



**TOWN OF GROVELAND  
BOARD OF SELECTMEN  
SPECIAL EVENT/PROPERTY USE  
APPLICATION**



**APPLICATION FOR SPECIAL EVENT/PROPERTY USE PERMIT**

The Selectmen, with this application, seeks to ensure that the applicant has complied with all applicable laws of public safety, health and order; that the Town and its residents are protected from the creation of a nuisance and that there is adequate safety and security for patrons and the affected public.

Requested location: Choose One

1. Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one: ☐ Special Event ☐ Property Use

Address: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name of Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

3. Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

4. Name / Description of Event: \_\_\_\_\_

5. Is this event: For Profit ☐ Not for Profit ☐

Open to the Public: ☐ Yes ☐ No

Admission Fee: \$ \_\_\_\_\_

6. Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

7. Est. No. of Vehicles: \_\_\_\_\_ Describe Parking Plan: \_\_\_\_\_

8. Type of Event (circle): Run/Walk Rally Parade Concert Carnival  
Filming Street Fair Festival Political Event Raffle Other (specify)

9. Describe all tents or pavilions to be Used (size, etc.): \_\_\_\_\_

**FEE SCHEDULE (per use/day)**

<input type="checkbox"/>	Resident or organization with no admission fee:	\$50.00
<input type="checkbox"/>	Resident or organization with admission fee:	\$100.00
<input type="checkbox"/>	Non-town entities:	\$150.00

NOTE: Fee must be included to be considered a complete application.

09/2022

12. Attach site plan for use of town property and detailed description of use and set-up.

13. POLICE CHIEF NOTIFICATION (978) 521-1212 Date discussed: \_\_\_\_\_

14. FIRE CHIEF NOTIFICATION (978) 374-1923 Date discussed: \_\_\_\_\_

☐

**STREETS/PUBLIC WAYS – BLOCK PARTIES**

NOISE – Hours of operation 8 a.m. to 10 p.m. – Strictly enforced.

Notify Groveland Police Department if event may exceed acceptable noise levels.

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**STREET CLOSURE**

Permission is required from Police & Fire Department for any street closures or detours.  
Also requires approval of the Board of Selectmen

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**SECURITY DETAILS** –Groveland Police Department \_\_\_\_\_ # of Officers Needed

☐

**GRILLS / PROPANE TANKS**

Permits required from Plumbing & Gas Inspector and Fire Department for the use of propane tanks or grilling at any public event including concession trailers. The Fire Department needs to know the number and size of propane tanks.

NOTE: Please be advised that if the event could pose a safety problem, the decision will be made by the head of the proper department. Also, the final decision on the need and amount of police and fire coverage will be made by the Police Chief, Fire Chief and the Selectmen.

POLICE OFFICER: (Four hour minimum; See Chief to determine rate) \$ \_\_\_\_\_

FIRE DEPARTMENT: \$20.00 per hour \$ \_\_\_\_\_

15. **HEALTH DEPARTMENT (978) 556-7210**

Office Hours:Monday 10:00a.m. to 6:00p.m. Tuesday–Thursday 10:00a.m. to 4:00p.m. Friday Closed

**FOOD AND BEVERAGES**

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All vendors that handle, prepare, transport, and/or serve food, non-alcoholic beverages, and pre-packaged retail food must file an application with the Groveland Board of Health.

☐

All food must be prepared in a Board of Health certified kitchen and transported to event in accordance with all applicable regulations and laws.

**SANITARY FACILITIES**

☐

Portable Toilet(s). If yes, please indicate the company providing units: \_\_\_\_\_  
*Proof of contract will be required prior to event or you will be charged a bathroom fee.*

☐

Facility use at Pines Recreation Area and Shanahan Field fee **\$ 65.00**  
*You will need to make arrangements for bathrooms to be opened.*

**TRASH**

☐

Private Trash Container(s) and/or Dumpster(s) may be required for events that exceed 100 or more

## 16. **OTHER**

### **ENTERTAINMENT LICENSE**

- ☐ Outdoor concerts, carnivals, circus, fairs, etc., require permit from the Board of Selectmen.
- ☐ Alcoholic beverages served or sold require license from the Board of Selectmen.

**RAFFLE** – Town Clerk – Non-profit organizations only may receive a raffle permit – proof required

- ☐ A Permit good for one year is required from Town Clerk for any raffle.

### **SALES / CONCESSIONS (Hawker & Peddler License)**

- ☐ State and Licensing Board permits are required for the planned sales or concessions.

### **INSURANCE**

- ☐ Certificate of insurance, which shows a minimum of \$1,000,000.00 in Commercial General Liability Insurance and a Policy Endorsement, is required. Some events may require a higher limit of insurance. Each event is evaluated on its risk exposure.
- ☐ The vendor must submit an insurance certificate for all coverage, listing the Town of Groveland as an additional insured, to the Town Administrator's office prior to the event.

### **TENTS**

- ☐ Events that gather people outside in a tent or other structures that cover an area in excess of 120 square feet, including all connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of ten or more persons will be required to obtain a permit from the Building Inspector.
- ☐ Organizers are encouraged to have the tent rental company secure necessary tent permits. All tents, regardless of size, must be properly secured or weighted.

### **SIGNAGE**

- ☐ Review with Building Inspector.

### **STATEMENT OF ACCEPTANCE:**

I agree to abide by the Policies relating to use of Town Groveland property as written and agree to pay any stipulated fees.

By signing and dating this application, I am stating that I have complied with all local, state and federal regulations and laws, that the information supplied accurately describes the proposed event. I agree to reimburse the Town of Groveland for any expenses incurred by the Town as a direct result of my use of Town Property.

### **HOLD HARMLESS/INDEMNIFICATION AGREEMENT:**

I shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Groveland, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the lease or use of Town property for any damage to its real or personal property that occurs in conjunction with the lease or use of Town property by myself, or any agent of mine, unless the damage is caused by the Town of Groveland's gross negligence or willful misconduct.

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Signature of Applicant

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Date

## INSURANCE REQUIREMENTS:

It is the intent of the Town of Groveland to protect itself from liability arising from the use of the Town property by organizations or individuals utilizing the Town property for private or public events. To this end the applicant must do the following:

Provide a CERTIFICATE OF INSURANCE COVERAGE which serves as proof that the applicant carries adequate insurance and that names the Town of Groveland as an Additional Insured. (This is mandatory for approval to serve alcoholic beverages.)

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### ADMINISTRATIVE USE ONLY

\_\_\_\_\_  
Approval Granted/Denied

Following stipulations/conditions: \_\_\_\_\_

\_\_\_\_\_

FEE TO BE CHARGED (If any) per policy: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature