



**SPECIAL EVENT APPLICATION**  
**Captain Morse House**  
 80 North Water St. Edgartown, MA 02539  
**VCJ Property, LLC**  
 220 MacFarlane Dr. #902 Delray Beach FL, 33483  
[info@captainmorsehouse.com](mailto:info@captainmorsehouse.com)  
 888-278-0327 fax:888-675-3294

Tenant Name (must be same as listed on Lease)			Name of the event		
Property Lease Start Date			Lease End Date		
Event Date		Event Start Time	Music Ends (max 9:30pm)		Event End Time (max 10pm)
# guests under 21	# of guests 21 – 50	# guests over 50	Total #Guests	Total # of Staff	Total Persons
Event Planner (if any)		Cell Phone		email	

*If following information is not known at the date of signing then it shall be provided as soon as it becomes available.*

Caterer		email		cell	
address					
Music (if any)		website for band		# of musicians	
Music, if played, shall be played at a moderate volume. Style of music (rock, jazz, folk, country, rap, _____)					
Tent and yard					
Tents must be a Sperry (Blue Sky) or Aztec (max 32' x 70') using existing anchors only – Please provide a site plan.					
Any Special Equipment to be brought in?					
Make sure lighting, catering and band electrical use does not exceed 100 amps – service provided only at tool shed circuit.					
Photographer		email		cell	
Photographer shall take and provide to VCJ Property at least 5 high quality pictures of the site just prior to arrival of guests and distant 5 event pictures of the event in progress					
Tenant or Photographer shall take and send at least 10 pictures of the site during setup and just prior to arrival of guests.					

This application, when co-signed by the landlord and tenant, will provide a modification to the Property lease section 1. All material provided for the event including all household trash shall be removed from the premises within 40 hours of the end of the event. If dancing is planned then tenant shall install a dance floor. Lawn must be kept in good condition for the next tenant. Heavy foot traffic must not be allowed to occur without suitable protection of the lawn. Your caterer is required to file a Special Event Caterer Reporting Form with the Edgartown Board of Health. Tenant and tenant's vendors shall take sole responsibility for complying with all laws. This property is in a residential neighborhood. Town noise ordinances are strictly enforced. Events must be respectful. Event guests are not allowed to use the interior of the house. A portable toilet must be placed in driveway for guests use. Maximum Occupancy of the property is not to exceed 200 people at any time. This is a no smoking property. There is no onsite parking. Event Liability Insurance of \$3,000,000 shall be purchased by the tenant and name VCJ Property, LLC as co-insured. Contact your insurance agent or review this website [www.wedsafe.com](http://www.wedsafe.com) Tenant gives Landlord permission to communicate directly with your event suppliers about the event.

By: \_\_\_\_\_  
 Signature of Tenant(s) (same as on lease)

\_\_\_\_\_ Date

By: \_\_\_\_\_  
 VCJ Property, LLC, Landlord

\_\_\_\_\_ Date