

## BOARD OF SELECTMEN

### Baker's Field Tent Usage Policy and Procedures

Original Date: April 8, 2002;

2002-01

Revised: July 28, 2015

1. Applicant must fill out a "Use of Town Property Form" and "Application for Use of Baker's Field Tent". Applications will be dated and timed as submitted. Applications will be reviewed by the Recreation Director for consideration. If the event does not conflict with existing recreational events and is deemed appropriate, the Use of Town Property Form will then be forwarded to other appropriate Department Heads for approval and comment. Applications received to use the tent in months other than July and August will require the applicant to pay for installation and taking down the tent and arrange for inspection by the Town Building Inspector prior to the event. Recommendations will then be forwarded to the Board of Selectmen for approval.
2. A 50% deposit is required at time of application. If application is denied, deposit will be returned. Upon approval, deposit becomes nonrefundable. Balance, along with a security deposit of 10% of the total cost, is due no later than ten business days prior to use of tent. (Security deposit will be held by Town Treasurer)
3. Applicant will be notified by the Recreation Director as to the status of the application no later than ten business days after the application date.
4. The tent is available to municipal groups and Recreation Department sponsored events for no fee. All other groups shall submit a use of town property form and the use fee and any other conditions will be set by the Board of Selectmen in accordance with the Selectmen's policy on use of Town property. Appropriate insurance coverage is mandatory and the responsibility of the lessee. Tent rental is available on a first come, first served basis.
5. No smoking alcoholic beverages are allowed on Town property at any time. Alcoholic beverages are not allowed on Town property without a waiver by the board of selectmen and an appropriate liquor license.
6. Only minimal, temporary storage will be available for any equipment that is required during performances. Any storage shall be approved in advance by the Recreation Director. The Town of Wellfleet is not responsible for any equipment stored on Town property.
7. An employee of the Recreation Department will be provided to supervise and assist during each tent activity.
8. Any exceptions to the above regulations may be made only by the Board of Selectmen.
9. Any questions or concerns should be directed to either the Recreation Department Head or Assistant Director.