



Welcome and Instructions

The Town of Manchester is pleased to welcome a variety of special events, from community festivals to concerts and athletic competitions. It is the goal of the Town of Manchester 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 application and submit it to the Town of Manchester, Town Manager's Office, 10 Central Street, Manchester, MA 01944. If you have any questions, please contact the Town Manager's Office at 978-526-2000.

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, beaches, fields, buildings, public streets, right-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 with an impact on public property such as roads, within the Town limits, including Town parks, must obtain a Special Event Permit from the Town of Manchester. Event sponsors should submit applications a minimum of 60 (sixty) days before the event.

Permit posting: Special event permits should 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.

Alcohol: Alcohol is prohibited in all Town of Manchester public property, including buildings, parks, playgrounds, beaches, athletic fields, etc.)

Restrooms/Trash/Cleanup: The Town of Manchester 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 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 within 24 hours of 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 applicant 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 applicant.

Traffic & Parking: Parking is permitted in designated areas only. The Police and Fire Departments require that all entries, exits and fire lanes be maintained.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

Smoking: Smoking is not permitted in any public facility, on school grounds or on Recreational or Historical parks, playgrounds or fields.

Tents/Sleeping Trailers: Tents and trailers require an inspection and permit from the Town of Manchester Health Department and Fire Department. 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 the tent or trailer.

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

First Aid and Medical: Events may require provisions for first aid and medical personnel, including, but not limited to Town of Manchester Fire Department Emergency Medical Technicians.

Enforcement: Town of Manchester Police, Fire or other staff so designated by the Town Manager, may request that a resident, event employee or participant leave any park or public facility for violation of rules and regulations.

Insurance: All applicants must provide a certificate of insurance in the minimum amount of \$1,000,000.00 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 Manchester and Town Council, including and indemnification and hold harmless clause. The Certificate of Insurance must name the Town of Manchester as an additional insured on all applicable policies. This Certificate must be submitted 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.

Additional Permitting and Cost Requirements: Depending upon the Special Event, additional permits may be required by Town of Manchester 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 Manchester as determined by representatives of each Town Department before the issuance of the Special Event Permit.

Special Event Application Checklist

- Submit your Special Events Permit Application (with all maps, diagrams and attachments as required) at least 60 days before the event.
- Provide a Schedule of Events along with a Site Plan which addresses:
 - The location of the event on the property
 - Features and attractions
 - Participant circulation
 - Proposed parking including how you will handle overflow parking
 - Any proposed road closures
 - Location of trash receptacles and dumpsters

- Location of temporary toilet facilities
 - Accessible routes for the disabled
 - Locations, size and number of any tents, trailers or temporary structures
 - Location, size, and description of any signage or banners
- If food will be served or sold at the event, contact the Manchester Health Department 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.
 - If Police Details and/or Firefighters/EMTs will be required, contact the Manchester Police Department and Manchester Fire Department to secure services. Only Police Officers may direct traffic on town streets.
 - 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.
 - Obtain any additional approvals and permits required by Town Departments (i.e. Recreation Department, Town Clerk's Office, Public Facilities Department).



TOWN OF MANCHESTER-BY-THE-SEA SPECIAL EVENTS PERMIT APPLICATION

Applicant and Sponsoring Organization Information

Name of Organization: _____ Non-Profit Profit

Applicant name: _____ Tax ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: () _____ Evening Phone: () _____ Fax #: () _____

E Mail: _____ Web Site: _____

Manager On Site Day(s) of Event: _____ Cell#: () _____

Special Event Information

Complete all data as required for event of any size.

Type of Event: Run/Walk Rally Parade School Fair Concert Carnival
 Filming Street Fair Festival Political Event Raffle Other (*specify*) _____

Event Title: _____

Event Date(s): _____ **Estimated Attendance:** _____

Open to the Public: Yes No **Admission Fee Charged:** _____

Requested Location: Singing Beach
 Masconomo Park
 Sweeney Park
 Coach Ed Field Playground
 Town Hall Common
 Tuck's Point Park
 Street (*specify location*): _____

Actual Hours of Event: _____

Set Up Times: _____ **Break Down/Clean Up Times:** _____

Description of Event Set Up: (*Attach additional sheets as necessary, including plans, maps, drawings, etc.*)

Event Details

Please indicate whether the following items pertain to your event.

YES NO

| | | |
|-----|-----|---|
| ___ | ___ | Food Concession and/or Food Preparation Area(s) <i>If you intend to cook food at the event.</i> Please specify method: ___ Propane Gas ___ Electric ___ Charcoal ___ |
| ___ | ___ | Will you set up table(s) and/or chair(s)? How many? _____ |
| ___ | ___ | Fencing, Barrier(s) and/or Barricade(s), Traffic Cones. |
| ___ | ___ | Does your event require electricity? Source: _____ |
| ___ | ___ | Will you be holding a raffle at your event? Describe: _____ |
| ___ | ___ | Booth(s), Exhibit(s), Display(s) and/or Enclosure(s). |
| ___ | ___ | Canopy (ies) and or Tent(s). Please describe dimensions: _____ |
| ___ | ___ | Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s). |
| ___ | ___ | Vehicle(s) and/or Trailer(s) stored onsite. |
| ___ | ___ | Sleeping Trailer(s) and/or other accommodations stored onsite. |
| ___ | ___ | Trash Container(s) and/or Dumpster(s). |
| ___ | ___ | Portable Toilet(s). If yes, please indicate the company providing units: _____ |
| ___ | ___ | Inflatable Device(s). |
| ___ | ___ | Banner(s) and/or Sign(s). |
| ___ | ___ | Street Closure(s) Please list and provide map: _____ |
| ___ | ___ | Will the event be advertised? How? _____ |
| ___ | ___ | Please note you cannot advertise your event before approval. |
| ___ | ___ | Sponsorship/Vending or Promotional Activity? Please Describe: _____ |
| ___ | ___ | _____ |
| ___ | ___ | Amplified Sound. If yes please indicate Start Time _____ and End Time _____ |
| ___ | ___ | Will your event have animals? If yes, specify: _____ |
| ___ | ___ | Will your event require lights? If so, specify hours: _____ |
| ___ | ___ | Do you believe your event will require a Police Detail? |
| ___ | ___ | Do you believe your event will require a Fire and/or Ambulance Detail |
| ___ | ___ | Stage(s). Please indicate dimension: _____ |
| ___ | ___ | Entertainment. Please describe: _____ |
| ___ | ___ | Amusement Rides. Please List and describe: _____ |
| ___ | ___ | _____ |
| ___ | ___ | _____ |
| ___ | ___ | _____ |

Other Permits

Please note that all components of the event are subject to approval by the Board of Selectmen's Office and may also require approval by and/or permit(s) from other Town agencies and departments. It is the responsibility of the applicant to secure all necessary permits, and to submit payment required for permits.

Insurance Requirements

Evidence of Insurance will be required before final permit approval. Please provide a Certificate of insurance, which shows a minimum of \$1,000,000.00 in Commercial General Liability Insurance and a Policy Endorsement, which indemnifies and holds harmless the Town of Manchester, and all of its agencies and departments. Some events may require a higher limit of insurance. Permittee must list the aforementioned parties as additionally insured on their Certificate of Insurance. Each event is evaluated on its risk exposure. The Town of Manchester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

Affidavit of Applicant

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Manchester as they pertain to the requested usage. The permit, if granted is not transferable and is revocable at any time at the absolute discretion of the Town of Manchester Board of Selectmen or their designee. All programs and facilities of the Town of Manchester are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

Name of Applicant: _____

Print

Signature of Applicant: _____

Date: _____

***The following is required by your organization to insure the safety and health of all participating in this event:**

Note: You do not need to contact the departments below if it is not required.

NO YES

- Police Detail - estimated cost _____ per/day. Days Required _____ (Contact Police Department)
- Trash removal - \$ _____ per/day. Days required _____ (Contact DPW Dept.)
- Portable toilets - Number required _____ Fees paid directly to company of your choice. All toilets must be serviced each evening. Placement and servicing coordinated in cooperation with the Parks & Recreation Department.
- Extra waste containers - \$20.00 per day (10). Days Required _____ (Contact DPW Dept.)
- Temporary Food Permit - (Contact the Health Department)
- Raffle Permit/License - (Contact the Town Clerks Office)
- Field Permit - (Contact the Parks & Recreation Dept.)

DPW Dept. – 978-526-1242 * Fire Dept – 978-526- 040 * Police Dept. – 978-526-1212 * Health Dept. – 978-526-7385 *

Town Clerks Office – 978-526-2040 * Board of Selectmen/Town Manager – 978-526-2000 * Parks & Recreation Dept. – 978-526-2019

Town Department Use Only

Approvals and Notifications

Insurance Certificate Received: YES – Date: _____ NO

Board of Selectman’s Office: _____ Date: _____

Police Department: _____ Date: _____

Fire Department: _____ Date: _____

Health Department: _____ Date: _____

Department of Public Works: _____ Date: _____

Parks & Recreation Department: _____ Date: _____

Town Clerk’s Office: _____ Date: _____