

## Goldthwait Reservation – Policy and Procedure for Party, Event and Fire Permits

The Goldthwait Reservation is a private, non-profit land trust generously created in 1947 by Dr. Joel Goldthwait for the recreation and enjoyment of all the townspeople of Marblehead.

It is maintained and supported through membership fees, donations, special fundraisers, and countless volunteer hours. Quiet enjoyment of this special place by Marblehead residents and their guests is encouraged.

**Permits are required** for fires whether they are in the fire pit or on the rocks and for parties of 12 or more. Only cooking fires are allowed.

**The process** to obtain a permit is defined below. Town ordinances and bylaws and Goldthwait Reservation's procedures and Rules of Conduct must be followed.

Please contact Jeanne Kleene with questions regarding your permit.  
[permits.gwr@gmail.com](mailto:permits.gwr@gmail.com) or mobile: 617-922-0656

**Fees** support the ongoing maintenance and upkeep of the Reservation and are as follows:

- 12 or fewer people with no fire: no fee, no permit required
- 12 or fewer with a fire: no fee, permit required
- More than 12 and less than 50: \$50 fee, \$50 clean up deposit
- 50+ /special event / wedding: \$300 fee, \$100 clean up deposit

**EFFECTIVE SEPTEMBER 9,  
NO BEACH FIRES ARE  
ALLOWED**

Contributions and fees may be paid with a check or PayPal.  
Deposit checks will be held.

**PLEASE NOTE THAT ANY PERMITS  
APPROVED WILL COMPLY WITH  
STATE GUIDELINES, WHICH ARE  
CURRENTLY PHASE 3.**

### Procedures and Requirements:

1. Applicant must be a current Goldthwait Donor (\$40 minimum);
2. Permits must be submitted at least 48 hours in advance;
3. Before applying, check with Jeanne on available dates and times;
4. Complete the application at [www.Goldthwait.org](http://www.Goldthwait.org) Permits page 2 or contact Jeanne for a copy;
5. Submit a completed application through email or drop off at Jeanne's home – 38 Devereux Street;
6. The Board of Directors will review and approve the request;
7. Sign and return the document, with required fees or deposit;
8. If required, Liability Insurance that names the Goldthwait Reservation, Inc. as an additional insured party and indemnifies it must be obtained and proof submitted one week in advance;
9. Liquor Liability is required for any adult party with more than 20 people;
10. Once a fire permit is approved, the applicant must notify the Marblehead dispatch (781-631-1212) on the day of the permit and planned use;
11. Fires in designated burn areas only. Permits may be checked by the police or fire department. Please keep it with you while having your fire;
12. Fires must be completely extinguished before leaving.

### Goldthwait Reservation's Rules of Conduct:

- Fire permits for small cooking fires only – bonfires are not permitted
- Applicants for fires must be 21 years or older
- Alcoholic beverages allowed only with special approval by the Board of Directors and liability insurance must be obtained (see #9 above)
- No glass containers allowed
- Trash must be removed immediately after the party
- The Goldthwait Reservation's hours of operation are dawn to 10:30 PM without exception
- The Parking Lot closes at 8:00 PM. Additional parking hours must be requested and approved
- No lifeguards are on duty; Swim at your own risk
- Never disturb the wildlife
- No trespassing into the salt marsh
- Picnic tables must be returned to their original place if moved
- Dog regulations must follow established Marblehead town bylaws
  - Dogs must be leashed at all times
  - No dogs are allowed on the beach or the rocks May 1 - October 31
  - "Pooper Scooper" laws apply at all times

**PLEASE NOTE THAT FAILURE TO FOLLOW ANY OF THESE RULES MAY  
RESULT IN LOSS OF THE DEPOSIT OR DENIAL OF FUTURE USE.**

**Goldthwait Reservation – Application for Event and Fire Permits**

Please complete all sections as appropriate. **If using the pdf fill in capability, please download and save to your computer.** Applications can be emailed: [permits.gwr@gmail.com](mailto:permits.gwr@gmail.com) mailed to PO BOX 1025, or dropped off at 38 Devereux Street. Contact Jeanne Kleene with any questions regarding this application. ([permits.gwr@gmail.com](mailto:permits.gwr@gmail.com) or mobile: 617-922-0656).

After review, we will contact you with any questions, special requirements or instructions.

APPLICANT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CONTACT (indicate preference):

MOBILE: \_\_\_\_\_ LAND/HOME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

DATE OF EVENT or FIRE USE: \_\_\_\_\_

HOURS REQUESTED: from \_\_\_\_\_ until \_\_\_\_\_

TYPE OF PERMIT REQUESTED:

PRIVATE PARTY

OUTING/GATHERING

FIRE (reminder: cooking fires only)

PIT / GRASSY PICNIC AREA

BEACH **DUE TO ONGOING ABUSE, NO BEACH FIRES ARE ALLOWED**

**PLEASE NOTE THAT ANY PERMITS APPROVED WILL COMPLY WITH STATE GUIDELINES, WHICH ARE CURRENTLY PHASE 3.**

BRIEF DESCRIPTION (e.g. child birthday, adult party, school or team party, wedding)

ANTICIPATED NUMBER OF PEOPLE: Estimated Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Do you plan to:

Serve alcohol? (reminder: approval and insurance required)

Use a tent or other structure?

Supply a portable toilet?

\_\_\_ **I confirm that I have read and agree to the Goldthwait Reservation’s Rules of Conduct and understand the consequences of any failure to comply.**

**Goldthwait Reservation Use Only**

\_\_\_ Permit Approved \_\_\_ Goldthwait Donor \_\_\_ Fee Paid \_\_\_ Deposit Received

\_\_\_ Permit Approved as annotated \_\_\_\_\_

\_\_\_ Fire Permit Approved contingent Marblehead Dispatch notification and approval

\_\_\_\_\_ Goldthwait Director Signature

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Date

*We recommend that you have this permit with you at the time of your use.*