



# Town of West Newbury Special Event Permit

## **Welcome and Instructions:**

It is the goal of the Town of West Newbury to work with event managers and organizers to help ensure that the events taking place in our community are both safe and successful, while minimizing the impact on our residents and businesses. We hope that you find the instructions set forth in this manual helpful in planning and preparing to carry out your special event.

Please review the instructions, and rules and regulations governing special events. Complete the Special Event Application Form and submit it to the Town of West Newbury, Board of Selectmen's Office, 381 Main Street, West Newbury, MA 01985.

Fulfilling the Guidelines for Special Events does not guarantee event approval. The Town of West Newbury reserves full discretion to approve, to disapprove or to limit any type of special event. If you have any questions, please contact the Selectmen's Office at [selectmen@wnewbury.org](mailto:selectmen@wnewbury.org) or (978) 363-1100 ext. 115.

# Guidelines for Special Events

A **special event** is any activity that occurs upon public or private property that affects the ordinary use of parks, playgrounds, fields, buildings, public streets, rights-of-way or sidewalks. Special Events may include festivals, fairs, concerts, holiday celebrations, parades, athletic tournaments, road or bicycle races, etc.

Individuals or organizations wishing to hold events on public property, or on private property but which may have an impact on public property such as (but not limited to) roads and Town parks, within the Town limits must obtain a Special Event Permit from the Town of West Newbury. Event sponsors must submit a substantially complete application at a minimum of 60 (sixty) days before the event. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations. The Town reserves the right to deny any application which it determines may create an undue burden on the Town's public safety departments and an undue nuisance to the Town and neighbors to the potential event.

**Permit Posting:** Special event permits shall be posted at greeting areas or main entrances at events. Event organizers and managers are reminded that they may be asked by Town staff to show proof of permit during the event.

**Hours:** Event activities are prohibited before 9:00 AM and after 10:00 PM in residential areas or such other hours as the Board of Selectmen set forth. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated and must be specifically approved as a part of the permit. The Board of Selectmen reserve the right to require other time restrictions depending on the type of event requested and the impact it may have on the Town and the abutting neighborhood(s).

**Alcohol:** Alcohol is prohibited on all Town of West Newbury public property, including buildings, parks, playgrounds, fields, etc. A one-day liquor license may be granted, at the sole discretion of the Board of Selectmen. In order to apply for a One Day Permit, applicants must provide a Certificate of Insurance, with the Town of West Newbury named as an Additional Insured, in the minimum amount of \$1,000,000 for each Occurrence and \$3,000,000 General Aggregate for both General Liability and Liquor Liability, as a precondition for obtaining permits. For events larger than 250 people, applicants must also provide an Umbrella Coverage that would sit over both the General Liability and Liquor Liability. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town of West Newbury and Town Manager, including an indemnification and hold harmless clause. This Certificate must be submitted to the Board of Selectmen's Office no later than ten (10) business days before the event. Special Event Permits will not be issued without submission of a Certificate of Insurance.

**Restrooms/Trash/Cleanup:** The Town of West Newbury may require event organizers to provide temporary toilet facilities. Temporary toilet facilities must be cleaned daily. Trash must be disposed of in approved containers. Daily trash pickup and disposal by the permit holder is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition at the conclusion of the event. The event organizer may be required to arrange with the Department of Public Works for trash pickup and disposal, and to pay all costs associated with the aforementioned requirement. If the permit holder fails to clean up debris and trash within the specified period, cleanup will be arranged by the Town and all costs will be charged to the permit holder.

**Traffic & Parking:** Parking is permitted in designated areas only. The Police and Fire Departments require that all entries, exits and fire lanes be maintained. The Police Department reserves the right to require that detail officers be hired at the expense of the permit holder where deemed necessary by the Chief of Police. **Signs:** Permits are required for temporary signs. No signs may be affixed to trees, buildings, or street fixtures.

**Smoking:** Smoking is not permitted in or on any public facility or on school grounds. “Smoking” includes carrying or having in one’s possession a lighted or heated cigarette, cigar, or pipe, or a lighted or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or in any form. “Smoking” includes the use of an electronic smoking or “vaping” device.

**Fireworks:** Fireworks are not permitted without the prior approval of the West Newbury Board of Selectmen and West Newbury Fire Department.

**Tents:** Tents require an inspection and permit from the Town of West Newbury Health, Building, and Fire Departments. Such structures require a flame-resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent or trailer, a fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in or near the tent.

**Security/Traffic Control:** Events may require the hiring of police officers to provide for security and/or traffic control.

**Police Detail:** For indoor functions, a minimum of one police detail officer is required for up to one hundred guests. For indoor functions with greater than one hundred guests, a minimum of two police detail officers are required. For outdoor functions, a minimum of two police detail officers are required for every one hundred guests. Special Event Permit holders must contact the West Newbury Police Department at 978-363-1213 to coordinate detail officers at least ten (10) days prior to the event. All details must be paid for in advance of the event. At the sole discretion of the Chief of Police, the police department may require additional officers on site depending on the type of event, the location and other particulars.

**Fire Watch Detail:** For indoor functions where there are no working sprinklers, a fire watch detail is required. The fire chief will determine how many fire fighters will be required depending on the location and size of the event.

**First Aid and Medical:** Events may require provisions for first aid and medical personnel, including but not limited to Town of West Newbury Fire Department and/or the town’s ambulance service. To be determined by the fire department prior to issuance of a Special Event Permit.

**Enforcement:** Town of West Newbury Police, Fire, or other staff so designated by the Board of Selectmen may require that a resident, event employee or participant leave any park or public facility for violation of rules and regulations, and/or for violation of conditions applied by the Board of Selectmen in their issuance of a Special Event Permit.

**Insurance:** All applicants must provide a Certificate of Insurance, with the Town of West Newbury named as an Additional Insured, in the minimum amount of \$1,000,000 for each Occurrence and \$3,000,000 General Aggregate for commercial general liability as a precondition for obtaining permits. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town of West

Newbury and Town Manager, including an indemnification and hold harmless clause in a form acceptable to Town Counsel. This Certificate and verification of Worker's Compensation Coverage must be submitted to the Town Manager's Office no later than ten (10) business days before the event. Special Event Permits will not be issued without submission of a Certificate of Insurance.

**Additional Permitting and Cost Requirements:** Depending upon the Special Event, additional permits may be required by Town of West Newbury Departments. These may include, but are not limited to, permits for temporary food preparation, athletic field use, field lighting, merchandise sales, raffle licenses, and indoor space needs. The organizers of the event are responsible for obtaining any additional permits or licenses and are responsible for any additional costs incurred by the Town of West Newbury as determined by representatives of each Town Department before the issuance of the Special Event Permit.

# Special Event Application

Organization or Group \_\_\_\_\_

Person Making Reservation \_\_\_\_\_

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

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time \_\_\_\_\_ End \_\_\_\_\_

Time \_\_\_\_\_

Reason for Event \_\_\_\_\_

Number of attendees \_\_\_\_\_

## **Check Appropriate Block:**

\_\_\_\_\_ Resident      \_\_\_\_\_ Non-resident

\_\_\_\_\_ Fund Raising Group      \_\_\_\_\_ Non-Profit      \_\_\_\_\_ Commercial      \_\_\_\_\_ Other

Submit your application (with all maps, diagrams and attachments as required).

Provide a Schedule of Events along with a Sketch Plan which addresses:

1. The location of the event on the property \_\_\_\_\_

\_\_\_\_\_

2. For road or walk race, a detailed map of the route \_\_\_\_\_

\_\_\_\_\_

3. Features and attractions \_\_\_\_\_

\_\_\_\_\_

4. Participant circulation \_\_\_\_\_

\_\_\_\_\_

5. Proposed parking including how you will handle overflow parking \_\_\_\_\_

\_\_\_\_\_

6. Any proposed road closures \_\_\_\_\_

\_\_\_\_\_

7. Location of trash receptacles and dumpsters\_\_\_\_\_

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

8. Location of temporary toilet facilities\_\_\_\_\_

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

9. Accessible routes for the disabled or mobility impaired\_\_\_\_\_

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

10. Locations, size and number of any tents, trailers or temporary structures

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

11. Location, size, and description of any signage or banners

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

12. If food will be served or sold at the event, you must contact the West Newbury Board of Health to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.

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

13. If Police Details and/or Firefighters/EMTs will be required, contact the West Newbury Police Department and West Newbury Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit.\_\_\_\_\_

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

14. Provide a Certificate of Insurance to the Town Manager’s Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance\_\_\_\_\_



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

I/we agree and hold harmless and/or indemnify the said Town of West Newbury against any and all claims or liabilities for personal injury or property damage arising out of use of said property. If the application is submitted less than 60 days before the event, the applicant must pay a \$100 administrative fee or has the option of changing the date. The administrative fee applies to all for profit and nonprofit persons or organizations.

\_\_\_\_\_  
Individual/Authorized Signature for Group                      Date

Chief of Police's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

Fire Chief's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requests and comments:

Approval granted if signed here by Board of Selectmen:                      Date: \_\_\_\_\_

\_\_\_\_\_  
Requests and comments: