

## 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)
- \_\_\_\_\_ Trash Removal (\$50.00 to \$75.00)
- \_\_\_\_\_ One-Day Wine & Malt \$25.00
- \_\_\_\_\_ One-Day Entertainment \$25.00
- \_\_\_\_\_ Field of Dreams \$50.00