



Nicole Banks – Commissioner
246 Dudley Road, Newton, MA
02459
Office 617-796-1500

Special Event Permit Application

Please complete all data as required

Organization: _____

Applicant: _____

Address _____ City NEWTON State: MA Zip _____

Day Phone # _____ Night Phone # _____ Email: _____

On-Site Supervisor during event: _____ Contact # _____

Special Event Information

Complete all data as required for event of any size:

Event: _____

Run/Walk _____ Rally _____ Parade _____

Wedding Ceremony/Photos _____ Fair/Carnival _____

Concert/Picnic _____ Other (specify): _____

Event Title: _____

Event Date(s): _____ Estimated Attendance _____

Event Times From: _____ am/pm to: _____ am/pm

Requested SetUp Time: From: _____ am/pm to: _____ am/pm

Please attach additional sheets as necessary, including plans, drawings, maps of area etc.....

Please indicate whether the following items pertain to your event:

Yes No

_____	_____	Food Concession and/or food Preparation Areas if you intend to cook food in the event area)
_____	_____	First Aid Facilities and Ambulance (s)
_____	_____	Will you set up table(s) and or chair(s) How Many?
_____	_____	Fencing, Barrier(s) and/or Barricades(s)
-----	-----	Booth(s) Exhibit(s) Display(s) and/or Enclosure(s)
_____	_____	Canopy(s) and/or Tent(s). Please include sketch with dimensions
_____	_____	Scaffolding, Bleacher(s) Platform(s) Grandstand(s) or related structure(s)
		Dimension(s)
_____	_____	Portable Toilet (s) if yes, please indicate company providing units with contact
		Name _____ and phone number Company: Contact # _____
_____	_____	Entertainments, please describe: (If more than one sheet is needed please add)
_____	_____	Inflatable device(s), _____ amusement(s) _____
_____	_____	Will alcohol be sold?
_____	_____	Will the Event be advertised? _____ How? _____
_____	_____	Amplified Sound Start Time _____ End Time _____

Insurance: Limits:

Other Permits

Please note that all components of the event are subject to Parks, Recreation & Culture Department approval and may require approval by an /or permits from other City Agencies. Parks, Recreation & Culture Department Approval does not constitute permission from other agencies. Events that impact other city agencies will be referred to those agencies for appropriate permissions and permits. It is the responsibility of the applicant to secure all necessary City of Newton Permits.

Insurance Requirements

All groups requesting permits **MUST** provide an **updated** copy of their Insurance Certificate naming/listing the City of Newton as an additional insured. ***Please note this is in addition to the City of Newton being the certificate holder. This should not result in any additional fee from your insurance provider.*** **The certificate must be valid for the length of your permit request, or for the entire calendar year.**

Affidavit of Applicant

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations listed on this application form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The permit if granted is not transferable and is revocable any time at the absolute description of the Parks, Recreation & Culture Department. All programs and facilities of the Newton Parks, Recreation & Culture Department are open to all citizens regardless of race, sex age, color, religion, national origin, or handicap.

Name of applicant: (please print) _____

Signature of applicant: _____ Date: _____

Rules and Regulations governing the use of a Parks and Recreation Facility or Area

- *Constitutionally restricted discrimination will not be tolerated at public functions
- *No elected official or candidate for public office shall be denied access to any event which is described on the permit application as a public event
- *The City will regard a function as public where exclusive or regular use of public property has been granted unless the licensee clearly conducts its activity as private.
- *Indicia of a private event or function include but are not limited to, use of personal rather than general invitations, use of some sort of gate system or its equivalent, non-affiliation with public entities or public events.
- *A reasonable administration charge for private use of public facilities and any parks and recreational personnel will be set by the Parks, Recreation & Culture Commissioner
- *Police protection, where deemed necessary by the Parks, Recreation & Culture Commissioner, shall be furnished by licensees at their own expense at rates to be established by the Police Chief.
- *Licensees are hereby notified that the function of the City Police Officers where present in their capacity and on duty as City Police Officers, at such events, shall be to serve the public peace and safety rather than the private purposes of the group conducting a private event or activity.
- *Security or gate monitoring arrangements at private functions, where desired by the licensee, shall be made and provided by private individuals.
- *Licensees shall reimburse the City for any damage which may be done to the Parks, Recreation & Culture area, or facilities.
- *The holder of this permit must conform strictly to the location, time specified and to the Rules and Regulations governing the use of playgrounds in the City of Newton.
- *This permit may be revoked by the Parks, Recreation & Culture Commissioner at any time.
- *The possession or consumption of alcoholic beverages is prohibited on all playgrounds in the City of Newton unless otherwise noted.
- *No fees may be charged for any program without the approval of the Parks, Recreation & Culture Commissioner
- *In the event of a duplication of permits, the permit bearing the earliest date is to be honored unless the later permit reads that it takes precedence.
- *Live music and use of amplifiers are prohibited except by permission of the Parks, Recreation & Culture Commissioner.

Article VI Parks and Public Grounds

Sec. 21-3 Operation of Vehicles

No person unless by permission of the Parks, Recreation & Culture Commissioner, or on playgrounds of the Parks, Recreation & Culture Commission, shall operate a motor vehicle in or upon parks or other public grounds except upon the driveways thereof.

Sec 21-4 Selling Goods and Wares: Amusements, Tents, Booths, Etc.

No person except by permission of the Parks, Recreation & Culture Commissioner or on playgrounds of the Parks, Recreation & Culture Commission, shall expose for sale or sell any good, ware or merchandise in or upon any park or other public grounds nor erect or maintain a booth, stand, tent or apparatus of any kind for the purpose of amusement or show in any park or public grounds.

Sec. 21-5 Nuisances Generally

No person shall commit a nuisance on parks or on other public grounds

Sec. 21-6 Playing Games Etc.

No person except by the permission of the Parks, Recreation & Culture Commissioner, or on playing grounds of the Parks, Recreation & Culture Commission shall engage in a game of ball football, baseball or other athletic sports in or upon any park or public grounds except upon such portions thereof as may be set apart for such purposes.

Sec. 21-7 Throwing Missiles

No person shall throw a stone, snowball, or other missile in or upon any park or public playground.

Sec 21-8 Damaging Property

No person shall pull up break, cut or deface any of the seats, fences or railings upon or around any park or public grounds, nor deface any monument or statue in any park or on public grounds

Sec. 21-9 Climbing, Posting Bills on Trees

No person shall climb a tree on any park or upon other public grounds, nor post a bill nor place a sign upon or around any tree in any park or upon other public grounds of the City.

Sec. 21-10 Digging, Carrying Dirt, Etc...

No person, except by permission of the Parks, Recreation & Culture Commissioner, or on playgrounds of the Parks, Recreation & Culture Commission, and for some public use, shall dig or carry away any sward, grave, and, turf or earth from or place or deposit or cause to be placed or deposited any stones, gravel or other substance upon any park, playground or other public grounds.

Sec 21-11 Damaging Flowers

No person shall walk, stand, sit or lie down in or upon, or pull a flower or plant out of a flower bed, in any park or upon public grounds.

Sec 21-12 Walking on Grass

No person shall stand, walk or lie upon the grass in any park or upon public grounds where such walking, standing, or lying has been prohibited, and notice of such prohibition is given to the public by legible notices placed in or upon such park or public grounds.

A SPECIAL EVENT PERMIT IS NOT TRANSFERABLE AND IS SUBJECT TO REVOCATION AT ANY TIME IN THE SOLE DISCRETION OF THE PARKS, RECREATION & CULTURE DEPARTMENT.

Agreement of Applicant

The information that I have provided in this application is correct to the best of my knowledge. By signing this application for a special event permit, I/the applicant agree(s) to comply with the Newton Parks, Recreation & Culture Commission's Special Event Permit Policy as well as any additional rules, regulations, or requirements which may be included in this application as the same may pertain to the special event. I/the applicant further agree(s) to make good or pay for the full amount of any damage, loss or injury to property owned or controlled by the City of Newton which I/the applicant may cause, in whole or in part, either by act or omission, regardless of negligence, during the special event, including preparation for the special event and clean-up following the special event.

Name of Applicant _____
(please print)

Signature of Applicant _____ Date: _____
or Applicant's representative

All Programs and Facilities of the Newton Parks Recreation & Culture Department Are open to All Persons Regardless of Race, Color, Sex, Age, Religion, National Origin, Disability or Sexual Orientation.