Complete and Return to:
Attn: Town Manager
Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

Include the following:
Public Property Use Agreement
Proof of Insurance
Public Safety - Parking & Traffic Approval
Liquor Permit (if applicable)

Date of Application 12.08.12

Town of Raymond
Public Property Use Agreement

Name of Organization/Applicant SEBAGO LAKE ROTARY CHARITABLE FUND

Contact Person INGO HARTIG - STEVE McFARLAND

Phone No. (w) 655-7733 (h)

Address 21 OAKLEDGE RD, RAYMOND, ME 04071-0450
(Street Address) (City) (State) (Zip Code)

Date(s) Desired 2/16-17 Hour(s) 4 AM to 7 PM

Event Name SEBAGO LAKE FISHING DERBY

Event Location RAYMOND BEACH Estimated # parking spaces needed 90+

No. of people attending Youth 1,000 Adults 2,000 = 3000

Will there be an admission charge? NO $

TERMS AND CONDITIONS: The undersigned hereby makes application to the Town of Raymond for use of public property, and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the property itself, the surrounding property, and to hold the Town, its officers, employees and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form.

A new application must be filed each calendar year for recurring annual events.

Applicants must provide adequate chaperones, for any function that is attended by any person under the age of 18 years, as well as private security, public safety and/or police coverage as determined by the Town. See Parking and Traffic Control below.

Size of the gathering determines conditions of approval as follows: If the event is expected to draw 150 people, or fewer, then application must be received in its entirety at least one month prior to event date, and will be reviewed and approved by the Town Manager. If the event is expected to draw more than 150 people, the application must be received in its entirety at least two months prior to the event date, and will require additional approval by the Board of Selectmen, at a regularly scheduled Selectmen's Meeting. All events will also require the approval of any responsible town committee charged with care of public lands, which will be arranged by the Town Manager. Representatives of the applicant group may be required to attend public

meetings and make presentations to involved town committees and/or the Board of Selectmen as determined by the Town Manager.

PARKING AND TRAFFIC CONTROL: All local and state traffic controls and parking regulations/signs must be observed. Right of way for emergency vehicles must be kept open at all times and event approval must be obtained from the Public Safety Department, including the possibility of providing ambulance coverage on site. The Town of Raymond reserves the right to tow or remove any vehicle from a public event when that vehicle is found to be in violation of local and state traffic rules or parking signs.

INSURANCE: During the full term of this agreement, the applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than $1,000,000.00 combined single limit per occurrence and $2,000,000.00 aggregate for personal injury, bodily injury and property damage. The Town will be named as an additional insured party.

If the applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier. In any case, the applicant must provide a Certificate of Insurance evidencing the required insurance before using Town property.

Use of alcohol on public property is strongly discouraged and is allowed only at the sole discretion of the Board of Selectmen. If alcohol is served or consumed, the applicant shall procure and maintain for the duration of the event Liquor Liability insurance in the amount of $1,000,000 each occurrence. The Town is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the Town. The applicant will also procure all required liquor permits or licenses from the State of Maine, as well as to obtain prior approval by the Board of Selectmen.

CLEANING PROCEDURES: The applicant is responsible for cleaning after the event and leaving the premises in clean and satisfactory condition. All cleaning must be done immediately after the event. Any applicant damaging or destroying Town property will be held responsible for all repairs and/or replacement. In the event of damages, or additional cleaning being required, applicant will accept the Town's estimate of the amount incurred.

Inge Pardy — 12.8.12

Applicant Signature — Date

APPROVAL SIGNATURES

Town Manager — Date

Chairman of Selectboard — Date

Selectman — Date

Selectman — Date

Selectman — Date

Selectman — Date

COPY

August 15, 2012

Dear Ingo,

We hope your summer is going well and you are enjoying the great weather. I am writing this letter at the request of the Tassel Top Board of Directors so that we may all be on the same page regarding the Fishing Derby this year. It was decided by the Board at their last meeting, that there would be some changes concerning park usage for the Derby. Most of these were supposed to have been in play when Tom was in charge. The following is a list of requests in anticipation of your proposed usage.

1. A letter of request to use the park for parking during the Derby needs to be sent to the Tassel Top Board of Directors via Head Ranger Sue no later than September 1, 2012 (and any year following that usage is anticipated). It may be mailed to the Town Office, Att: Sue LaMarre, 401 Webbs Mills Rd., Raymond, Maine, 04071 or hand delivered to the park.
2. The park will be opened and manned by park staff from 7 am to 5 PM with the incoming gate closing at 4:30. This leaves a half hour "window" for "stragglers". The charge for this service will be $200.00 per day to be paid for by the Derby. People in the park after 5:00 may be sited for trespassing. A $20.00 fee will be charged for any town staff to come back to reopen gates.
3. The Derby will furnish an appropriate sign for the front gate stating
   a. Hours 7am to 5 pm with the incoming gate closing at 4:30
   b. No Trespassing after 5 pm
   c. No snowmobiling
   d. No ice shacks
   e. Parking and Walk in access only to lake
4. The Derby will be liable for any and all damages to the park during the duration of the Fishing Derby.

If you have any concerns or questions please feel free to contact Sue either at the park or on her cell phone 310-0482. We would also appreciate knowing if you should decide not to use the park.

Thank you for your consideration.

Sincerely,
Sue LaMarre
Head Ranger/ Park Director
Tassel Top Park