

POLICY FOR WATERFRONT PARK GAZEBO

In order to promote the maximum use and enjoyment of the Waterfront Park for all citizens, the gazebo and surrounding lawn area shall be available for reserved use by civic, private, for-profit, and non-profit organizations and groups. **The City of Ellsworth and the Ellsworth Harbor Commission want and expect a friendly family type atmosphere at all times.**

SECTION 1: RESERVED USE AREA DEFINED

The area of the Waterfront Park subject to reserved use (hereinafter “Gazebo Area”) shall be the grass surface including the gazebo structure.

SECTION 2: CALENDAR AND RESERVATION CONTROL

The Harbormaster shall be responsible for supplying an application and maintaining a calendar for the coordination of reservations of the Gazebo Area. To allow for general public enjoyment of the Park, reserved uses shall be limited to a set number of hours, approved in advance by the Harbormaster.

SECTION 3: APPROVAL AUTHORITY

The Harbormaster or his designee shall be the approval authority for use of the Gazebo Area. Once an applicant has met the criteria as set forth in Section 4, approval shall be on a first come, first served basis. The City of Ellsworth encourages the widest use possible of the Waterfront Park however, the organizations/groups using the park must maintain standards of conduct appropriate with both the community and family friendly setting. The Harbormaster shall ensure that all activities conducted at the Waterfront Park will enhance the Ellsworth waterfront community. The Harbormaster may either deny an application if the planned activity is deemed inappropriate or require additional terms and conditions prior to approval to ensure the integrity and protection of the Gazebo Area.

SECTION 4: APPLICANT CRITERIA

All applicants shall complete an application for use of the Gazebo Area. A completed application shall include, as a minimum:

- (a) Name and address of the organization/group
- (b) Name of primary contact for the event
- (c) Desired date(s) and time(s) of use;
- (d) Brief description of intended use, including:
 - a. whether food will be served,

- b. If there will be a charge for admission
- c. whether any special event or municipal permits are required (responsibility of the organization/group) and;
- d. any special requirements/needs the organization/group may have;
- (e) Anticipated total attendance;
- (f) Executed Waiver of Liability and Indemnification form
- (g) One Hundred Dollar (\$100.00) security deposit.

SECTION 5: SERVICES INCLUDED WITH GAZEBO AREA

Any organization/group using the Gazebo Area shall be entitled to use of the Waterfront Park restrooms. If the organization/group requires electrical power service for the event, they shall pay a fee per the City Council approved harbor fee schedule.

SECTION 6: CONDUCT OF EVENT

- (a) Performances shall not include offense language and/or lyrics.
- (b) Amplified sound may be allowed however, the need for amplification *must* be identified on the permit application. The sound shall not unreasonably disturb the peace of homeowners and businesses located adjacent to or in the neighborhood of the Harbor/park. *Event personnel must comply with Harbormasters request to reduce the noise to a level acceptable to the Harbormaster, in his sole judgment.*
- (c) Alcoholic beverages are not allowed.
- (d) The organization/group shall be responsible for ensuring that the event is conducted in a manner consistent with its application and the highest standards of the Waterfront Community. The organization/group shall also ensure the Gazebo Area and all areas of the Waterfront Park utilized by it is left as it was found. Security deposits will only be returned following the inspection and acceptance of the Waterfront Park and all facilities used. Qualifying securing deposits will be returned within ten working days following the event.

The Harbormaster or designee shall be in attendance to assist the organization/group using the Gazebo Area. The Harbormaster shall also be responsible for inspecting the Gazebo Area at the conclusion of the event, including ensuring that the organization/group has properly cleaned the Gazebo Area, restrooms and any other areas of the Waterfront Park impacted by their use. While it is neither intended nor desired that the harbormaster serve in any enforcement or security role, he or she shall ensure the event is conducted consistent with the standards discussed in Section 3 and the approved application.