

Who should procure a permit?

Organizations or Residents wishing to have an event in a public park in the City of Newton need to have a permit for use.

What are the fees for a permit?

There is an administrative fee for use of athletic fields. Some special events may also require a fee to offset some expenses. These may include

- maintenance detail (cleanup)
- police detail (public safety),
- electrical detail (power hook up),
- as well as sponsorship fees for commercial ventures associated with the event.

How to I obtain an application form?

1. Application forms may be picked up at the permitting office of the Parks and Recreation Department, 70 Crescent Street, Auburndale, Massachusetts 02466. Or downloaded from the internet at www.ci.newton.ma.us/parks
2. Application forms may be faxed to you by calling the permitting office at (617) 796-1500
3. Send a self addressed stamped envelope to Newton Parks and Recreation 70 Crescent Street, Newton, MSA 02466 with a note requesting particular type of permit.

What is the process for obtaining a permit?

1. Obtain and complete the permit application. The application process should begin at least two months prior to the event. Submit the completed application to:

Permitting Office: Newton Parks and Recreation Department 124 Vernon Street
Newton, MA 02458
Attn: Tom Cahill, Recreation Manager

2. All applications are date stamped upon receipt. Special event applications will be accepted up to one year in advance of the event.
3. Applications are then reviewed Applicants will be notified within 30 days of receipt of application if permit has been approved or if additional information is required.

How do I know which other City Agencies will need approval?

1. Events that require other City agencies approvals will be sent back to the applicant with a check list showing the various agencies that need to sign off before Parks and Recreation can complete the application process.
2. All applicable costs will be determined prior to approval and reviewed with the applicant.
3. Upon approval the permit is prepared and mailed to the applicant or the applicant is notified to pick-up and signed the permit.

What other permits may be necessary?

Events that include tents, food or craft vendors, propane tanks, generators, street closings, stages or entertainment may require additional permits from the appropriate department which may include:

- Fire Department (tents, generators, propane tanks)
- Inspectional Services Department (Rides)
- Health Department food vendors,
- Public Works Department (street closing street clean-up).
- Licensing (alcohol and entertainment).
- Some events may require Newton Police and EMS for detail for public safety

*These other departments may have fees separate from Parks and Recreation fees.

What about Insurance?

- When liability coverage is required. A copy of the coverage identifying the City of Newton as an additionally insured party will be required two weeks prior to the event.

Need additional information?

Review the application form for more details on the issues mentioned in this brochure or call the permitting office at (617) 796-1500

Permit must be on hand at the event. Applicant must be present for duration of event.

Important things to remember when planning your event:

1. Minimize neighborhood impact.
2. Keep to your permitted hours.
3. Always be aware of noise levels.
4. Always abide by the rules and regulations outlined on your permit and enclosed in the packet.
5. Any damages to City of Newton property during the course of the event including set-up and breakdown will be the responsibility of the permitted party(s).
6. Any outstanding bills from previous events must be paid in full before any new applications are processed.
7. The Parks and Recreation Department has the right to refuse any application. The appeal process would be to appear before the Parks and Recreation Commission for a ruling. (This process could take a couple of months as the commission only meets once a month and does not meet during the summer months).

Summary:

This permitting guide has been developed for any individual or group that wishes to use any facility under the jurisdiction of the Parks and Recreation Department for uses other than normal athletic activities.

If you are interested in Athletic Activities, you need to fill out and request the Field Permit Application.

Please use the steps outlined in this brochure to facilitate the planning and permitting of your event.

Remember to:

- Complete the application fully including signature and associated fees or security deposits.
- Answering all of the questions will significantly facilitate the process.
- Supply additional information as requested and begin the processes as early as possible.

If anything is not clear or if you have more specific questions, please contact the Recreation Department office at:

Phone: (617) 796-1500
E-mail: parks@newtonma.gov
Office Hours: Mon-Fri 8:30AM to 5 PM

GUIDE TO SPECIAL EVENTS PERMITTING



NEWTON PARKS & RECREATION

Setti D. Warren, Mayor
Robert J. DeRubeis
Commissioner
Office: 617-796-1500

www.ci.newton.ma.us/parks