

Newton Parks & Recreation Commission

Special Event Field Permit Policy and Procedure

The Parks and Recreation Commission ("Commission") and The Parks and Recreation Department ("Department") have determined that some special events affecting the property maintained by the Parks and Recreation Department may cause significant property damage to turf, irrigation systems and other park and recreation facilities and equipment. This damage could require the expenditure of significant sums of public money in order to remedy the damages. In order to mitigate these problems the following controls have been established.

Special Events:

A sponsor of Special Events ("Sponsor") whether involving fundraising or not, must file with the Department a special event permit application ("Application") and receive the approval of the Commissioner and/or the Commission ("Permit") as applicable. Special Events include, but are not limited to: carnivals, school fairs, concerts, group picnics, exhibitions, animal shows/rides ("Special Events") but shall not include team or individual athletic events, covered by the field permit policy.

Special Event Categories:

1. **Low Impact Event**-Special Events in this category involve the use of P & R, School and/or Municipal Grounds for a one-day event that expect up to 1,000 participants and involve amusements such as a "moon bounce" and/or "dunk tank" and/or small booths set up by the event sponsor for the sale of goods and wares. A low impact Event will require a Permit issued by the Department after satisfying all other guidelines established by the Law Department and other City of Newton ("City") permitting agencies as required. If the Event Site is considered a premier site (see listing below) with Irrigation or is a park that has been restored with or without irrigation, a \$500.00 security deposit must accompany the application. If the Site is considered a non-premier site, one without irrigation, a fee of \$15.00 per hour must accompany the application. City Sponsored Events are exempt at this time from the \$15.00 fee
 - All amusements are required to provide an insurance certificate naming the City of Newton as an additionally insured party. This certificate should be made available by the vendor/rental agency.
2. **Medium Impact Event**-Special Events in this category involve the use of P & R Land, School Land and/or Municipal Grounds for a maximum of two (2) days that expect over 1,000 and up to 3,000 participants and/or have small amusement and/or mechanical/carnival rides. In addition to P&R Policy, events of this type must also meet all Commonwealth of Massachusetts permitting for amusements and carnival rides. Medium Impact events require a Permit issued by the Commission. The use of municipal grounds for a special event that has mechanical/carnival rides requires a two meeting process.
 - Meeting #1 to explain the event to the Commission,
 - Meeting #2 to hear input from abutters to the site and for Commission vote.
 - A \$50.00 payment is required to cover the cost of postage for Parks and Recreation to notify the abutters and allow for their input for the next Commission meeting (this is in addition to the security deposit and is not refundable unless the request is denied at initial Commission meeting).
 - Events in this category require a \$750.00 security deposit "Check made payable to the City of Newton" that must accompany the application.
 - All amusements and mechanical rides are required to provide an insurance certificate naming the City of Newton as an additionally insured party. This certificate should be made available by the vendor/rental agency.

3. High Impact Event—Special Events in this category involve the use of P & R. Land, School Land and/or Municipal Grounds for three (3) or more days and/or have larger mechanical/carnival rides that are 8 feet or higher and/or in excess of 2,000 lbs. Events of this type must also meet all Commonwealth of Massachusetts permitting for amusements and carnival rides. The use of municipal grounds for a special event that has mechanical/carnival rides requires a two meeting process.

- Meeting #1 to explain the event to the Commission,
 - Meeting #2 to hear input from abutters to the site and for Commission vote.
 - A \$50.00 payment per permit application is required to cover the cost of postage for Parks and Recreation to notify the abutters and allow for their input for the next Commission meeting (This \$50.00 fee is in addition to the security deposit and not refundable unless the request is denied at initial Commission meeting).
 - Events in this category require a \$1,000.00 security deposit “check made payable to the City of Newton” that must accompany the application.
 - All amusements and mechanical rides are required to provide an insurance certificate naming the City of Newton as an additionally insured party. This certificate should be made available by the vendor/rental agency and is different from the insurance bond for repairs.
- The Department must receive completed applications no later than March 1 of each year for spring and summer reservations, and no later than May 1 for early fall reservations. Reservation attempts past deadlines will be filled on an as available basis.
 - Allocations of P&R Land, School Land and/or Municipal Grounds will be based on availability, scheduled renovations and turf control measures implemented by Parks and Recreation. The Department will manage use of P & R Land, School Land and/or Municipal Grounds taking into consideration the potential impact on field conditions and neighbors.
 - The Sponsor (or the responsible adult who is designated on the Permit for the Sponsor) shall be present at all times during the Special Event. The Permit holder must have his/her/its permit in his/her/its possession at all times
 - The Permit is personal to the Sponsor and may not be assigned nor shall the Sponsor allow the P&R land, School Land and/or Municipal Grounds to be used by any other person or entity without the expressed written permission of the Commission.
 - Any Permit issued by the Commissioner and/or the Commission is subject to revocation by the department, if, conditions (e.g. wetness) of the applicable P&R land, School Land and/or Municipal Grounds warrant such cancellation. The Department will communicate with the sponsor prior to cancellation of an event to discuss the necessary concerns.
 - If a permit is revoked for failure to abide strictly by its terms, conditions and/or limitations, there shall be no refund of the security deposit.

Special Event Application Process

Applications are available at the Department’s Office 70 Crescent Street Auburndale, MA 02466 Monday through Friday 9AM to 5 PM or on-line using the Department’s web page at www.ci.newton.ma.us/parks

The Completed Application together with the required security deposit and supporting materials shall be filed with the Department. No Application will be reviewed until it is complete, fees paid in advance and all supporting documentation is filed.

The sponsor and the “City” will have a pre-event and post event site tour; this will allow proper evaluation of damages created by the special event i.e. ruts from trucks, burned grass, compacted areas, spills of fluids from rides or damage to irrigation systems. The Security Deposit will be used to return the site to its pre-event condition. During the post event site evaluation with the sponsor damage will be assessed and the security deposit will be used to pay for damage with the balance returned to the sponsor after damage has been repaired. If the “City” and the sponsor can not agree to terms of the damage, the “City” will call in an independent party to arbitrate.

Security Deposit

Low Impact Event - Security Deposit of \$500.00 bank certified check made payable to the “City of Newton” if the property is considered a premier site (see listing below) or a park that has been restored. On non-premier sites a non-refundable fee of \$15.00 per hour of use is required. City Sponsored Events are exempt from the \$15.00/hour fee. The sponsor and/or the vendor will be required to agree to pay for damages in excess of the \$500.00 security deposit.

Medium Impact Event - Security Deposit of \$750.00 bank certified check made payable to the “City of Newton” if the property is considered a premier site (see listing below) or a park that has been restored. The sponsor and/or the vendor will be required to agree to pay for damages in excess of the \$750.00 security deposit.

High Impact Event - Security Deposit of \$1000.00 bank certified check made payable to the “City of Newton” if the property is considered a premier site (see listing below) or a park that has been restored. The sponsor and/or the vendor will be required to agree to pay for damages in excess of the \$750.00 security deposit.

Insurance Certificate: Insurance requirements of the Law Department must be in place for any amusement rides naming the City of Newton as an additionally insured prior to the final issue of permit

Premier Sites:

1. New Cold Spring Park - upper and lower
2. Halloran Sports and Recreation Complex (Albemarle Park) irrigated areas only
3. Franklin School
4. Zervas School
5. Cabot Park
6. Highlands Playground - (Joseph Lee Playground)
7. Forte Park
8. Burr Park
9. Oak Hill/Brown Middle School Park
10. Newton North High School
11. Newton South High School
12. Newton City Hall
13. McGrath Playground (Warren Field)
14. Lincoln Warren Field
15. Bowen School/Thompsonville Playground
16. Weeks Field
17. Nahanton Park
18. Lower Falls Community Center