

Goldthwait Reservation – Policy and Procedure for Event (Party) and Fire Permits

The Goldthwait Reservation is a private, non-profit land trust generously created in 1947 by Dr. Joel Goldthwait for the recreation and enjoyment of all the townspeople of Marblehead.

It is maintained and supported through membership fees, donations, special fundraisers, and countless volunteer hours. Quiet enjoyment of this special place by Marblehead residents and their guests is encouraged.

Permits are required for any parties or events with 12 or more people or for any fires whether they are in the fire pit or on the rocks.

The process to obtain these permits is simple, but necessary. Town ordinances and bylaws and Goldthwait Reservation's own Rules of Conduct all need to be followed. We thank you for your understanding and compliance.

At any point in the process, you are welcome to contact Jeanne Kleene with any questions regarding your permit. (permits.gwr@gmail.com or mobile: 617-922-0656).

1. Before submitting an application, we suggest check with Jeanne on available dates and times;
2. Complete the application at www.Goldthwait.org Permits page 2 or contact Jeanne for a copy;
3. Submit a completed application through email or drop off at Jeanne's home – 38 Devereux Street;
4. The applicant may be asked to provide additional, clarifying information or may be advised of any date or time conflicts;
5. If all is in order, the Board of Directors will review and approve the request;
6. Usage and Fire Permits are then granted with specific conditions and requirements;
7. If the applicant agrees to the permit specifics, they sign and return the document, with any required deposit and donation;
8. If required, Liability Insurance that names the Goldthwait Reservation, Inc. as an additional insured party must be obtained and proof submitted one week in advance;
9. Once a fire permit is conditionally approved, the applicant must notify the Fire Department dispatch (781-631-1212) on the day of the permit and planned use.
10. Fires in designated burn areas only. Permits may be checked by the police or fire department so please keep it with you while having your fire;
11. Fires must be completely extinguished before you leave. Dousing to ensure that the fire is out and cold is recommended.

Goldthwait Reservation's Rules of Conduct:

- The Rules of Conduct apply to all use, permitted to not, and must be followed
- Fire permits are for small cooking fires only – bonfires are never allowed
- Applicants for fires must be 21 years or older
- Alcoholic beverages are allowed only with special approval by the Board of Directors and liability insurance must be obtained
- No glass containers anywhere on the property
- Trash must be removed immediately after the event that day or early the following morning
- Annual contributors do not pay a fee for permits. Others will be asked for a donation
- All applicants are required to submit a \$50 deposit to cover any clean up expenses
- The Goldthwait Reservation's hours of operation are Dawn to 10:30 PM without exception
- The Parking Lot closes at 8:00 PM. Additional parking hours must be requested and approved
- No lifeguards are on duty. Swim at your own risk
- Do not disturb or disrupt the wildlife
- No trespassing in to the salt marsh
- If picnic tables are moved, they must be returned to their original place
- Dog regulations must follow established Marblehead town bylaws
 - Dogs must be leashed at all times
 - No dogs are allowed on the beach or the rocks May 1 - October 31
 - "Pooper Scooper" laws apply at all times

FAILURE TO FOLLOW THESE RULES MAY RESULT IN DENIAL OF FUTURE USE.

Version Date: August 19, 2016

Goldthwait Reservation – Application for Event and Fire Permits

Please complete all sections as appropriate. If using the pdf fill in capability, please download and save to your computer. Applications can be emailed: permits.gwr@gmail.com mailed or dropped off at 38 Devereux Street. Contact Jeanne Kleene with any questions regarding this application. (permits.gwr@gmail.com or mobile: 617-922-0656).

After review, we will contact you with any questions, special requirements or instructions.

APPLICANT NAME: _____

STREET ADDRESS: _____

CONTACT (indicate preference):

MOBILE: _____ LAND/HOME: _____

EMAIL: _____

DATE OF APPLICATION: _____

DATE OF EVENT or FIRE USE: _____

HOURS REQUESTED: from _____ until _____

TYPE OF PERMIT REQUESTED:

PRIVATE PARTY

OUTING/GATHERING

FIRE (reminder: cooking fires only)

PIT

BEACH (rocks)

BRIEF DESCRIPTION (e.g. child birthday, adult party, school or team party, wedding)

ANTICIPATED NUMBER OF PEOPLE: Estimated Minimum: _____ Maximum: _____

Do you plan to:

Serve alcohol? (reminder: approval and insurance required)

Use a tent or other structure?

Supply a portable toilet?

___ **I confirm that I have read and agree to the Goldthwait Reservation’s Rules of Conduct and understand the consequences of any failure to comply.**

Goldthwait Reservation Use Only

___ Permit Approved

Deposit Received

___ Permit Approved as annotated _____

___ Permit Approved contingent Marblehead Fire Department notification and approval

_____ Goldthwait Director Signature

_____ Printed Name

_____ Date

We recommend that you have this permit with you at the time of your use.