

**City of Rockland - Harbor & Waterfront Department  
Harbor Management Commission**

**Application for Special Event  
To Be Held on Municipal Waterfront Property**

Any organization may apply for permission to hold special events on the waterfront properties owned by the City. Organizations shall provide certificate of insurance covering the event, agreed upon police assistance for traffic or crowd control and an agreement or set up and clean-up of municipal property for the event. Applications for events are available at the Harbor Master Office on the waterfront and must be filed with the Harbor Management Commission at least 30 days prior to the event. Fees for using municipal properties for all events are set by Order of the City Council, as well as those for the services of the Harbor Master and designers.

Event Name: \_\_\_\_\_

Details of event (include days needed for preparation and cleanup): \_\_\_\_\_

Property Requested: Harbor Park \_\_\_\_\_ Busy Park \_\_\_\_\_ Sandy Beach \_\_\_\_\_ Stone Marine Park \_\_\_\_\_ Other \_\_\_\_\_

Total number of days requested: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_ Administer Charged: Y/N \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

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

\_\_\_\_\_

Contact Person & Telephone: \_\_\_\_\_

Dockage Requested: Y/N # of vessels: \_\_\_\_\_ Max length vessel: \_\_\_\_\_ Total feet of dock required: \_\_\_\_\_

Does event require closure of property to general public: N \_\_\_\_\_ Y which days: \_\_\_\_\_

Does event include on the water activities: Y/N \_\_\_\_\_ Does event include fireworks display: Y/N \_\_\_\_\_

Description of event (file additional pages as needed): \_\_\_\_\_

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**Attach:** Copy of Certificate of Insurance for Event Listing City of Rockland as Additional Insured

Copy of applicable permits for marine events, fireworks, etc.

**Narrative description of event, including:**

1. general description of event;
2. plans to assist users of Public Landing, Launch Ramp, and Middle Pier not participating in the event;
3. plans for cleanup and restoration of property following the event;
4. analysis of road and arrangements to meet the need for public restrooms, solid waste recycling, removal, and/or disposal, emergency medical services and escorts, bus and automobile circulation and parking, and emergency evacuation.

**Additional Terms and Conditions:** Event Sponsor shall (1) pay all City of Rockland fees and costs applicable to or incurred as a result of the event, as established by Order of City Council or identified by staff; (2) abide by the requirements of the Rockland Police Department, Rockland Fire Department, and Rockland Harbor and Waterfront Department for the safe and orderly conduct of our event; and (3) allow Commission Operators in Busy Park (a) to open for business at a location where other food concessionaires are located during the special event, for a fee established at a rate no greater than that charged other concession operators during the event, and shall reduce such Concession Operator's fee to Sponsor by \$50 if said Operator is required to move tables/stand.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 201\_\_

**HARBOR MANAGEMENT COMMISSION**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ 201\_\_