



Newburyport Waterfront Trust

PARK USE PERMIT APPLICATION

Rates and Rules for Use of Trust Property

Trust Property Includes: Market Landing Park (located behind and adjacent to the Firehouse and the River); The Ways to the River; the Boardwalk; and Riverside Park (between the end of Green Street to the River) – See Attached Plan

An authorized Use Permit is required for any organized event, private or public, to be held on Trust property. The Newburyport Waterfront Trust, owner and manager of this area, has exclusive right to grant or deny Use Permits for this area.

Use pages 4-6 of this form to apply for a Use Permit. Because Use Permits are generally granted on a first-come, first-serve basis, applications should be made as early as possible. Note that the Newburyport Waterfront Trust reserves the right to not grant a Use Permit for any event if the event is considered inappropriate for this site such as; the expected audience is considered too large for the site, another event is already planned at the same or a near time, or for any other reason. The Waterfront Trust will not discriminate against any applicant based on any criteria when considering whether to grant or not grant a Use Permit

Schedule of Event Fees

Fees for use of the Park for all events are based on the length of the event (including setup and cleanup) and the anticipated number of participants/audience:

<u>Participant/Audience Size</u>	<u>0-3 hours</u>	<u>3-6 hours</u>	<u>full day</u>
Up to 50 people	\$135	\$200	\$400
51 to 200 people	\$275	\$400	\$800
201 to 500 people	\$400	\$600	\$1,200
501 to 1,000 people	N/A	N/A	\$1,600
1,001 to 3,000 people	N/A	N/A	\$2,000
3,001 to 5,000 people	N/A	N/A	\$4,000
Over 5000 people	Not allowed	Not allowed	Not allowed

Charitable nonprofit organizations may apply for fee reductions, although the Waterfront Trust is under no obligation to grant such fee reductions. Application should be made in writing with a detailed explanation of the event, how it serves the public good, and the reason for requesting a fee reduction.

The Waterfront Trust meets only once a month, therefore all applications for Use Permits and fee reductions must be made well in advance to allow adequate time for consideration. In some cases event planners may be invited to a Trust meeting to discuss a planned event or provide additional information.

A check made out to the ***Newburyport Waterfront Trust*** must accompany the application, paying the full fee in advance. In the event of cancellation prior to 60 days before the scheduled event the fee will be refunded in full; if the event is cancelled less than 60 days in advance, all but 25% will be refunded. If the Use Permit is not granted, the check for the fee will be returned in full to the applicant.

Rules and Restrictions for Use of Park and Boardwalk

- All approved events must be free of charge to the general public and also must not impede public access to the Merrimack River area.
- Events are not allowed on the Boardwalk itself or on paved Ways to the Water unless granted by special exception. These areas are public walkways and are very limited in space. The event may not block any of the brick walkways or any part of the Boardwalk.
- Participants of the event must not interfere with the normal use of other areas of the Waterfront Landing Park, Ways to the Water, or Boardwalk by people not attending the event.
- Within the Market Landing Park the Trust will not allow any form of commercial activity unless specifically approved by the Trust. Commercial activity is defined as advertising, marketing, or distributing of any marketing material or the sale or distribution of any food or products or merchandise including distribution of flyers, business cards, free samples, or any other promotional materials.

Booth Space Rental

Booth Space is available for commercial activity subject to the specific approval of the Trust. Areas where booths may be located are: 1. Riverside Park, 2. On Trust property to the west of the Firehouse between the cast iron fence and Merrimac Street (note that the sidewalk in front of these booths must be left open to a width of 9 feet) and, 3. Three spaces located to the east of Railroad Avenue near Merrimac Street. The charge will be between \$150. and \$300. per day (including set-up and break-down time) and the rate will be determined subject to the size and location of each booth.

- For events involving more than 500 people, porta-potties must be provided by the lessee and located in the West parking lot. The number of porta-potties ultimately depends upon the length of the event and the number of anticipated attendees. Rental companies have guidelines for the number of units needed.
- All Newburyport City ordinances apply in the Park and on the Boardwalk, including excessive noise constituting disturbing the peace. Amplified sound or music in any event may not continue after 9:30 PM.
- No tents or awnings may be erected in the Park unless specifically approved by the Trust. If approved, they must only be installed under the strict supervision of the Trust because of the risk of piercing the irrigation system.
- When chairs are rented for an event, only chairs with horizontal bottom pieces are allowed. Straight chair legs may sink into the ground and damage the sprinkler system.

- No motorized vehicles are allowed on the boardwalk, Park walkways, or Market Landing Park grounds. Any equipment to be delivered to the site must be hand-transported from the parking lots on either side of the Park.

No alcohol is allowed in the Park or on the Boardwalk.

- Fundraising by charitable nonprofit groups may be allowed by special permission to the extent it is described in the application and approved by the Waterfront Trust.
- Except by special application and approval, no staging may be erected in the Park or on the Boardwalk. Event organizers are expected to use the existing granite stage for any performances.
- Clean-up after the event by event organizers is required, including small items in the lawn such as cigarette butts. Except for very minor amounts of trash, which may be put in receptacles on site, trash must be removed from the area by event organizers rather than filling receptacles on site. At its discretion, the Waterfront Trust may require a clean-up bond to be paid in advance, to be refunded after cleanup is complete.

The Use Permit Application follows:



Newburyport Waterfront Trust

PARK USE PERMIT APPLICATION

Complete this form in full (*three pages*) and return it with a check (to the Newburyport Waterfront Trust) for the appropriate fee. The application may be mailed to the address below or given in an envelope addressed to Newburyport Waterfront to the City Clerk's office and ask them to put in the Waterfront Trust mailbox.

*Newburyport Waterfront Trust
City Hall, 60 Pleasant Street
Newburyport, MA 01950*

1. Applicant Information: Name of organization (*if applicable*):

Non Profit Organization? _____

Individual making application: _____

Address: _____

email: _____ tel: _____

2. Date(s) of event: _____

Starting and ending times for event (include set-up and cleanup):

3. Describe in detail the area to be used (see previous rules and restrictions). The attached Waterfront Map can be used to show areas of desired use:

4. Describe the event in detail:

5. Number of participants or estimated audience/crowd size:

6. Fee (*from page 1*): _____ ***Submit check for full fee with application.***

7. Is electricity required? _____ If yes, describe in detail:

8. Will equipment be placed on site (chairs, tables, etc.)? Note the rules and restrictions on the previous pages. Describe your plans in full:

9. For any large private event or any large public event, describe measures that will be taken to ensure public safety:

Note that for these events the Trust may require the applicant to secure advance approval from City officials and other public safety officials as appropriate.

10. For any large event, describe measures that will be taken to ensure that the crowd does not damage the grounds, flower beds, and so on:

11. For events over 500 people, please indicate the number of Porta-Potties that will be available for this event: _____

12. Cleanup is required following any event. Describe your plan for cleanup*:

**Please designate someone to coordinate the cleanup.*

Contact information for Cleanup Coordinator:

Name: _____

Phone: _____

Email: _____

Address: _____

Note: that trash bags may not be left on site or put in trash receptacles on the grounds; these trash cans are needed for routine Park and Boardwalk use. The Trust reserves the right to hire a service and bill the user to provide clean-up if the area is left in an unsatisfactory condition.

13. Will the event be publicized or advertised? Describe plans:

Note: the Trust may modify the estimated crowd size for public events based on the publicity given the event, with the fee adjusted accordingly.

14. Are you requesting any special permission around commercial activity, booth placement, and the usage of a tent/awning or staging? Describe requests and plans:

15. Except for small events such as weddings, evidence of adequate insurance coverage is required for the event before the event. Describe here your insurance coverage, and attach a photocopy of the appropriate insurance rider if available for this application.

In signing below, you certify all foregoing statements are true to the best of your knowledge and that you agree to all the rules and restrictions listed here and on the previous pages.

Signature of applicant: _____

Date: _____

Fee enclosed: _____

