Date: 07/19/17

To: Town Administrator, & Honorable Town Council

From: Recreation Director

Subject: Marshall Huggins -- Field Use Requests -- On August 28, 2017 TC Agenda

Dear Town Administrator & Council,

Marshall Huggins has requested field use for next year. Please see attached two documents.

I recommend the fees listed by me on his application forms be the fees charged. The fees I have listed are the same fees that are always used without bias to all organizations and sports leagues.

Sincerely,

Timothy Dunbar
Recreation Director
EXHIBIT A, APPENDIX 1, Special Events Application Form, Glen Farm Standard Operating Procedures

Date: 7/14/17

<table>
<thead>
<tr>
<th>EVENT COORDINATOR</th>
<th>Marshall Higgins</th>
<th>CELL PHONE</th>
<th>901-765-9679</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>52 General Sullivan C.R. Portsmouth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMAIL</td>
<td>marshall.higgins@gmail</td>
<td></td>
<td></td>
</tr>
<tr>
<td># DAYS OF USE</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE(S) OF EVENT</td>
<td>July 23 - 27, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME OF ORGANIZATION</td>
<td>Beach Dogs Lacrosse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td>Same as above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE STATE THE FOLLOWING ABOUT YOUR GROUP:
- [ ] Resident [ ] Non-resident [ ] Private Use [ ] Public Use [ ] Ancillary Use
- [ ] Non-profit (attach 501(c)(3) copy) [ ] For Profit
- [ ] All Volunteer Portsmouth Group/No Fee Charged Participants
- [ ] Portsmouth Group/Fee Charged Participants - Fee Amount Charged:
- [ ] Non-Portsmouth or Mixed Group/Fee Charged Participants - Fee Amount Charged:
- [ ] Field Fee Charged [ ] Field Fee Waiver Requested - Fee Amount

SUMMARY OF NATURE OF THE EVENT/USE OF FIELD: Youth Lacrosse Camp

ESTIMATED NUMBER OF PEOPLE PRESENT OR TICKETS TO BE SOLD: 100 - TBD

FIELDS OR AREA REQUESTED: Special Events

I have read and understand the Glen Farm Standard Operating Procedures and agree to abide by its provisions. Attached is a written format/program indicating what will be present.

Signature of Applicant: [Signature]

For Town Use

APPLICATION STATUS: [ ] Granted [ ] Rejected

CONDITIONS OF APPROVAL:

FEE REQUIRED: $250.00 DATE: 7/19/17 (5 limited use days at $50 per day)

FOR THE TOWN:

Applicants granted permission to use Glen Farm by the Town Council MUST obtain signed approval and pay any required fees for the following:

POLICE

FIRE

PUBLIC WORKS

TOWN CLERK (LICENSING)

TOWN FINANCE DIRECTOR (FEES/INSURANCE)
GLEN FARM
STANDARD OPERATING PROCEDURES
EXHIBIT A – Special Events Application Form and Procedures

SPECIAL EVENTS FIELD

NATURE OF THE EVENT (Description):

Youth Lacrosse Camp

HOURS OF OPERATION

WILL YOU:

Sell Food ☐
Sell Other Items ☐
Have Over 500 People? ☐
Have Tents Larger than 350 sq. ft.? ☐

You will need:

Peddler's License from Clerk
Peddler's License from Clerk
Entertainment License from Clerk
Tent License from Clerk

Licenses from the Clerk MUST be obtained prior to the event.

SPECIFY YOUR PLAN FOR PARKING:

A parking plan for each Special Event must be approved by the Town. The plan must include staffing details including the number of parking monitors and the location at which they shall be stationed. NO PARKING ALLOWED UNDER TREES. (See last page for parking diagram.)

Drop off @ utility lot.
EXHIBIT A, APPENDIX 1, Special Events Application Form, Glen Farm Standard Operating Procedures

Date: __________

EVENT COORDINATOR: Marshall Huggin
CELL PHONE: 965-9622
ADDRESS: 52 General Sullivan Cir, Portsmouth
EMAIL: Marshall.Huggin@gmail.com
# DAYS OF USE: 2

DATE(S) OF EVENT: July 7, 8, 2018
NAME OF ORGANIZATION: Beach dogs lax
ADDRESS: Same, Portsmouth, RI 02871

PLEASE STATE THE FOLLOWING ABOUT YOUR GROUP:
- Resident
- Non-resident
- Private Use
- Public Use
- Ancillary Use
- Non-profit (attach 501(c)3 copy)
- For Profit
- All Volunteer Portsmouth Group/No Fee Charged Participants
- Portsmouth Group/Fee Charged Participants - Fee Amount Charged:
- Non-Portsmouth or Mixed Group/Fee Charged Participants - Fee Amount Charged:
- Field Fee Charged
- Field Fee Waiver Requested - Fee Amount

SUMMARY OF NATURE OF THE EVENT/USE OF FIELD: Youth lacrosse games

ESTIMATED NUMBER OF PEOPLE PRESENT OR TICKETS TO BE SOLD: Special Events

FIELDS OR AREA REQUESTED: Special Events

I have read and understand the Glen Farm Standard Operating Procedures and agree to abide by its provisions. Attached is a written program indicating what will be present.

Signature of Applicant: __________

For Town Use

APPLICATION STATUS: □ Granted □ Rejected

CONDITIONS OF APPROVAL:

FEE REQUIRED: $1700
DATE: 7/19/17
(2 days $850.00 per day)

Applicants granted permission to use Glen Farm by the Town Council MUST obtain signed approval and pay any required fees for the following:

POLICE

FIRE

PUBLIC WORKS

TOWN CLERK (LICENSING)

TOWN FINANCE DIRECTOR (FEES/INSURANCE)
GLEN FARM
STANDARD OPERATING PROCEDURES
EXHIBIT A – Special Events Application Form and Procedures

SPECIAL EVENTS FIELD

NATURE OF THE EVENT (Description):

Youth Lacrosse Games

HOURS OF OPERATION 8 - 5 Games

WILL YOU:

 Sell Food □ You will need: Peddler’s License from Clerk
 Sell Other Items □ You will need: Peddler’s License from Clerk
 Have Over 500 People? □ You will need: Entertainment License from Clerk
 Have Tents Larger than 350 sq. ft.? You will need: Tent License from Clerk

Licenses from the Clerk MUST be obtained prior to the event.

SPECIFY YOUR PLAN FOR PARKING:

A parking plan for each Special Event must be approved by the Town. The plan must include staffing details including the number of parking monitors and the location at which they shall be stationed. NO PARKING ALLOWED UNDER TREES. (See last page for parking diagram.)

Parking Utility Lot