

RENTAL CHECKLIST

Rental Group: _____

Contact: _____ Telephone: _____

Date: _____

Time Open: _____ Time Close: _____

- _____ Application
- _____ Hold Harmless Agreement
- _____ Food Handling Permit if selling food (Board of Health)
- _____ One-Day Wine and Malt License
- _____ Private Duty Police Officer (Essex Police Department)
- _____ \$1,000,000.00 Certificate of Insurance Liability
- _____ One-Day Entertainment License
- _____ Rental of Additional Sanitary Facilities (for groups of 150 or more)
- _____ Fire Permit for Camp Fire (Essex Fire Department)
- _____ Check for Rental Fee
- _____ Rental Fee (\$0.00 to \$400.00, depending)
- _____ One-Day Wine & Malt \$25.00
- _____ One-Day Entertainment \$25.00
- _____ Field of Dreams \$50.00