

Draft

Beach Event Usage Policy Charlotte Recreation

The beach will be open daily starting Memorial Day from 8am-10pm through Labor Day. Weather permitting, there will be beach attendants present from 10am-8pm to maintain the facilities and assist with parking. We are accepting Use of Town Lands applications for events at the beach. Please review the information below pertaining to the application and approval process for programs and events at the beach. The beach has become a popular spot to host various events, it is important to maintain all users experience by informing the Town of such events.

Application/Approval Process

All events consisting of 20 or more people must complete and submit an application for Use of Town Lands along with a \$50 application fee. Please review the information below that is specific to your event. We strongly recommend early submission to avoid conflicts and/or delayed approvals. Online applications can be found at www.charlotterec.com. The beach will remain open to the general public; no areas will be restricted for events. Please keep approved application on hand during your event for onsite staff.

Small Events (20-29 people) -- All applicants hosting small events must submit an application and submit payment via cash, or check at least 20 days prior to the event to be reviewed by Recreation and/or Selectboard. A site visit at the beach may be requested to obtain specific information not listed in the application. The applicant shall receive a response within 10 days from the date of submission from the Recreation Director. Depending on the event, approval might be required by the Selectboard as well.

Large Events (30 or more) – Large events are not permitted at the beach during the summer season; Memorial Day weekend through Labor Day weekend unless it is a town-sponsored or a community based event approved by the Selectboard. During the off season, parties greater than 30 people must submit an online application at least 60 days in advance of the event date. The application will be reviewed by the Recreation Director, Commission, and Selectboard. A site visit at the beach may be requested to discuss the event and policies in detail. The host shall receive a response within 20 days from the date of submission from the Recreation director.

Special Programming – Special programs that are not sponsored by recreation and occur more than once will be charged a one-time fee of \$100 in addition to the application use fee to host their program during that particular beach season. The owner of the program provides proper liability insurance to the Town. These special programs include: cycling tours, group fitness classes, dance classes, etc.

Town-Sponsored Events – Every year the Town host events at the beach such as a town party, concerts etc. These events will still require a completed application and approval from the Selectboard during a warned Selectboard meeting. Fees are waived if approved by the Selectboard as town-sponsored event.

Community Events -- We promote and welcome community based events at the beach. If you are a resident of Charlotte and would like to host event for residents of the town we ask that

you complete an application and include a letter of with specific information about the event and why all fees should be waived. The selectboard will review the application and determine whether it is considered a Charlotte community event and to waive all fees.

Time & Hours

The Park hours during the season begin at 8:00am and close at 10:00pm (or sunset). When completing the application please be specific with the start and end time of your event. Events held at the beach during normal beach hours during the open season must clean up prior to the beach closing (unless agreed upon by the Town). Events outside of the beach season will be subject to modifications proposed by the Recreation Director and/or Selectboard based on the closure of potential facilities at the beach. All events will be accepted on a case-by-case basis due to the limited staff available during the off season. There needs to be a Town representative point of contact arranged by the Recreation Director

**Unless agreed upon in your event application, events must be cleaned and parties must clear by sunset. (Please see sunset times www.almanac.com/sun)

Large Event Fees

Please review the pricing chart below to see where your event falls. We know that it may be difficult to list the exact number people attending, but we ask that you provide an estimate and we can adjust the number when you drop off your deposit.

	Corporate		Private		Deposit
	Profit	Non-Profit	Resident	Non-Resident	
Large Events (30+ppl)	\$1,000	\$750	\$500	\$850	\$500
100+	Only approved on a case by case basis				

Deposit-Parties with 30 or more people will be asked to put a deposit down to ensure the beach and its facilities were left in the same condition as when your group arrived. Please review cleanup guidelines listed below to receive your full refund.

- Deposits will be returned if all of the following items are completed:
 - The beach, open space area, and bathhouse facility is left in pre-rental condition.
 - No visible damage
 - Users abided by the Town’s Carry-in/Carry-out policy. All trash has been removed from the property.
 - All decorations and road signage are removed
 - Clean-up is complete and all parties have vacated by the time listed in agreement

- Decorations shall not cause damage to the park's wildlife and/or its facilities and must be removed after the event is complete.
- All group members are to be respectful of the other beach users, neighbors and the wildlife that surrounds it.
- If music is approved in the application, it must be maintained at the appropriate level.
- Noise must be kept at an appropriate level and all event guests must be respectful.
- Event ends by time listed in the event application.

The town point of contact will be assigned to visit the beach after the event to ensure clean-up procedures have been met. If clean up procedures have not been met, the party will not receive their deposit and lose the ability to apply for an events in the future at the beach.

- Please review the following additional policies we enforce at the beach:
 - There is no parking permitted on either side of Lake Road
 - The Town of Charlotte does not employ lifeguards at the beach. Swimming is unsupervised and at the risk of the individual user.
 - Dogs and other pets are NOT allowed at the town beach or any facilities around it which include park area, tennis courts, playgrounds, and ball fields.
 - Boats are prohibited in the swimming area. Please use the southern section of the beach front, when launching small boats such as canoes and/or kayaks.
 - Open fires are permitted ONLY in the picnic area barbeque grills.
 - Fireworks and/or explosives are prohibited.
 - Please follow our carry-in/carry-out procedures and eliminate trash at our beach.
 - Glass bottles are not allowed at the beach.
 - Tennis court facilities are available on a first-come first-serve basis for tennis, unless it has been reserved for a recreation program (Event calendar can be found on the recreation website www.Charlotterec.com). Please allow rotation for the next players in line to use the court after one hour of play.
 - No Smoking
 - No Drones or planes

Parking

Parking will be directed by the attendant or point of contact on site. Parking with parties of 30 people or more will park in the upper parking. The host will receive special event parking permits once the event fee and deposit has been paid. Special event parking permits will be a separate color, listing the party's name and event date. The permit must be visible on the vehicle's dashboard. The host of the event will be responsible for issuing passes to guests. We will accommodate guests that need handicap parking.

Cancellation policy

Please review our cancellation policy below to receive full and partial refunds.

1 week – Full Refund

48 hours -- 75% refund

24 hours --50% refund

Day of event -- No refund will be given (unless an unforeseen circumstance occurs)
The Town of Charlotte has to right to cancel any events based on weather and/or safety concerns.

Contact Information

Nicole Conley, Recreation Director

P.O. Box 119 Charlotte, VT 05445

Phone: (802) 989-2929

Email: Recreation@townofcharlotte.com

Please feel free to reach out to the Recreation Director with any questions.