

Town of West Tisbury Event Sign-Off Form

Please fill out the form on the other side of this page and submit to the Board of Selectmen with a check for \$25 payable to the Town of West Tisbury. Important Information: Building/Site Layout If you are meeting in the Grange or the Agricultural Hall you will need to provide the Building Inspector with a floor layout describing tables/chairs/exhibits etc. The Town has copies of templates for each building that can be used for this purpose. Beer & Wine If you are requesting a permit for beer/wine it will cost an additional \$25 and require an additional application; either a Charity Wine Pouring License or a One Day Beer & Wine Permit. The Charity Wine Pouring License can be found at <http://www.mass.gov/abcc/licensing.htm> under special licenses/permits. This license is voted by the Selectmen and then approved by the State. The State requires 60 days to process this application, so plan accordingly. The One Day Beer & Wine Permit is issued by the Board of Selectmen and applications are located at Town Hall. Food Service If you are serving food you must submit your permit request to the Board of Health thirty (30) days in advance of your event. 508-696-0105 or boh@westtisbury-ma.gov Police Detail Events that anticipate an attendance of 150 people or more require a police detail; other events with a lower anticipated attendance may also require a detail. Organizers must check with the Police Department. Selectmen Sign-off The Applicant is responsible for securing all signatures on this form prior to submitting to the Board of Selectmen. The Board meets most Wednesdays, the agenda closes at noon on the Monday of that week so please submit your request early enough to allow the Board time to act. Any questions contact the Town Administrator, Jennifer Rand, at 508-696-0102 or

Town of West Tisbury Event Sign-Off Form Name:

Email: toniwill@gmail.com

Phone: 203-722-5625

Event Name/Description/Location:

The week house rental (67 Hidden Valley Road, West Tisbury) includes a "party fee" to hold a private intimate outdoor fundraiser (Student Achievement Through Opportunity - SATO Foundation) for 150 people, with van shuttle on Sunday August 11, 2024 2p-6p that includes amplified sound announcements and jazz vocalist with trio).

Event set up: SATURDAY, AUGUST 10, 2024

Tent and party rental Big Sky Tent & Party Rental (outdoor tent, theater seating, intake, interior tables/chairs)

Run of show: SUNDAY, AUGUST 11, 2024

11:00a - amplified sound begins

11:30a - sound check

1:00p - Police detail

1:30p - Van shuttle arrival of guests

2p - One hour cocktail hour

3p - Seating guests,

3:45p - Outdoor announcements

4:15p - Outdoor jazz vocalist with trio, one hour

5:15p - Van shuttle

6pm - amplified sound ends
6:15pm - Police detail ends

Date: ___ Sunday, August 11, 2024

Time: _2PM-5PM

Expected Attendance: _150

Admission Fee ___ N/A , private event

Food Service: _____ Yes, caterer Chef Ralston Francis, Eleven Circuit

Beer/Wine: _____ N , N/A, private event

Please review the attached event request and sign below if your board/department has no concerns with the request. If you have concerns please contact the event coordinator and the Town Administrator to resolve those issues prior to submittal to the Selectmen for final approval.

Date _ Board of Health:

_____ OK 3/28/24

Date ___ Police Chief:

_____ OK 3/28/24

Date Fire Chief:

_____ OK 3/28

Date TriTown

Ambulance: _____ OK 3/28/24

Date Zoning Enforcement: _____ [Signature] 3/29/24

Date Board of Selectmen: _____ [Signature]

_____ Date