

**Town Owned Property Management Board
Adopted February 14, 2017 & Amended May 17, 2022**

**Policy for
Special Events or Activities
at the Town Wharf at Five Islands**

GENERAL GUIDELINES

- 1) All special events, functions and activities, including the sale of raffle tickets or merchandise, held at the Wharf require prior TOPMB approval.
- 2) Public access to routine wharf services, facilities and equipment, including the hoist and loading area, all ramps, floats, and rights of way, and the three commercially leased buildings, must be assured at all times.
- 3) The TOPMB cannot approve any event at which alcohol will be served.

APPLICANT CATEGORIES AND CRITERIA

- 1) Committees of Town Government and Community organizations such as the Historical Society, the School, the Community Center or the Working League, must request use of the facility in writing or by email at least 30 days in advance of the planned program and before any publicity is circulated, giving start and stop times, a description of proposed activities and their location(s), and provisions for maintaining public safety and public access during the event.
- 2) Informal gatherings or events hosted by private individuals, such as family picnics or birthday celebrations, that do not require services, equipment or facilities beyond those available to the general public during normal day-light hours, do not require TOPMB approval.
- 3) No privately sponsored event or activity will be approved that would:
 - move existing furniture or equipment
 - disrupt normal patterns of pedestrian traffic
 - reduce available parking
 - connect to Town or Tenant electricity or water, or generate waste water
 - erect a tent, use sound amplification equipment, or add lights

**Application to TOPMB for Special Event or Activities
at Town Wharf at Five Islands**

**Return completed form to Town Office at least 30 days before date of event.
FMI refer to Wharf Event Policy Guidelines.**

Organization: _____ **Contact:** _____
Email: _____ **Phone:** _____

Event Title: _____ **Date Requested:** _____
Start/End times: _____ **Expected attendance:** _____

1) Event Description (please include specific location and sequence of programed activities, placement of desired equipment, decorations, signs, tables, chairs etc.).

2) Identify potential safety hazards and your plans to mitigate them (such as electric cables, wet surfaces, crowd control on the wharf, ramps and floats, in the parking area and around other wharf patrons).

3) Explain your plans for maintaining public access to routine wharf services, facilities and equipment, including the hoist and loading area, all ramps, floats, and rights of way, and the three commercially leased buildings during the event.

4) If you expect to use water or electricity, please indicate the source and proposed location of connecting cables.