

## **TASHMOO SPRING BUILDING AREA - BOOKING PROCEDURE**

Persons or groups wishing to use the TSBAC must request the space by completing the Application Agreement to Use the Tashmoo Spring Building Area.

All necessary forms and applications can be found on the Town of Tisbury website - [www.tisburyma.gov](http://www.tisburyma.gov) - or at the Town Hall in Vineyard Haven.

One day event insurance policies can be obtained through your insurance agent or through a website which can provide private event insurance (e.g., "wedsafe" etc.).

"Event-Set up" on the application form relates to the placement of tables, chairs, etc. in the building or tents, etc., on the grounds surrounding the Spring Building.

Applications should be submitted to Tashmoo Spring Building Area Management Committee, Tisbury Town Hall, Spring Street, Box 1239, Vineyard Haven, MA 02568

Approved bookings will be confirmed in writing by the Tashmoo Spring Building Area Management Committee.

Reservations are on a first come - first served basis, and will not favor any one particular group or individual.

Summary of fee payments by local or cashiers check are as follows:

Initial Deposit of 50% with a signed copy of Application & License Agreement within ten days of notification of approval of application.

Balance of fee plus security deposit is due 21 days prior to event.

Security deposit, less damages and other lawful deductions, will be returned within thirty (30) days after the event.

Town committees and the Tisbury School may request building use. A maintenance fee may be required.