

Town of Harpswell
Policy on Sale of Food Items at Mitchell Field by Nonprofits

Mitchell Field is the property of the Town of Harpswell. It is maintained for the benefit and use of Harpswell property owners, renters and their guests. At times the Board of Selectmen is requested to permit the sale of food items at Mitchell Field by nonprofit organizations. Granting such permission shall be based on the following:

1. The organization shall be clearly identified and shall be non-profit in nature. For instance, the organization may include but not necessarily be limited to educational, charitable or governmental in purpose.
2. The organization shall provide proof of liability insurance consistent with the Town's Group Use Policy for Mitchell Field.
3. The organization must clean up any debris resulting from its use, and ensure that the property is returned to its condition prior to the sales activity.
4. The Board of Selectmen reserves the right to limit the number of organizations selling food items at any one event.
5. Staff shall review and make a determination on applications. If staff is unable to reach a determination, the final determination as to the granting of permission for the sale of food items by nonprofits rests with the Board of Selectmen, and in making such determination, the benefit to the general community shall be considered.
6. The organization shall be responsible for obtaining any necessary food license required by the Maine Department of Health and Human Services. The organization shall submit a copy of the license or evidence that one is not required.
7. The Board of Selectmen reserves the right to charge a fee to the organization for permitting the sale of food items.
8. The Board of Selectmen reserves the right to set any other limitations it deems necessary or appropriate.

Approved by the Board of Selectmen June 27, 2013

Town of Harpswell
Non-Profit Entity Request Form for Use of Mitchell Field to Sell Food Items

Group Selling Food: _____ Non-profit? Y N

Applicant/Contact Person _____ Telephone _____

Applicant's Mailing Address: _____

Date(s) requested _____ From: _____ To: _____ Estimated Attendance: _____

Describe activity _____

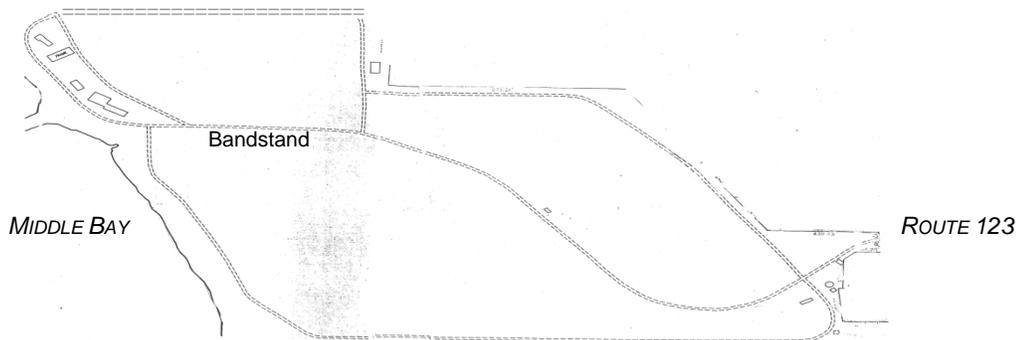
What type of food will be sold? _____

- Is a food license required by the Maine Department of Health and Human Services? Y N
- A certificate of general liability insurance (minimum of \$400,000) naming the Town as an additional insured is attached Y N
- Have read Mitchell Field Policies and Rules Y N
- Have read the Policy on Sale of Food Items at Mitchell Field by Non-profits Y N

I, the undersigned applicant for use of Mitchell Field, hereby attest that the information provided is true and accurate, and that I will adhere to all Mitchell Field Policies and Rules, and that I will indemnify and hold harmless the Town of Harpswell from any loss, damage, claim, demand, suites, judgments, or liabilities which I may incur and any costs or expenses which may arise by reason of any injury or death to persons or property or any claim on account thereof resulting from my use of Mitchell Field. I further agree to leave the property in the condition in which it was found and to remove all debris generated by my use of Mitchell Field.

Authorized Signature: _____ Date _____

Area requested for use: Please mark with an X or shade the area where you intend to set up



Request: Approved [] Disapproved [] Group Notified [] Proof of Insurance []
\$15 Fee Paid []
Note: Any change in application information, including dates or times, must be approved by the Town prior to the event.

By _____ Date _____