

**NEWBURYPORT REDEVELOPMENT AUTHORITY  
APPLICATION FOR WATERFRONT USE**

Applicant (Organization): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Hours: \_\_\_\_\_

What will the area be used for? \_\_\_\_\_

	<b>Yes</b>	<b>No</b>	
Will a fee be charged?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, how much? _____
Will food be served?	<input type="checkbox"/>	<input type="checkbox"/>	
Will alcoholic beverages be served?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, have you applied for a liquor license? _____
Will electrical power be needed?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, how many amps? _____ And for what? _____
Will water be needed?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what for? _____
Are you an IRS approved charity? (Section 501(c)(3) organization)	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please attach IRS letter.

Insurance Company: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

The above named applicant is to use the land of the Newburyport Redevelopment Authority (NRA) as described herein. Applicant represents that he/she has read, understands and agrees to the conditions of its use in this application form.

\_\_\_\_\_  
Applicant or authorized representative's signature

Date: \_\_\_\_\_

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**APPROVAL OF APPLICATION**

Subject to the NRA's Rules and Requirements for waterfront use, and any conditions set forth below, the application is:

APPROVED       DENIED

\_\_\_\_\_  
Newburyport Redevelopment Authority

\_\_\_\_\_  
Date

**Conditions of Approval**

Number of toilets required \_\_\_\_\_      Parking supervisor required? \_\_\_\_\_  
Security personnel required \_\_\_\_\_      Dumpster required? \_\_\_\_\_  
Parking spaces requested \_\_\_\_\_      Fees to be charged      \$ \_\_\_\_\_  
Security deposit, if required      \$ \_\_\_\_\_

NOT LESS THAN ONE WEEK PRIOR TO THE EVENT, Applicant must deliver the following to the Planning Department:

- Documentation of compliance with all conditions.
- Certificate of Liability Insurance (minimum \$1,000,000/\$3,000,000) issued in the name of the applicant and naming the Newburyport Redevelopment Authority as additional insured.
- Complete lists of scheduled activities and of all participating vendors. The NRA shall have final approval of which vendors will be allowed to participate in which areas.
- Any required security deposit and all fees charged by the NRA.  
Checks shall be made out to Newburyport Redevelopment Authority.

NOTE: Approval of an application for use of the NRA's waterfront property does not grant or imply authorization for any use of the Boardwalk or Market Landing Park. Both of these facilities are under the jurisdiction of the Waterfront Trust, whose permission must be obtained for any organizational or private use.

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**Application Procedures**

1. Complete the first page of the application.  
Applications must be signed by an authorized representative of the applicant.
2. Indicate on the Waterfront Map the areas to be used.
3. Keep a copy of the applications and guidelines for your records.
4. Submit the completed application to the Planning Department, City Hall, 60 Pleasant Street, Newburyport, MA 01950.
5. Attend the meeting in which the application will be acted on. If no one is present to answer questions, the application may be held over to the next monthly meeting.

Applications are acted upon at regular meetings held the fourth Wednesday of each month.

Application deadline is one week prior to the meeting at 4:00 pm.

*Please double-check with the Planning Department to verify meeting dates.*

A timely-filed application for any date in a given calendar year will be reviewed at the next regular meeting. An incomplete application may be held over to the next monthly meeting.

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**Rules and Requirements for Waterfront Use**

1. The applicant shall use only the area designated on the Waterfront Map submitted with the application and agreed to by the Newburyport Redevelopment Authority.
2. Public access ways, including the way to the Fish Pier, shall remain open at all times.
3. Planting beds shall not be used for any exhibits, activities or pedestrian traffic.
4. Alcoholic beverages shall not be taken out of the area designated for their consumption.
5. No person or van shall camp overnight in the waterfront area.
6. Applicant shall provide security personnel in numbers determined by the Newburyport Redevelopment Authority. Should applicant obtain a beer or wine license, it shall provide a police officer patrolling the area.
7. If applicant intends to use the West Lot parking area for event-related parking, it shall provide a parking attendant on site directing traffic.
8. All trash receptacles shall be emptied by the applicant periodically during the day and lined with plastic bags. Applicant may be required, at their own expense, to provide a dumpster on site, which shall be immediately removed following the event.
9. The City's electrician services, if any, will be billed directly to the applicant.
10. Portable toilet facilities shall be provided by the applicant for public use. (Number to be determined by the NRA.)
13. If any equipment is to be erected on the site, the applicant shall be responsible to the owners of such equipment and shall indemnify and hold the NRA harmless in connection therewith.