

HOPKINTON-EVERETT LAKE DOG CLUB ASSOCIATION

Annual Event(s) Submission Check List

All the following information, forms and fees must be received by the HELDCA Secretary (Dragonwoods Farm, RR 2 Box 1617, Warner, NH 03278-9604) prior to the March Officers' Meeting (the second Tuesday in March – March 9, 2004):

- A completed “Special Use Permit” with a check for \$50.00 per event. A single weekend is considered to be a single event. The check is to be made payable to FAO-USAED-NE (Finance & Accounting Office, U.S. Army Engineer District, New England). A Federal Tax ID number, social security number, and/or driver's license number is included on this check.
- A current insurance binder or Certificate of Insurance. (Any subsequent renewal must be sent to the HELDCA Secretary who will provide it to the Corps)
- A safety/emergency plan. This form will cover all signage, buoys (if necessary), emergency contacts and medical or veterinary plans. (HELDCA will provide a standard format)
- A map showing areas being used and designated shooting areas. (HELDCA will provide a standard map. Use of additional areas must be completed by the individual Clubs.)
- A completed “HELDCA Member Club Information” form.