

ISLAND HERITAGE TRUST



APPLICATION FOR SPECIAL EVENT PERMIT

Island Heritage Trust
P.O. Box 42, Deer Isle, ME 04627
Phone: 207-348-2455

Application Date: / /

Location where event is to be held: Heritage House _____
 Preserve(s) _____

Name of Applicant:

Phone:

Address:

Email:

Proposed date and time of event: DATE(S) _____ TIME _____

★ Attach a description of proposed event, including purpose, intended activities, estimated number of participants, and special parking arrangements (and/or carpooling plans).

N.B. IHT may require a porta-potty for events with 30 or more people or events lasting more than two hours, and require that the porta-potty be placed at a specific location.

N.B. IHT requires sponsoring organization to provide a liability insurance certificate showing coverage when events are held on IHT properties.

Name(s) and contact information (phone, email) of people who will be responsible for planning event:

- 1.
- 2.

I, the applicant, **having read the conditions on the reverse of this permit** relating to special events held in areas managed by Island Heritage Trust, agree that, if the permit is granted, I will comply with all the conditions stated herein. Failure to comply with these conditions will result in immediate permit revocation. A copy of this permit shall be carried during the event by the designated representative.

Signed: _____

Denial of permit for special event by IHT Stewardship Committee (date) _____

Reason for Denial _____

Approval for special event granted by IHT stewardship committee on (Date) _____

Expiration Date: _____

Special conditions or restrictions: _____

Approved by IHT: _____ Date: / /

(Signature of IHT Executive Director)

Applicant Initials agreeing to above conditions, restrictions, & dates: _____ Date: / /

CONDITIONS UPON WHICH THIS PERMIT IS ISSUED

1. IHT welcomes the use of some of its properties for low impact recreational and educational use. It is the intention of IHT to cooperate with event planners to the fullest extent compatible with its charge to preserve all species of flora and fauna, archeological sites, and all geologic materials in a natural state, and to require compliance with IHT Use Guidelines.
2. Special events held on IHT properties require the approval of the IHT Stewardship Committee and the Executive Director of IHT. Approval is based on information supplied in a permit application which includes a description of the special event, and includes a copy of the certificate of liability insurance.
3. IHT suggests that the sponsoring organization makes a donation to IHT to offset any costs of event incurred by IHT. IHT requires restitution if extra costs to IHT are incurred resulting from vandalism or destruction of property during the event, and/or inadequate clean-up of preserve following the event.
4. The sponsoring organization shall be responsible for working closely with the Executive Director of IHT in pre-event and post-event planning, as well as during the event. Responsibilities and expectations of both IHT and another organization shall be clearly defined (note special conditions and restrictions). Examples of these responsibilities and expectations are: site preparation, defining volunteer needs, addressing porta-potty needs, preparing for medical emergencies.

ISLAND HERITAGE TRUST PROPERTY General Use Policy

Be a "Leave No Trace" visitor!

1. Day use only. No camping.
2. Respect the wildlife. On islands, at Crockett Cove Woods, Barred Island and Scott's Landing please leave pets at home. Tennis, Pine Hill, Lily Pond, & Mariner's Park – Leash only, Bowcat/Causeway Beach & Reach Beach – Voice Control or Leash allowed year round, Shore Acres & Settlement Quarry – 10/1-4/30 Voice Control, 5/1-9/30 Leash.
3. Trails are designed for foot traffic; no bicycles or horses, please.
4. Open fires are dangerous. Use cook stoves instead.
5. Be a "Leave No Trace" visitor: Carry out all rubbish - your own and any you find.
6. We recommend a maximum group size of 12, with small groups of 6 or fewer most preferable. Groups larger than 12, please contact IHT for visitor coordination.
7. Be a "Leave No Trace" visitor: Please carry out all solid human waste and toilet paper; island soils are too fragile and shallow to bury it. Solid human waste left on the soil surface is a health hazard to humans and wildlife.
8. Leave what you find as it is (such as rocks, shells, sticks, mosses and other plants).
9. No motorized vehicle of any sort are permitted, except for emergency vehicles and property management purposes.
10. Hunting with care in season is permitted. During hunting season, all visitors should wear blaze orange.
11. Clamming and fishing are permitted.
12. If you notice another visitor in violation of this code, it is not necessary to confront the violator, but please try to identify him or her, note a license plate number if possible, and contact the IHT office.

THANK YOU FOR HELPING US PROTECT OUR ISLAND!