



TOWN OF GROVELAND

Special Event Permit Application

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: _____ Non-Profit ___ Profit ___

Applicant name: _____ Tax ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____

E Mail: _____

Event Site Manager: _____ Cell Phone: _____

Other Contact person/s: _____ Cell Phone: _____

Special Event Information - *Complete all data as required for event of any size.*

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

Event Title: _____

Event Date & Time(s): _____ Estimated Attendance: # _____

Open to the Public: Yes No Admission Fee: \$ _____

Requested Location: Pines Recreation Area
 Shanahan Field
 Washington Park
 Sidewalk (specify location(s)):
 Street (specify):
 Other (specify):

Set Up Date/Time & Description: _____

Breakdown Date /Time & Description: _____

Event Details

Please indicate whether the following items pertain to your event.

YES NO

___ ___ Food Concession and/or Food Preparation Area (s)

(If you intend to cook food in the event area)

Please specify method: ___ Propane Gas ___ Electric ___ Charcoal ___ Other: ___

___ ___ Will you be applying for Beer & Wine License? (Liquor Liability & General Liability Certificate of Insurance naming Town of Groveland as additional insured required)

___ ___ First Aid Facility and Ambulance (s).

___ ___ Will you set up table(s) and/or chair(s)? **How many?**

___ ___ Fencing, Barrier(s) and/or Barricade(s), Traffic Cones.

___ ___ Does your event require electricity? **Source:**

___ ___ Will you be holding a raffle at your event? **Describe:**

___ ___ Booth(s), Exhibit(s), Display(s) and/or Enclosure(s).

___ ___ Canopy (ies) and or Tent(s). **Please describe dimensions:**

___ ___ Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s).

___ ___ Vehicle(s) and/or Trailer(s).

___ ___ Trash Container(s) and/or Dumpster(s).

___ ___ Portable Toilet(s). **If yes, please indicate the company providing units:**

___ ___ Stage(s). **Please indicate dimension:**

___ ___ Entertainment. **Please describe:**

___ ___ Amusement Rides. **Please list and describe:**

___ ___ Inflatable Device(s).

___ ___ Banner(s) and/or Sign(s).

___ ___ Street Closure(s) **Please list:**

___ ___ Will the event be advertised? **How?**

Please note you cannot advertise your event before approval.

___ ___ Sponsorship/Vending or Promotional Activity? **Please Describe:**

___ ___ Amplified Sound. If yes please indicate **Start Time:** _____ and **End Time** _____

___ ___ Will your event have animals? **If yes, specify:**

___ ___ Will your event require lights? **If so, specify hours:**

Other Permits

Please note that all components of the event are subject to approval by the Board of Selectmen and may also require approval by and/or permit(s) from other Town agencies and departments. It is the responsibility of the applicant to secure all necessary Town of Groveland permits, and to submit payment required for permits.

Insurance Requirements

Evidence of Insurance will be required before final permit approval. Please provide a Certificate of insurance, which shows a minimum of \$1,000,000.00 in Commercial General Liability Insurance and a Policy Endorsement, which indemnifies and holds harmless the Town of Groveland, and all of its agencies and departments. Some events may require a higher limit of insurance. Permit holder must list the Town of Groveland as additional insured on their Certificate of Insurance. Each event is evaluated on its risk exposure. Any and all damages resulting from the event are the responsibility of the permittee and the permittee will work through designated staff to determine the most appropriate means for repair. The Town of Groveland is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

Affidavit of Applicant

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Groveland as they pertain to the requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town of Groveland Board of Selectmen (or its designee). All programs and facilities of the Town of Groveland are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

Name of Applicant, (Please print): _____

Signature of Applicant: _____ Date: _____

The following is required by your organization to insure the safety and health of all participating in this event: *Note: You do not need to contact the departments below if it is not required.

YES NO

Police Detail - estimated cost-\$ _____ per/day. Days Required _____(Contact Police)

Comments: _____

Fire / Ambulance Detail – estimated cost - \$ _____ per/day. Days Required _____(Contact Fire)

Comments: _____

Trash removal - \$ _____ per/day. Days required _____ (Contact: Health Office)

Portable toilets - Number required _____ Fees paid directly to company of your choice. All toilets must be serviced each evening.

Temporary Food Permit – (Contact Health Office)

Raffle Permit/License - (Contact Selectmen's Office)

Field Permit - (Contact Selectmen's Office)

Pines Field Lights Permit - \$25.00 for each 1.5 hours of use (Contact Selectmen's Office)

Fire Dept.- 978-374-1922 Police Dept. - 978-521-1212 Health Dept. - 978-556-7210

Town Department Use Only Approvals and Notifications

Insurance Certificate Received: **YES – Date:** _____ **NO**

Board of Selectmen: Approved ___ Denied ___ Date: _____

Police Department: Approved ___ Denied ___ Date: _____

Fire Department: Approved ___ Denied ___ Date: _____

Health Department: Approved ___ Denied ___ Date: _____