

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

(For Street Closure or Any Use of a Public Way - Please complete page 3 of this application)NAME OF EVENT: Newburyport Arts and Culture ShantiesDate: January 1, 2024 - December 31, 2024 Time: from 12pm to 8pm

Rain Date: _____ Time: from _____ to _____

2. Location*: Pop Up Park

*Please Note: If the location is a public park or the rail trail, please also contact the Parks Department

3. Description of Property: The shelled park in between Merrimac Street and the NRA West Lot Public Private _____4. Name of Organizer: Firehouse Center for the Arts City Sponsored Event: Yes _____ No

Contact Person

Address: John Moynihan/1 Market Square Telephone: 978.499.9931E-Mail: john@firehouse.org Cell Phone: 603.312.2917Day of Event Contact & Phone: 603.312.29175. Number of Attendees Expected: 50/day6. MA Tax Number: 04-26493737. Is the Event Being Advertised? Yes Where? Newspaper, Social Media, Email, etc.8. What Age Group is the Event Targeted to? Families of all ages9. Have You Notified Neighborhood Groups or Abutters? Yes _____ No , Who? _____**ACTIVITIES:** (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments

A. Vending*: Food _____ Beverages _____ Alcohol _____ Goods _____ Total # of Vendors _____

*If checked, signature from Health Director required (Page 3)

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music _____ DJ _____ Radio/CD _____

Performers _____ Dancing _____ Amplified Sound _____ Stage _____

C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department of Public Services (DPS).

Will you be conducting the clean-up for this event? Yes No _____

If yes:

- a) How many trash receptacles will you be providing? Carry-In/Carry-Out
- b) How many recycling receptacles will you be providing? Carry-In/Carry-Out
- c) Will you be contracting for disposal of : **Trash** Yes No **Recycling** Yes No
- i. If yes, size of dumpster(s): **Trash** _____ **Recycling** _____
- ii. Name of disposal company: **Trash** _____ **Recycling** _____
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No
- iv. If no, where will the trash & recycling be disposed ? _____

If no:

- a) # of trash container(s) to be provided by DPS _____
- b) # of recycling container(s) to be provided by Recycling Office _____
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least one ADA accessible toilet)

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: _____

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE _____

ROAD RACE _____

WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:

2. Name, Address & Daytime Phone Number of Organizer: _____

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up _____

4. Date of Event: _____ Expected Number of Participants: _____

5. Start Time: _____ Expected End Time: _____

6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**): _____

7. Locations of Water Stops (if any): _____

8. Will Detours for Motor Vehicles Be Required? _____ If so, where? _____

9. Formation Location & Time for Participants: _____

10. Dismissal Location & Time for Participants: _____

11. Additional Parade Information:

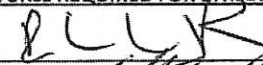
• Number of Floats: _____

• Locations of Viewing Stations: _____

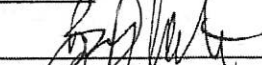
• Are Weapons Being Carried: Yes _____ No _____

• Are Marshalls Being Assigned to Keep Parade Moving: Yes _____ No _____

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

CITY MARSHAL  4 Green St.

FIRE CHIEF

 0 Greenleaf St.

DEPUTY DIRECTOR  16A Perry Way

CITY CLERK

 60 Pleasant St.

HEALTH DIRECTOR _____ 60 Pleasant St. (only needed when Food & Beverage Vendors are included in the event)

DEPARTMENT APPROVAL (for Committee Member use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval
Required

Date: _____ Signature _____

- ____ 1. Special Events: _____
- ____ 2. Police: _____
Is Police Detail Required: _____ # of Details Assigned: _____
- ____ 3. Traffic, Parking & Transportation: _____
- ____ 4. ISD/Health: _____
- ____ 5. Recycling: _____
- ____ 6. ISD/Building: _____
- ____ 7. Electrical: _____
- ____ 8. Fire: _____
Is Fire Detail Required: _____ # of Details Assigned: _____
- ____ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*
Yes: \$ _____ due on _____ No Fee for Special Events applies
Other requirements/instructions per DPS _____
- ____ 10. Parks Department: _____
- ____ 11. License Commission _____

The departments listed above have their own application process.
Applicants are responsible for applying for and obtaining all required
permits & certificates from the various individual departments

Sec. 13-97. - Road races, walkathons, bicycle and other multidisciplined events.

(a) *Short title.* This section may be cited as the "road races, walkathons and bicycle events."

(b) *Purpose and intent.* The use of city streets and sidewalks for the purpose of road races, walkathons or bicycle tours are positive events that promote exercise, general good health and Newburyport as a destination. These events do from time to time create hardships, impacting neighborhoods and traffic. To create a balance between conflicting interests, by safeguarding participants, residents, visitors and the City of Newburyport, this section will define and codify the procedure for the benefit of all.

(c) *Definitions.*

(1) *Road race.* A competitive or non-competitive running event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(2) *Walkathon.* A competitive or non-competitive walk event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(3) *Bicycle race.* A competitive or non-competitive bicycling event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(4) *Multidisciplined event.* A competitive or non-competitive event requiring or offering running, walking, biking, swimming or any combination thereof in which an entry fee is required or a charitable donation is solicited or suggested.

(5) *Event.* Any road race, walkathon, bicycle race, multi-disciplined event as defined above.

(d) *Limitations.*

(1) *Procedure.* All events shall, through that event's organizer, board of directors, charity foundation or designee ("organizer") apply for city council authorization to hold the event through the office of the city clerk no later than sixty (60) days before the event's proposed date. There shall be a grace period through December 31, 2017, during which applications will be accepted beyond the prescribed due date. Prior to application with the city council, the event shall file and receive approval from all applicable city departments, boards, and commissions. Copies of such approved applications, including along with documentation of any fees, donations, in-kind donations paid as part of said application(s), shall be included as part of the city council application.

The date of application is the date a completed application is submitted to the city clerk's office and stamped by the same. The city clerk, upon review of the completed form, will place the application on the next regular city council agenda, even if such submission is a late file. Upon following the procedures of the council, as deemed appropriated in the sole judgment of the council, the application will be considered approved if the council votes favorably by majority. The application shall name one (1) person responsible on the application and shall provide contact information to include name, address, email address, and telephone number.

(2) *Exemptions.* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.

(3) *Course map.* All applications shall be accompanied by a legible, precise course map showing the event route, water stops, refreshment stops, and so-called "port-a-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by police, fire, department of public services, parks commission and harbormasters departments prior to submission to the city clerk.

(4) *Electronic amplifier.* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 a.m., except for Sundays when electronic amplifiers, loud speakers or bullhorns will not be used for public address announcements or music before 9:00 a.m.

(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents fourteen (14) days in advance that neighborhood roads will be closed if no alternate route is available to those residents. Notification shall be made by race organizers by informational packet drop-off at all residences that may be impacted, including, but not limited to, road closures, restricted driveway access, parking restrictions, or noise. In the case of multi-family residences with so-called security doors, notification will be sufficient at said security door. A copy of the notification shall be provided to the city clerk and, when possible, posted on the city website and distributed via email. Further,

a list of all streets notified shall be provided to the city clerk to be date stamped and appended to the application record. Press releases and other media type notifications are encouraged.

(6) *Insurance.* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an additional insured. The policy shall be no less than two million dollars (\$2,000,000.00).

(7) *Event termination.* If in the judgment of the city marshal, fire chief or department of public services (DPS) director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.

(8) *Event and traffic security.* The city marshal, fire chief, DPS director or in the case of a triathlon, the harbormaster can require special duty personnel to assist in the organizing and coordinating the safety and security of the event. All special duty assignments will be paid by the event organizers.

(9) *Clean-up.* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

(10) *Parking.* The event organizers shall be responsible for including parking instructions in materials disseminated to event participants. If the event is happening within one-half mile of municipal parking, then participants shall be asked to park at such parking facilities.

(11) *Notification of previous event organizers.* To the extent reasonably possible, the city clerk shall notify all event organizers from events held from 2014—2016, inclusive, by a one-time phone, email, or letter of the new application timeline and other requirements.

(12) *Simplification.* Departments are encouraged to unify their respective applications into a singular application, managed and distributed by the city clerk's office.

(13) *Americans with Disabilities Act.* Event organizers are reminded of the importance of and expectation of adherence to the Americans with Disabilities Act of 1990 (42 U.S.C § 12101) and subsequent applicable amendments.

(e) *Enforcement.*

(1) *Regulations.* Consistent with this section, the city shall promulgate regulations to enforce and otherwise implement the provisions of this section upon passage by the city council. Any event previously approved by city council shall be deemed permitted.

(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in section 1-17 of chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in subsection (e)(4) below.

(4) *Violation.* The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the city clerk and city council and shall be used as a factor in future application approvals and denials.

(5) *Failure to notify.* If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote of the city council.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____



Date: _____

1/29/2024



Newburyport Arts and Culture Shanties

The Firehouse Center for the Arts requests use of the Pop-Up Park through Calendar Year 2024 for the Newburyport Arts and Culture Shanties Program. The Shanties would primarily be open Friday through Sunday with occasional programs happening on weekdays. Each of these programs would be coordinated with the artists.

Physical Infrastructure

The Firehouse Center for the Arts would keep the five Art Shanties in their current location throughout 2024 with the use being varied throughout the year. The Firehouse would continue to maintain and upgrade the shanty buildings as well as work with DPS on the upkeep of the Pop-Up Park.

Program Goals and Anticipated Outcomes

Newburyport's Artisan Shanties program has several goals. First, it will meet goals stated in the City's 2017 Master Plan: 1. Increase awareness of Newburyport as a destination for arts, tourism, and cultural affairs; and, 2. Support a rich variety of cultural opportunities/activities for city groups/individuals. These are goals long held by the community in its efforts to support the creative market as a key driver of the City's economy. Equally as important are the goals to help local artists/artisans and cultural organizations increase recognition and sales; act as a community-building forum through a common artistic mission; and increase traffic to local businesses.

In 2023, we listed the anticipated outcomes as: increased community exposure to the arts; increased recognition and sales for artisans and cultural organizations; increased number of visitors to the area; a creative way to use City-owned waterfront land; and an improved reputation as a cultural destination. In many ways, the shanty program achieved these goals. Not only through the feedback from the artists (see attached artist testimonials) but also via the impact the shanties had on individuals that engaged with the artists. I share one of these stories here:

Ken and I visited coastal Maine in early October, and we stopped in Newburyport. He passed away on December 7th. His son, James, gave me a Christmas gift which was something that Ken had expressed interest in. I'm Ken's partner of 9 years and I'm just trying to know who he reached out to.

This is such a difficult time for me and having a very special gift from him, I can't express words. Ken was on the mend, we were hopeful. In the end, an infection post op took his life. Newburyport was our very first stop on our drive up to Maine. It is a very special place and I'll always treasure our visit and the special gift of your art.

As a community-driven arts organization, it is stories like these that validate all of the works that goes into creating spaces, like the Shanties, for the arts to reach the public. We anticipate partnering further with the

Chamber of Commerce, downtown businesses, and our fellow artists to promote a vibrancy to the streetscape between the parking garage and the bustling downtown.

Economic Impact

According to the latest Arts & Economic Prosperity 6 survey from Americans for the Arts, a national advocacy organization based in Washington D.C., the average spend per audience member is \$38.46 on top of their ticket purchase – up nearly \$7 from the 2017 study - directly feeding back into the local economy. Additionally, 79% of Americans believe arts and culture is “important to their community’s businesses, economy, and local jobs” while 86% say arts and culture is “important to their community’s quality of life and livability.” These are important indicators from within the community-at-large while illustrating that additional opportunities for local artisans are largely viewed as having a positive impact on attracting visitors to the local community.

It cannot be underestimated the benefits of simply meeting and working beside other artists for the duration of a weekend (or more). At first glance, it appears this program is for the artists to sell their work - but the benefits extend far beyond that and in many directions.

This program has an entrepreneurial nature allowing the artists to work together as a team to support the space (by bringing flowers, playing music, or setting up games for kids) and collaborate together to make the best possible experience for the customer, community, and families. Doing something for the community in itself has a substantial and inherent value that has been a pleasure to witness every weekend. Meeting other artists like John, Linda, Eve, Gina, Deb and more who so passionately love this community and want to give back gave me a renewed faith and energy about the work that I do and the importance of sharing it. I spoke with hundreds of people - many of them who weren't there to buy anything - but simply wanted to talk - talk about art, inspiration, beauty, even personal hardship - some just to engage with culture in silence for a short time. Art is healing and this is proof.

The unique structure and forum feel of this space is a draw over other types of exhibiting options because not only does the space allow such collaboration, but it depends on it. I have made new friends of these artists across many different mediums that I have learned from and will be incorporating their support and suggestions into my business. In fact Deb (who is a charcoal artist) made a beautiful suggestion about my work in August and I now have a whole new line of business as a result. We are in different mediums and yet her advice was invaluable. Each weekend's success is based on the skills and interest of the artists there - so each weekend is also a new and fun opportunity to be creative together in how the shanty experience is executed.

This unique collaboration opportunity also makes an interesting draw for the customer who will come back each week and have a different and new experience. After about a month of participating I noticed repeat customers coming back and checking on what's new or coming back to buy a piece they had been contemplating the week before. On a Sunday, I decided to stay throughout the rain. I had 10-15 Newburyport customers come even in the rain to look at what I was offering and give a nod of support and encouragement.

I could see momentum beginning where the community makes the shanties a weekend stop on their list to see what's new and support the artist through rain (light rain) and shine. I had a half dozen or more customers asking me if the market would be extended through the holidays remarking how festive and fun the space would be with music and twinkly lights - perfect for families out doing their holiday shopping with cups of cocoa in hand. I couldn't agree more.

I am a full-time artist so this type of work very literally puts food on the table for my family. With the rain each weekend I didn't always make big sales - but I made big connections with future clients that will add up over time and translate to meaningful business for me that isn't transient but lasting.

I genuinely appreciate this market as an opportunity for artists to grow with each other and the community. I give my full support to extend the season through the fall. Programs like this need to be protected and I am just so grateful I tripped across it one day this summer while visiting Newburyport.

Sophia Diana Creations

I was one of the artists that rented a shanty this past August. It was my first opportunity to sell my art outside of family and friends and it was a great first experience as I move from hobbyist to professional artist.

Encouraging an ongoing artist marketplace in an art minded city such as Newburyport is such a great idea! I know it is still in its "grass roots" phase but it is an idea that should be encouraged. Even the way it has changed and grown from June to October of this year with some additional advertisement, the umbrellas, artists choosing to extend their # of participating weekends, etc shows how the firehouse has listened to the suggestions of participating artists as well as the enthusiasm of some of the artists to see this idea reach its potential.

If you decide to add an extended season or special holiday market, I would love to participate.

Deb Hewey

As a previous shanty renter, I am writing to voice my support for an extension of shanties scheduling.

I had a very successful few days in the shanties, this past summer, and would love another opportunity to show and sell my work there!

Seeing as the holiday season will soon be upon us, and given Newburyport's draw for tourists, holiday shoppers, etc., it seems like a no-brainer to add to the downtown's bustling and festive nature by having the wonderful shanties up and running!

Thank you for considering the possibility of having the shanties be part of the Fall and pre-holiday activities in downtown Newburyport.

Sam Kimball

Thank you for the opportunity to exhibit my work at the Shanty installation. I had robust sales, even with sprinkles and some rain. Almost everyone commented on how great it was to casually shop and look at original art and photographs while going to lunch or dinner; many were already shopping for the holidays and asked if I would be there for the holiday season.

I would commit to any extension you can offer to exhibit in the shanty, and I would love to book the season next spring. This unique program provides:

- Shoppers and residents have a unique variety of artistic goods
- A showcase of local arts
- Places to sit and play with the games and enjoy the lovely atmosphere of Newburyport.

Gina Tzizik Studios



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: SELECT DEPARTMENT PHONE (A/C, No, Ext): 800-333-7234 FAX (A/C, No): 781-586-8244 E-MAIL ADDRESS: CSR24CL@easterninsurance.com
INSURER(S) AFFORDING COVERAGE	
INSURED SOCIFOR-01 Society For The Development of Arts & Humanities of Greater Newburyport Inc Firehouse Center One Market Square Newburyport MA 01950	INSURER A : AmTrust International Underwriters DAC NAIC # 57399 INSURER B : Mount Vernon Fire Insurance Co 26522 INSURER C : Ohio Security Insurance Co 24082 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 42422290 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		BKS56739503	8/11/2023	8/11/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XL2562625	10/15/2023	8/11/2024	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$
								\$
								\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC4287185	8/25/2023	8/25/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
B C	DIRECTORS & OFFICERS Liquor Liability			NDO2550272K BKS56739503	2/17/2023 8/11/2023	2/17/2024 8/11/2024	OCCURRENCE AGGREGATE	1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 NON-PROFIT COMMUNITY CIVIC CENTER/THEATER.
 The City of Newburyport is included as additional insured on the General Liability where required by written contract.

CERTIFICATE HOLDER City of Newburyport 60 Pleasant Street Newburyport MA 01950	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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