City of Rockland - Harbor & Waterfront Department
Harbor Management Commission

<u>Application for Special Event</u>
<u>To Be Held on Municipal Waterfront Property</u>

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 on 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 shall 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 designees.

Event Name: _____

Date(s) of event (include days needed for preparation and cleanup): _____

Property Requested: Harbor Park   Buoy Park   Sandy Beach   Snow Marine Park   Other _____

Total number of days requested: _____   Expected Attendance: _____   Admission 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 (Use additional pages as needed): _____

_____

_____

_____

_____

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 need and arrangements to meet that need for public restrooms, solid waste recycling, removal, and/or disposal, emergency medical services and access, 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 Concession Operators in Buoy Park (a) to open for business at a location where other food concessions 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 $400 if such Operator is required to move his/her stand.

Signature: _____   Date: _____, 202__

HARBOR MANAGEMENT COMMISSION:

Approved: _____   Disapproved: _____   Date _____, 202__

Fee schedule: (to be approved at time of event approval)

UTILIZATION OF MUNICIPAL WATERFRONT PROPERTIES:

Exclusive use of parks:
Harbor Park only: $1,400.00 per day x_____days = $_____

Harbor Park and Buoy Park: $2,250.00 per day x_____days = $_____
Buoy Park only: $850.00 per day x_____days =$_____
Mildred Merrill Park only: $250.00 per day x_____days = $_____
All Three (Harbor, Bouy, Mildred): $2,500.00 per day x_____days =$ _____
Snow Marine Park: $500.00 per day x_____days = $_____

Set-up days with Out restricted vehicle Access; less than 30% of parking spaces blocked at any time, as assessed by harbor
staff: $400.00 per day x_____days =$ _____

Setup days With Restricted Vehicle Access; if public vehicle access is barred, full event rate shall apply:
                                                                               $800.00 per day x_____days = $_____

Vendor relocation reimbursement: $400.00 per event x_____days = $_____
Recurrent Park Use for City Market: $400.00 per season. x_____days = $_____

                                                        Total park rate $_____
If use of the docks at the Public Landing is also desired for an event, the rate shall be $0.50 per foot of dock space reserved
per day. Utilities shall be assessed per standard pricing at the expense of the vessel using them.
          Dockspace needed_____(feet) x$0.50=$_____

DEPARTMENT PERSONNEL SERVICES:

Marine Events: $200.00/day x_____days = $_____

CITY SERVICE FEE: Billed after Event – Covers street sweeping services

$300/ Service Harbor Park x_____days = $_____
$250/ Service All Others x_____days = $_____

Total anticipated fees $ _____