

Town of Barnstable - Old Selectmen's Building Gallery- Facility Permit

Facility Permit Applicant \_\_\_\_\_ Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact e-mail \_\_\_\_\_

Opening Date \_\_\_\_\_ Closing Date \_\_\_\_\_ Gallery use \_\_\_\_\_

Access to Gallery dates \_\_\_\_\_ to \_\_\_\_\_

Fees: \$35/per week plus 20% of saleproceeds. Checks should be made payable to: *The Old Selectmen's Building Fund.*

Permit holder is responsible for the actions of ALL Participants! It is expressly understood that the person or persons in charge of the show will not allow the violation of State and Town of Barnstable regulations regarding the seating/occupancy capacity of the premises and other ordinances, where applicable and will also comply with the following:

- \* By the Town of Barnstable ordinance, alcoholic beverages are not permitted in any recreation area or facility.
- \* Each group is responsible for clean-up after use. Please use trash barrels where available and remove all trash from building after use.
- \* Responsible person must have permit available upon request.
- \* Keys may not be transferred or duplicated and must be returned to Gallery coordinator after the completion of building use.
- \* If applicant no longer requires the use of the facility, immediately inform the Gallery coordinator to arrange for return of keys so the space can be used by others. (No weekly fee will be refunded if show is cancelled.)
- \* If designated applicant changes, or use dates and times are altered, the coordinator must be contacted for issuance of another permit (dates and times subject to availability).
- \* Users will be charged replacement costs plus labor for any damage to the site/facility.
- \* User is solely responsible for damage or loss of any exhibit or personal property.
- \* The Old Selectmen's Building is an historic property, owned by the Town of Barnstable and located in an historic district. No nails or other destructive means of adhesions should be used on the interior or exterior of the building. Signage on the exterior of the building is limited to an American flag and an "Open" sign affixed to the building sign. Absolutely no signs should be affixed to the exterior of the building or shingles, corner boards, etc. ALL signage used must be taken in at the close of the day.

**FAILURE TO ABIDE BY ANY OF THE ABOVE REGULATIONS WILL RESULT IN THE IMMEDIATE REVOCATION OF THE PERMIT. ANY GROUP/PERMIT HOLDER WHOSE PERMIT IS REVOKED MAY NOT REAPPLY FOR A NEW PERMIT FOR ONE FULL YEAR FROM DATE OF REVOCATION**

\_\_\_\_\_ YES, I have read and understood all "Facility Permit" regulations and guidelines as set forth above.

\_\_\_\_\_  
Permit Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key#

Please return form and fee to:

**Diane Ross, 39 Tower Hill Rd #8, Osterville, MA 02655/ 774.994.1135/dfross24@hotmail.com**

OLD SELECTMEN'S BUILDING GALLERY  
SHOW INFORMATION FORM  
2016 SEASON

Please fill out this form completely and neatly. This information will be used for the Gallery brochure and press release and should be **exactly how you would like your listing to read.**

Artist(s) Name(s)

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Medium (oil, pastels, etc.)

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Title of Show (if any)

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Please return along with Facilities Permit and fee( payable to The Old Selectmen's Building Fund) to Diane Ross, 39 Tower Hill Rd #8, Osterville, MA 02655.

Thank you.