Robert J. DeRubeis - Commissioner
124 Vernon Street, Newton, MA 02458
Office 617-796-1500 - Forestry and Maintenance: 617-796-1530 - Fax 617-796-1512

Special Event Permit Application

Please complete all data as required.

Name of Organization: _____

Applicant Name: _____

Address _____City_____ State: MA Zip_____

Day Phone #_____ Night Phone # _____ Fax #: _____

On-Site Supervisor during event:_____ Contact #_____

Special Event Information

Complete all data as required for event of any size:

Type of event: _____

Run/Walk _____ Rally_____ Parade_____ Wedding Ceremony/Photos _____

Fair/Carnival_____ Concert/Picnic_____ Other (specify): _____

Event Title: _____

Event Dates:_____ Estimated Attendance _____

Requested Park: _____

e-mail address _____

Actual Hours of event _____ AM/PM to _____AM/PM

Set-up Times _____ AM/PM to _____AM/PM

Description of event set-up _____

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)
☐	☐	Please Specify cooking method Gas Electric Coal Other: (specify)
☐	☐	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)
☐	☐	Does your event require electricity? Source:
☐	☐	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)
☐	☐	Trash Container(s) and/or Dumpster(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 and Recreation Department approval and may require approval by an /or permits from other City Agencies. Parks and Recreation 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
Evidence of insurance will be required before final permit approval. Please provide a certificate of insurance which shows a minimum of $1 million in commercial general liability insurance and policy endorsement which indemnifies and holds harmless the City of Newton, Newton Parks and Recreation Department and the Newton Parks and Recreation Commission. Some events may require a higher limit of insurance. Additionally permit holder must list the afore mentioned parties as additionally insured on their certificate of insurance. Each event is evaluated on its risk exposure. The City of Newton is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

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 and Recreation Department. All programs and facilities of the Newton Parks and Recreation 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: _____

Reset Form