



TOWN OF ORLEANS

Recreation, Culture & Community Events Department

139 Main Street - Orleans, MA 02653

508-240-3700 ext. 2333

Thomas DeSiervo
Director of
Recreation, Culture
& Community
Events

APPLICATION FOR PARK/BEACH/FIELD/FACILITY USE

All applications, with payment (if applicable), must be delivered ten (10) business days prior to the event for approval. Please deliver to the Recreation, Culture & Community Events – 139 Main Street, Orleans, MA 02653

Name/Organization: _____ Phone: _____

Local Address: _____

Mailing Address (if different): _____

E-Mail: _____

Location Requested (please check):

44 Main Street

(additional application attached)

Depot Square

Parish Park

Veterans Memorial Park

Village Green

Other Location (list below)

Name of Event

Purpose (please check):

Art Show

Athletics

Concert

Cookout

Craft Fair

Fundraiser

Theatrical

Wedding

Other (list below)

Date(s) Requested (include rain date):

(attach schedule if applicable)

Hour(s) Requested:

(include prep & dismantle)

From: _____ **AM** / **PM**

To: _____ **AM** / **PM**

Total number of people expected: _____

Will funds be raised and/or admission be charged? (check) YES NO

Will items be sold? (check) YES NO

If so, for what purpose? _____

Will food be sold? (check) YES NO

Electricity required? (check) YES NO

I have read the Orleans Recreation Cultural & Community Events Rules & Regulations and understand and acknowledge that any expenses or damages to Town property will be incurred by my organization and that any violation may jeopardize continued use of facilities. Upon entry or use of any of the property of Town parks by any person(s) shall constitute a release by such person of the Town of Orleans, its agents or servant from any and all claims for personal injuries or property damage sustained upon such park and such release shall be binding upon such person(s), his/her personal representatives, and all persons claiming through or under him.

Signature of Applicant

Date

Orleans PD

Date

DPW & NR

Date

Recreation Dept

Date

Town Manager

Date



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-369
Telephone (508) 240-3700 x. 2333 – Fax (508) 240-3703

www.town.orleans.ma.us

**SELECT
BOARD**

**TOWN
MANAGER**

APPLICATION TO BE FILLED OUT FOR 44 MAIN STREET COMMUNITY BUILDING USE ONLY

Organization/Group/ Taxpayer: _____

Contact Person: _____

Address: _____

Telephone #: _____

Email Address: _____

Date(s) Requested _____

(not to exceed three (3) consecutive days and/or six (6) times)

Hours Requested

in 2-hour blocks: _____

RENTAL FEES PER 2-HOUR BLOCKS:

Applicant	Weekdays (Mon-Fri) 8:30 am–4:30 pm	4:30 pm – 9:00 pm and weekends (Sat-Sun)
Non-Profit Organizations	\$25	\$115
Individual Taxpayer	\$50	\$140

Facility use fees must be paid with the application.

\$ _____ Paid on: _____ Check Cash

Please explain the purpose of the building use:	Will food be served? (if so, provide details) Yes No Total # of people expected _____ (max 85)
Will admission be charged and/or will funds be raised? Yes No <i>If YES, for what purpose?</i>	Will items be sold? Yes No <i>If YES, please explain.</i>

HOLD HARMLESS AGREEMENT

It is agreed by _____, hereinafter referred to as the Applicant, that the Town of Orleans be absolved of any and all liability brought about by the actions of the participants and/or patrons of the Organization while using the Orleans Community Building facilities for the purpose originally stated. It is further agreed that the facility user/organization/group accepts full responsibility for any and all damages caused by the participants and/or patrons of the facility user/organization/group that are determined to be above and beyond what is considered normal wear and tear of the facilities. I attest that the above-named organization/group/taxpayer is in compliance with the Town of Orleans CORI Policy and has successfully completed background CORI checks when required, on all applicants and volunteers within the organization and has been approved in accordance with all appropriate state and local laws and policies. Changes in the CORI must be updated and on file at the Town of Orleans Town Manager's Office. I further agree to indemnify and hold harmless the Town of Orleans, and all of its officers, employees, volunteers, and agents from any claims asserted by any person for damages for personal injuries including loss of life and/or loss of property and arising from or related to an event or incident occurring on or about the Orleans Community Building and/or grounds at Parish Park, in use during the event.

Signature of Applicant

Date

Approval is contingent upon space availability and payment of the non-refundable rental fees. If for any reason you no longer wish to use the space, please contact us immediately at 508-240-3700 x 2333. This application must be submitted at the Recreation, Culture & Community Events office.