

**Tashmoo Spring Building**  
400 West Spring Street  
(508) 696-4220

### **Reservation Information**

- Event dates may be reserved only upon submission of the Application Agreement.
  - Application Agreement and instructions may be found on the Town of Tisbury website ([www.tisburyma.gov](http://www.tisburyma.gov) under DPW / Facilities) or in the Tisbury Town Hall at 51 Spring Street.
  - A Certificate of liability insurance with a single liability limit of \$1,000,000 for both bodily injury or death and property damage is required from all applicants with gatherings of 2 hours or more. Certificates must contain company name, policy number, expiration date, and type of coverage. A copy must be submitted to the Town thirty (30) days prior to any event. Insurance may be acquired through your insurance agent or through private event insurers.
  - A 50% initial deposit fee will be expected at time of application submission. Fees may be paid by cash, local check, or cashier's check.
  - Balance of deposits, fees, and other funds due must be received 30 days prior to the event.
  - Early access to the facility for "Event set up" may be allowed with sufficient notice and at the discretion of the Town. "Event set up" refers to the placement of decorations, tables, chairs, etc. on the grounds or in any structure on the premises.
  - No open fires will be allowed on the premises.
  - Town of Tisbury requires prior notice of any temporary structures (e.g., tents) erected on the premises. **Tents will require a permit** from the Building Inspectors Office. Requests should be sent to [lmerry@tisburyma.gov](mailto:lmerry@tisburyma.gov). A copy of all permits and/or inspections will be required at time of final payment.
  - Security deposits, less damages, and other lawful deductions, will be returned approximately thirty days after the event.
  - Please be aware the Tashmoo Spring Building is not heated.
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- **Applications submitted to:** [mmaciel@tisburyma.gov](mailto:mmaciel@tisburyma.gov). Tisbury Department of Public Works, 115 High Point Lane., PO Box 788, Tisbury, MA 02568.

**Checks payable to:** Town of Tisbury.