OR SPECIAL EVENT	\$150.00		\$50.00-\$500*	_____
FIELD, PARK, BEACH - MULTI DAY EVENT	\$150.00/DAY		\$50.00-\$500*	_____
USE OF ELECTRICITY - PARKS	\$25/DAY		\$50.00*	_____
WHF LIGHT USAGE CHARGE/PER USE (BILLABLE IN ¼ HOUR INCREMENTS)	\$80.00/HOUR		\$500.00*	_____
BEACH COOK FIRE PERMIT	\$ 20.00		\$50.00* (SEPARATE CHECKS!)	_____

* <100 PEOPLE \$50 DEPOSIT REQUIRED, >100 PEOPLE \$100 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.

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 _____
 DATE _____

BY: _____, Recreation Representative