

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