

## Introduction to Event Permit Draft

**This is only a draft of the Event Permit Application and is not complete.** Additional concerns for possible inclusion are:

- 1) Possible recommendation that no one event be greater than two days in a three month period;
- 2) Enforcement of conditions;
- 3) Should an application for the same event in two consecutive years require the applicant to file to the Zoning Board of Appeals for a Special Permit to run it as a business use under prevailing Zoning By-laws;

These are not the only additional considerations to be part of the permit. Any and all other concerns will be listed and considered prior to any final version of the Event Permit Application. Public input will be an important part of the process to develop this permit.

## EVENT PERMIT DRAFT

Enclosed is the Town of Worthington's Event Permit Application. Please complete the application form, sign, date, and attach a legible site plan for your event. Your application(s) will not be processed without a completed form and applicant signature.

**What requires an Event Permit Application?** In general, any scheduled outdoor gathering open to the public, regardless of size, involving the use of, or having an impact on, public property, public facilities, parks, streets, rights-of-way, vacant land, parking lots, or the temporary use of private property in a manner that varies from its primary use, as well as activities with outdoor amplified sound, require a permit. An "Event" is an event open to the general public; it can be on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, concert, carnival, road race, parade, walk-a-thon or other outdoor event.

**What does not require an Event Permit?** Examples of activities that **do not** require a permit include weddings, funeral ceremonies, private yard sales, bake sales, Christmas tree sales on private property, fundraising car washes and certain retail sales promotions such as local business sales. Typical and customary land uses include gatherings and celebrations of family and friends and, birthday celebrations and holiday parties, and **do not** require an Event Permit.

In reviewing Event Permit Applications, the Worthington Selectboard will, at a minimum, consider the following:

- **Completeness of application** and applicant's ability to meet any required conditions;
- **Impact on community:** road closings (miles, location, time), restrictions on public use of town facilities; restrictions on businesses and organizations; time of year/day of week; duration of event;
- **Tangible community benefits:** Worthington resident and business involvement; applicant's involvement/location in Worthington; financial benefit to Town and community;
- **Impact on municipal services**
- **Impact on abutters**
- **Impact on Wetlands**
- **Charitable Affiliations**

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## **Town of Worthington Event Policies & Procedures**

The following Policies and Procedures should provide a clear and uniform method for reviewing event applications, to ensure maximum public access and safety, and to contribute to the success of all events by providing a system for advanced planning.

### **Permit Application Process**

Completed applications must be filed with an application fee of \$25, at least 60 days prior to requested date. Events more than 500 attendees must file their completed application with the Town at least 120 days prior to the requested event.

*For large events over 500 people it is **required** that the applicant schedule a preliminary review meeting with the Selectboard to discuss the process, the event and the requirements with the Selectboard *before* they submit application.*

The completed application must include a sign-off on the Insurance Requirement form.

Maps and/or plot plans submitted with the application must be legible.

The event director may be required to establish a full safety plan in conjunction with the Police, EMS and Fire Departments before the application is submitted to the Selectboard.

Once the departments have signed off on an application, the application will go before the Selectboard for review. **The Selectboard has the sole authority to approve, approve with conditions or modifications, or disapprove events.**

If your event will impact normal traffic and/or have over 500 participants, you may be required to file a Traffic and Crowd Management Plan.

## **Approval**

If the Selectboard approves an event application, an Event Permit will be issued only upon the acceptance of all conditions placed upon the application, full payment of the fees (see attached chart), and submission of proof of an **active insurance policy naming the Town of Worthington as an additional insured** (see required insurance section)

All fees *must be paid in full* and the certificate showing that insurance has been obtained *must be filed with the Town* no later than two weeks prior to the event for events under 500 participants, and 30 days prior for events with over 500 participants. There is a tiered fee structure based on the number of people attending the event.

In addition to the application and event fees, other fees may be required and may include, but are not limited to, Board of Health permit fees, Police Detail fees, Emergency Services fees, Fire Department fees and Building Department permit fees (due when filing for permit). Costs associated with public safety including police, EMS and fire details shall be paid by the applicant upon receipt of an invoice.

Directors for events over 500 participants are required to notify all immediate abutters affected by the event two weeks prior to the event using a Town certified abutters list, which is obtained through the Assessor's Office. Note: events over 500 participants have additional notification requirements (see below). Assessors have up to 10 business days to provide the applicant with the list, for which there may be a fee (contact the Assessors Office for fee rates). The Selectboard reserves the right to require additional resident notification as a condition of the permit.

Signage for the event must conform to the sign bylaws of the Town of Worthington. Any signage installed for the event must be removed within 24 hours of the conclusion of the event.

Please note that if your event is a road race, street markings are expressly prohibited unless prior approval is obtained by the Worthington Police Department and the Highway Department.

**The Selectboard reserves the right to amend the event application at any time and/or require additional information or place additional conditions on any applicant.**

### **Checklist – Event Permit Application**

- Obtain an Event Permit application from the Town Offices at Town Hall or online at [www.worthington-ma.us](http://www.worthington-ma.us).
- **Recommended that you notify the Selectboard office of desired date/event before submitting application.**
- For large events over 500 people it is *required* that the applicant schedule a preliminary review meeting with the Selectboard prior to submitting the application.
- Applicant will file all necessary plans/applications to the appropriate departments as required to receive appropriate approvals and permits.
- File completed application at the Selectboard Office with \$25 fee 60 days in advance of anticipated event date for events under 500 participants, 120 days in advance of anticipated event date for events over 500 people. Failure to apply in advance for an Event Permit will result in doubling of permit fees.
- Completed application will be scheduled to be reviewed at a Selectboard meeting (recommended applicant be present). NOTE: For events exceeding 500 participants the following additional conditions will apply:
  - Selectboard office will advise on date of Selectboard meeting/Public Hearing to review permit. Applicant required to be present.
  - Applicant must notify immediate abutters in writing via certified mail at least two weeks prior to the meeting date with the Selectboard. (NOTE: This notification does not satisfy the notification required two weeks prior to the event.)

### **Checklist - Approved Events**

- Retain insurance policies for event. Provide evidence of Insurance Coverages as required.
- Pay all event fees - see schedule of fees.
- Pay fees for any additional town permits/details, etc. (*All fees must be paid two weeks prior to event or permit may be withheld or cancelled.*)
- Send out written notification to immediate abutters via U.S. Mail two weeks prior to event (events over 500 participants).

## Event Permit Fee Schedule

**Required Application Fee:** \$25 Permit Application *(to be submitted with application)*

**Permit Fees:** *(to be paid upon permit approval)*

### Events

Events up to 50 people	\$50/day
Events over 50 people	\$100/day
Events over 500 people	\$200/day

### Road Races/Marathons

Road races under 5K	
up to 50 people	\$50/day
50-200 people	\$100/day
500+ people	\$200/day
5K-under 10K	
up to 50 people	\$75/day
50-200 people	\$150/day
200+ people	\$250/day
10K +/Multi-sport events	
up to 200 people	\$250/day
200+ people	\$400/day

### Board of Health:

[boardofhealth@worthington-ma.us](mailto:boardofhealth@worthington-ma.us)  
(413) 238-5577 x 106

### Fire Department:

Propane Storage	\$TBD
Tent Fire Inspection Fee	\$TBD per tent or canopy

**The Selectboard reserves the right to define the word "day" and assess permit fees that reflect individual events' actual impact on public use of public space/roads.**

Permits will not be issued until all fees are paid in full and a fully executed insurance certificate has been provided to the Town. *No alcohol, tobacco or cannabis sponsors are allowed on town property, nor can they be consumed, sold or given away on Town property. (Selectboard Office for temporary liquor licenses)*

**TOWN OF WORTHINGTON  
EVENT PERMIT APPLICATION**

A fully completed application, together with all supplementary information and fees as may be required by the Town of Worthington, must be submitted to the Selectboard Office at PO Box 247; 160 Huntington Rd, Worthington, MA 01098, not less than 60 days in advance of anticipated event date for events under 500 participants, 120 days in advance of anticipated event date for events over 500 people.

*Please answer all questions. If they do not apply, put N/A.*

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Event Website: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Time: \_\_\_\_\_

Set up Date/Time: \_\_\_\_\_ Break Down Date/Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Number of Years Event has been in existence: \_\_\_\_\_

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**ATTENDANCE**

Estimated # of Participants \_\_\_\_\_

Estimated # of Spectators \_\_\_\_\_

# of Event Staff/Volunteers \_\_\_\_\_ Total Attendance: \_\_\_\_\_

Please attach an event map and site plan – see attached list and instructions to complete the plan.

Check here to request waiver of Permit Fee

**PURPOSE AND DESCRIPTION OF THE EVENT**

Is your organization a registered 501(c) 3? \_\_\_\_\_ # \_\_\_\_\_  
Provide ST-2 Certificate

**All filings must be up to date and the organization must be in good standing with the Attorney Generals Division of Public Charities.**

What is the event's charitable partner(s)?

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**\*Provide action plans for the following – see Site Plan page for complete check list (attach sheets as needed):**

**A.** \*Parking Plan (participants & spectators)

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**B.** \*Road Closures/Traffic Control Plan (see if traffic permit is required – see below)

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**C.** \*Medical Emergency/First Aid Plan:

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**D.** \*Set up and break down/cleaning plan to return property to original state:

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**E.** \*Will you be initiating a recycling plan for event clean-up?:

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**F.** \*Restroom Facilities (Company used, location, quantity):

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**G.** Will food or beverages be served at the event? If so, please list what kind and how it will be distributed. *(Vendors need Board of Health Approval)*

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**H.** Will any amplified music (live or DJ) or public address system take place at the event? If so, please describe.

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**I.** Will any tents or structures be used? If so, how many, where and approximate size? *(building permit and fire department approval may be required)*

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## **INSURANCE REQUIREMENTS**

For events involving the use of Town of Worthington facilities or public right-of-way, proof of:

General Liability with liability coverage for personal injury, bodily injury and property damage including Products and Completed Operations with limits not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. Such insurance shall be written on an occurrence basis. This policy shall provide coverage on a primary and non-contributory basis and should name the Municipality as an "Additional Insured". Said general liability insurance for bodily injury and property damage shall include the Town of Worthington, 69 Main Street, Worthington, MA 01360 as an additional insured on the policy of insurance which shall include a provision prohibiting cancellation of said policy except upon at least 30 days prior written notice to the Town of Worthington.

Umbrella Liability of at least \$2,000,000 per occurrence with a \$2,000,000 Annual Aggregate. The Municipality should be named as an "Additional Insured".

Automobile Liability (applicable for any automobile operating exposure) with limits of not less than \$1,000,000 covering all owned, non-owned, hired, rented or leased vehicles. The Municipality should be named as an "Additional Insured".

Workers' Compensation and Employers' Liability Insurance including (i) Workers' Compensation Insurance providing statutory coverage as required by the Commonwealth of Massachusetts, and (ii) Employers' Liability Insurance coverage with limits of not less than \$500,000 per accident. Each contractor, subcontractor, and consultant performing work on or about the Premises shall have similar policies covering their employees.

All terms, conditions, and provisions of law, including but not limited to the bylaws of the Town of Worthington shall remain in full force and effect and shall not be altered by

this permit. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local law regulating the use of public property.

The Selectboard, may revoke or terminate this application/permit if applicant fails to comply with any or all of its provision, requirements, or regulations as herein set forth or through willful or unreasonable neglect fails to heed or comply with notices given to him/her.

THIS EVENT PERMIT IS SUBJECT TO ANY AND ALL LAWS, REGULATIONS, STANDARDS, GUIDELINES, AND POLICIES OF THE TOWN OF WORTHINGTON AND DEPARTMENT OR BODY OTHERWISE HAVING JURISDICTION AND FURTHER SUBJECT TO THE SPECIFIC TERMS, CONDITIONS AND RESTRICTIONS PRINTED OR WRITTEN OR ATTACHED AND MAY BE VOIDED OR REVOKED AT ANY TIME IF ANY REGULATION STANDARD, GUIDELINE, OR POLICY OF THE TOWN OF WORTHINGTON IS VIOLATED.

IF THIS PERMIT IS GRANTED THE PERSON TO WHOM IT IS ISSUED SHALL FULFILL ALL REQUIREMENTS OF THE REGULATIONS GOVERNING OF THE TOWN OF WORTHINGTON AND SHALL NOT BE TRANSFERRED, ASSIGNED OR CONVEYED.

The applicant certifies that he/she has read and examined this application and agrees to comply with the terms and conditions contained herein.

Signature of Applicant: \_\_\_\_\_

HOLD HARMLESS/INDEMNIFICATION AGREEMENT: I shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Worthington, 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 of Worthington property for any damage to its real or personal property that occurs in conjunction with the lease or use of \_\_\_\_\_ by myself, or any agent of mine, unless the damage is caused by the Town of Worthington's gross negligence or willful misconduct.

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

## Checklist for Department Approvals

- Police Department
- Fire Department
- Emergency Medical Services
- Highway Department
- Board of Health
- Conservation Commission
- Select Board

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## SITE PLAN

**Add an attachment to show the number and location for the following: (Failure to submit site plan will result in application not being approved.)**

- \_\_\_\_\_ Security/Command, First Aid Facilities and Ambulance Locations.
- \_\_\_\_\_ Food Concession and/or Food Preparation Area(s).
- \_\_\_\_\_ Fencing, Barriers and/or Barricades.
- \_\_\_\_\_ Admissions Gate(s).
- \_\_\_\_\_ Generator Locations and/or Source of Electricity. Booths, Exhibits, Displays or Enclosures Canopies or Tent Locations.
- \_\_\_\_\_ Platforms, Stages, Grandstands or Related Structures.
- \_\_\_\_\_ Number of Canopies or Tents.
- \_\_\_\_\_ Size(s) of Canopies or Tents.
- \_\_\_\_\_ Vehicles and/or Trailers.
- \_\_\_\_\_ Event Parking/ Overflow Parking.
- \_\_\_\_\_ Portable Toilets.
- \_\_\_\_\_ Trash Containers and Dumpsters.
- \_\_\_\_\_ Dumpsters w/covers.
- \_\_\_\_\_ Gas Tanks, i.e. helium, propane, etc.
- \_\_\_\_\_ Generators.

Other Related Event Components not covered above.

Please describe:

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## TOWN OF WORTHINGTON SPECIAL EVENTS PERMIT FORM

**Date of Application:** \_\_\_\_\_

Event organization and address for marketing use:	Name & address of contact person:
Phone:	Cell #:
Event Website:	Email:

Event name for marketing use: \_\_\_\_\_ Event dates(s): \_\_\_\_\_

Location of event (if on State land, approval is needed): \_\_\_\_\_

Description of event: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ Set up date: \_\_\_\_\_ Set up time: \_\_\_\_\_

# of participants (includes volunteers and employees): \_\_\_\_\_ # of spectators: \_\_\_\_\_

	Yes	No	
Will your walk/run/bicycle event take place after dark?			<i>(see Police / 413-)</i>
Will your event require street closings?			<i>(see Police / 413-]A meeting with Police is required and Highway Department /413-)</i>
Do you have an EMS plan?			<i>(see EMS Chief 413-498-5112)</i>
Do you have a need a Traffic/Crowd Management plan?			<i>(see Police / 413- and Fire Dept. / 413-)</i>
Use the Amplified Music?			<i>(see Town Office / 413-)</i>
Will there be alcohol?			<i>(see Selectboard Office for One Day Liquor License / 413-238-577 x 100)</i>
Use of propane?			<i>(see Bldg. Dept. / 413- and Fire Dept. / 413-)</i>
Will there be food served?			<i>(see Board of Health for One Day Food Service License / 413-238-5577 x106)</i>
Will there be food vendors?			<i>(see Board of Health Office / 413-238-5577 x106)</i>
Use of barrels or signage?			<i>(see Highway Dept. / 413-)</i>
Use of electricity /generator?			<i>(see Bldg. Dept. / 413- and Fire Dept. / 413-)</i>
Use of tents?			<i>(see Bldg. Dept. / 413- and Fire Dept. / 413-)</i>
Will there be signage?			<i>(see Bldg. Dept. / 413-</i>

**Applicant Information:**

Name: \_\_\_\_\_

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

Mailing Address: (if different) \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Key personnel if applicable**

Sponsor of event: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Parking Manager: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Services: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Security Services: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

**Event Information:**

Type of Event: \_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Even: (start) \_\_\_\_\_ (end) \_\_\_\_\_

Name of Venue and Location of Event: \_\_\_\_\_

Number of persons expected to attend:

I, \_\_\_\_\_, the applicant for the Traffic and Crowd Management Permit request, certify under the pains and penalties of perjury that the above and attached information is true and that I will comply with all applicable Laws of the State of Massachusetts and policies and regulations of the Town of Worthington.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Departments** (applicant must get all approvals)

**Fire Department:**



\_\_\_\_\_ Review Crowd Manager 527 CMR 10 (outdoor events subject to assessment of conditions as outlined in section 10.14.3.2)

\_\_\_\_\_ 527 CMR 2 Manufacturing, Storage, Transportation and use of Fireworks. Section 2.09 Theatrical Special Effects or Pyrotechnics Display before a proximate Audience Part (3B) the use of Pyrotechnic special effects indoors is prohibited.

\_\_\_\_\_ Please keep all Fire Lanes clear and Handicapped parking spaces accessible for such.

Received in the Fire Department on: \_\_\_\_\_

**Recommend Approval:** \_\_\_\_\_

**Denial:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Department official signature**

\_\_\_\_\_  
**Date Completed**

**Stipulations (if any)**

**If denied – state reason(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Police Department:**

The Police Department will determine if a detail officer(s) is needed or not.

Received in the Police Department on: \_\_\_\_\_

**Recommend Approval:** \_\_\_\_\_

**Denial:** \_\_\_\_\_

\_\_\_\_\_  
**Police Official Signature**

\_\_\_\_\_  
**Date Completed**

**Stipulations (if any)**

**If denied – state reason(s)**

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