

IMPORTANT NOTICE:

Please be advised that the Town is planning major road and water projects beginning in May of 2014 and extending through November of 2017. As such, the Town may need to decline approval of annual events as a result of construction disruptions, detours and rerouting of traffic or suggest alternative routes for proposed activities. This will particularly be the case for the Scituate Harbor area. Your understanding in this regard is appreciated.

Dear Special Event Applicant:

Enclosed is the Town of Scituate's Special Event Application. Please complete the application form, sign, date, and attach a legible site plan of your event. We cannot process an application without a date and applicant signature.

Submit the application to: Town of Scituate, Attn: Special Events Application, c/o Town Administrator's Office, 600 Chief Justice Cushing Highway, Scituate, MA 02066.

After initial review of the application, you will be notified of preliminary acceptance and provided a timeline for the complete review process, and fees that may be applicable.

The Town of Scituate Special Event Fee is \$100 per day, plus insurance requirements unless waived by the Town Administrator.

Once the appropriate Town Departments have reviewed and approved the application, you will be issued a permit after you have provided the Town of Scituate with full payment of any event fee, fulfillment of any additional identified requirements and have provided an approval.

Please allow 30 business days for the complete processing of your application.

Thank you for your interest in the Town of Scituate. We look forward to working with you to ensure the success of your special event. In the meantime, if you have any questions, please contact Town Administrator Patricia A. Vinchesi at 781-545-8741.

SPECIAL EVENTS PERMIT APPLICATION

The application, together with any supplementary information and fees as may be required by the Town of Scituate, must be submitted to the Town Administrator's Office at 600 Chief Justice Cushing Highway, Scituate, MA 02066, not less than thirty (30) business days prior to the special event date to insure proper processing.

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

APPLICANT INFORMATION

Applicant's Name : _____

Company/Organization: _____

Mailing Address: _____

Telephone: _____ **Cell Phone:** _____

Email: _____ **Fax:** _____

EVENT INFORMATION

Name of Event: _____

Event Date/s: _____ **Time/s:** _____

Set up Date/Time: _____ **Take Down Date/Time:** _____

Event Location: _____

Facilities Requested (check as many as applicable)

Park: _____ **Street:** _____ **Sidewalk/Trail:** _____

Public: _____ **Private:** _____ **Other:** _____

Purpose & Description of Event: _____

ATTENDANCE

Estimated Total Attendance: _____ **Registered Participants:** _____

Volunteers: _____ **Staff:** _____

EVENT SITE PLAN

Attach event map and site plan with the following indicated:

- ✓ Detailed event layout/route with directional arrows, street names
- ✓ Placement and collection of signage, traffic control device, barricades
- ✓ Location of event staff, volunteers, traffic certified flaggers/monitors, and where police officers are needed

Transportation and parking plans: _____

Plans for security/crowd control, first aid/medical assistance, and traffic route/intersection control:

Plans for portable toilets, garbage, sanitation and clean-up: _____

Plans for notifying all agencies, businesses, and residents impacted by your event: _____

Will food and/or liquor be distributed/sold at event: No _____ Yes _____ (please explain plans)

Will there be signage? No _____ Yes _____

In accordance with section 710.6 of the Scituate zoning bylaw, permission to erect temporary event signs shall be given only by consent of the Building Commissioner

INSURANCE REQUIREMENT

For special events involving the use of Town facilities or public right-of-way, proof of liability insurance with coverage in the amount of \$1,000,000.00 per occurrence, unless an additional amount is required for the activity by the Town Administrator.

The Town Administrator may allow a lower amount or waive this requirement when the event is not open to the general public and the risks presented by the request justify a lower amount.

Said general liability insurance for bodily injury and property damage shall include the Town of Scituate, 600 Chief Justice Cushing Highway, Scituate, MA 02066 as an additional named 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.

HOLD HARMLESS

The applicant agrees to defend, indemnify, and hold harmless the Town of Scituate, its appointed and elective officers and employees, from and against all loss of expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the Town of Scituate, its elected or appointed officials or employees directly or indirectly arising out of the permit issued hereunder for the event scheduled. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

FEDERAL, STATE & LOCAL LAWS, ORDINANCES & CODES

All terms, conditions and provisions of current law, including but not limited to Town of Scituate Code 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 use of public property.

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

The applicant certified that he/she has read and examined this application and know the same to be true and correct and agrees to comply with the terms and conditions contained herein.

Signature of Applicant

Date

For Use By Town Staff Only

Department Approvals:

Administration: _____ BOS: _____ Police Dept: _____

Fire Dept: _____ DPW/Highway: _____ DPW/PG: _____

Board of Health: _____ Building/Inspections: _____ Harbormaster _____

Recreation Director: _____

Please note any additional conditions of approval by your department:

CONTACT INFORMATION

This page is for your information. You do not need to include it with your application

Scituate DPW	Kevin Cafferty, Acting Director	781-545-8731 kcafferty@scituatema.gov
Scituate Town Administrator	Patricia A. Vinchesi	781-545-8741 pvinchesi@scituatema.gov
Scituate Police Department	W. Michael Stewart, Chief	781-545-1212 mstewart@scituatema.gov
Scituate Fire Department	Richard Judge, Chief	781-545-8749 chief@scituatofire.org
Scituate Board of Health	Jennifer L. Sullivan, Director	781-545-8725 jsullivan@scituatema.gov
Scituate Building Department	Neil Duggan, Inspector	781-545-8716 nduggan@scituatema.gov
Scituate Harbormaster	Mark Patterson	781-545-8724 mpatterson@scituatema.gov
Scituate Recreation Directors	Jennifer Vitelli Maura Glancy	781-545-8738 jvitelli@scituatema.gov mglancy@scituatema.gov

COMMUNITY IMPACT

TOWN STREETS

- Blocked (Barriers, or blockage of more than one hour)
- Blocked (Less than one hour)

Explanation: _____

- Parade (Route, etc.) *Please provide a map of the planned route*
- Other *(please explain)* _____

PUBLIC FACILITIES

TOWN PERSONNEL IMPACT

- | | |
|---|--|
| <input type="checkbox"/> Park | <input type="checkbox"/> Police Dept. – Estimated hours |
| <input type="checkbox"/> Buildings | <input type="checkbox"/> DPW - Estimated hours |
| <input type="checkbox"/> Docks, Piers, Floats | <input type="checkbox"/> Fire Dept. – Estimated hours |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other <i>(please explain)</i> _____ |

OTHER

- Local Merchants
- Town Equipment
- Will event include food venues? Yes No
- Coordinate recycling container distribution and pickup with DPW

This application will be reviewed by the Town of Scituate. Prior to approval or denial, a meeting with the applicant may be held to discuss concerns of any of the parties. Additional information which may help the Town make an informed decision should be attached to this completed form.

Requests for a Special Event must be requested at least 45 days in advance. A completed application does not constitute approval. All approvals must be voted by the Board of Selectmen.

Applicant Signature

Date