

## Town of Bourne

### Special Event Policy for Buzzards Bay Park

90 Main Street, Buzzards Bay, MA 02532

**Scheduling:** Events are scheduled on a first come, first served basis, subject to preference based upon degree of benefit to the general public, as determined in the following order: events held to raise funds for charitable purposes, events held by other non-profit entities, all other events. The Town does not discriminate on the basis of race, religion, sex, national origin, sexual orientation or other class protected under Federal or State law.

#### **Fees:**

##### *Application Fee:*

*Commercial Events (All businesses and not-for-profit groups): \$75 non-refundable*  
*Non-Commercial (Small weddings, family functions, etc.): No application fee*

##### *Utility Fees (All groups):*

Water: Base rate of \$20. Additional charges after meter reading.

Electrical: \$40/hour\*

\*Utility fees are charged for the duration of the event, including set-up and break-down.

##### *Security Deposits:*

###### *Commercial Events:*

Up to 100 people: \$100

101 to 500 people: \$250

More than 500 people: \$500

###### *Non-Commercial Events:*

Up to 24 people: no fee

25 to 50 people: \$50

51 to 100 people: \$100

\*Security deposits will be returned at the discretion of the DPW Superintendent. User groups are responsible for cleanup of the rented area.

Additional fees may be assessed by the Town. Police/Fire staff will be charged separately. Permission to place portable toilets on Town property must be requested in writing and approved by the Department of Public Works Superintendent. The Board of Selectmen have the right to waive fees.

**Insurance:** A Certificate of Insurance with the Town of Bourne named as an Additional Insured, in the amounts of \$2,000,000/person and \$3,000,000/occurrence is required with the application for all commercial events.

**Grounds for Denials:** The Town shall deny permission for any event based on a finding that the organizer has not provided reasonable safeguards adequate to protect the safety and welfare of event participants, bystanders and the general public before, during and after such events. In addition to safety and welfare concerns, the Town of Bourne reserves the right to deny an event request based on conflicts with other events or activities.

# Town of Bourne Buzzards Bay Park

## Special Event Policy

### *Rules & Regulations:*

All posted rules and regulations shall be followed.

Vehicles are not allowed within the park layout. Please see attached diagram.

Nothing can be placed below ground surface. This includes but is not limited to: tent stakes, portable fencing, horseshoe pits, volleyball nets.

The Town's carry in, carry out policy for trash is in effect. All litter, trash or debris generated from the event shall be removed by the event organizer.

Public access to and from the park may not be blocked at any time.

Per Town By-Laws, dogs must be leashed in the Park. Per the Board of Selectmen, animals are not allowed within the fenced in playground/splashpad area.

Organizer is responsible for any damage sustained to buildings, structures and grounds occurring during the event.

Cooking grills and open flames are prohibited. Permits may be revoked for misuse of the property.

For larger events, the organizer is responsible for traffic control and public safety through the Bourne Police Department and/or Bourne Fire Department. Police/Fire details may be required at an additional cost.

No placards of a commercial nature may be displayed on Town property. No tacks, nails or staples may be used on the gazebo or pavilions.

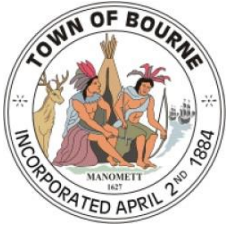
Any person or organization granted use of Town property shall assume liability for any damage to the property, injury to participants, damage to or loss of equipment or property. Please see the attached Indemnification and Release. If the person or organization applying shall not be deemed to be of sufficient responsibility, permission will not be granted.

Alcoholic beverages are not permitted on Town property without a license issued by the Board of Selectmen. Per Town of Bourne By-Laws, smoking and E-Cigarette use is prohibited on Town owned or operated playgrounds and recreational areas.

Unauthorized use of Town facilities for organized activities is not allowed. Permits are issued for the outdoor space only and do not include access to any storage areas, buildings or equipment.

Permission for use of Town facilities shall not be granted for any purpose that will, in any way, interfere with their use by the Town.

Cancellation due to inclement weather/poor park conditions will be at the discretion of the Town Administrator, Assistant Town Administrator, DPW Superintendent or the Recreation Director.



## INDEMNIFICATION AND RELEASE

### Town of Bourne Facility Rentals

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Town of Bourne for the purpose of using playing fields and recreational properties owned by the Town of Bourne, the undersigned, in recognition of the fact that Bourne has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Recreation Department, does hereby release the Town of Bourne, its agents, servants, employees and volunteers from any liability whatsoever in the event of injury to any persons or any actual or perceived infringement of the personal security of any person using the said playing fields and/or recreation areas while engaged in usage authorized by the Town or to any person attending such activity and the undersigned intends this release to be effective and binding on himself/herself and all members, guests, invitees or observers of the group activity which she/he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Bourne pursuant to the Massachusetts General Law and common law.

The undersigned, on behalf of him/herself and the members of the group or entity he/she represents, does hereby agree to indemnify the Town and its agents, servants, employees and volunteers against any and all claims, suits, actions, debts, damages, costs, charges and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town owned property, as contemplated herein.

# Town of Bourne

## Wedding Ceremony Policy

There are many beautiful places in Bourne to hold a wedding ceremony! In addition to Buzzards Bay Park, we recommend the following locations: 3-Mile Look, Sagamore Beach, Monument Beach, Hen's Cove.

For locations other than Buzzards Bay Park, there is no permit process. Town of Bourne public areas are to remain open and available at all times. Scheduling a wedding ceremony is at the participant's discretion and the Town is not responsible for ensuring a private ceremony.

If holding a wedding ceremony on Town property, all rules and regulations pertaining to the property must be adhered to; including but not limited to:

- Parking permits required for all Town beaches.

- No tents or anything staked into the ground.

- No alcohol.

- No open flames.