

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, 246 Dudley Road, Newton, Massachusetts 02459. Or downloaded from the internet at www.newtonma.gov/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 246 Dudley Road Newton, MA 02459 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 246 Dudley Road Newton, MA 02459
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.newtonma.gov/parks

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 246 Dudley Road Newton, MA 02459. Monday through Friday 9AM to 5 PM or on-line using the Department’s web page at www.newtonma.gov/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 – closed 2016 for renovation
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



Robert J. DeRubeis - Commissioner
246 Dudley Road, Newton, MA 02459
Office 617-796-1500

Special Event Permit Application

Please complete all data as required.

Organization: _____

Applicant: _____

Address _____ City _____ State: MA Zip _____

Day Phone # _____ Night Phone # _____ Email: _____

On-Site Supervisor during event: _____ Contact # _____

Special Event Information

Complete all data as required for event of any size:

Event: _____

Run/Walk _____ Rally _____ Parade _____

Wedding Ceremony/Photos _____ Fair/Carnival _____

Concert/Picnic _____ Other (specify): _____

Event Title: _____

Event Dates: _____ Estimated Attendance _____

Requested Park: _____

Event Times From _____ am/pm to: _____ am/pm

Requested Set Up Time: From _____ am/pm to: _____ am/pm

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: _____

Rules and Regulations governing the use of a Parks and Recreation Facility or Area

- *Constitutionally restricted discrimination will not be tolerated at public functions
- *No elected official or candidate for public office shall be denied access to any event which is described on the permit application as a public event
- *The City will regard a function as public where exclusive or regular use of public property has been granted unless the licensee clearly conducts its activity as private.
- *Indicia of a private event or function include but are not limited to, use of personal rather than general invitations, use of some sort of gate system or its equivalent, non-affiliation with public entities or public events.
- *A reasonable administration charge for private use of public facilities and any parks and recreational personnel will be set by the parks and Recreation Commissioner.
- *Police protection, where deemed necessary by the Parks and Recreation Commissioner, shall be furnished by licensees at their own expense at rates to be established by the Police Chief.
- *Licensees are hereby notified that the function of the City Police Officers where present in their capacity and on duty as City Police Officers, at such events, shall be to serve the public peace and safety rather than the private purposes of the group conducting a private event or activity.
- *Security or gate monitoring arrangements at private functions, where desired by the licensee, shall be made and provided by private individuals.
- *Licensees shall reimburse the City for any damage which may be done to the parks and recreation area or facilities.
- *The holder of this permit must conform strictly to the location, time specified and to the Rules and Regulations governing the use of playgrounds in the City of Newton.
- *This permit may be revoked by the Parks and Recreation Commissioner at any time.
- *The possession or consumption of alcoholic beverages is prohibited on all playgrounds in the City of Newton unless otherwise noted.
- *No fees may be charged for any program without the approval of the Parks and Recreation Commissioner
- *In the event of a duplication of permits, the permit bearing the earliest date is to be honored unless the later permit reads that it takes precedence.
- *Live music and use of amplifiers is prohibited except by permission of the Parks and Recreation Commissioner.

Article VI Parks and Public Grounds

Sec. 21-3 Operation of Vehicles

No person unless by permission of the Parks and Recreation Commissioner, or on playgrounds of the Parks and Recreation Commission, shall operate a motor vehicle in or upon parks or other public grounds except upon the driveways thereof.

Sec 21-4 Selling Goods and Wares: Amusements, Tents, Booths, Etc.

No person except by permission of the Parks and Recreation Commissioner or on playgrounds of the Parks and Recreation Commission, shall expose for sale or sell any good, ware or merchandise in or upon any park or other public grounds nor erect or maintain a booth, stand, tent or apparatus of any kind for the purpose of amusement or show in any park or public grounds.

Sec. 21-5 Nuisances Generally

No person shall commit a nuisance on parks or on other public grounds

Sec. 21-6 Playing Games Etc..

No person except by the permission of the Parks and Recreation Commissioner, or on playing grounds of the Parks and Recreation Commission shall engage in a game of ball football, baseball or other athletic sports in or upon any park or public grounds except upon such portions thereof as may be set apart for such purposes.

Sec. 21-7 Throwing Missiles

No person shall throw a stone, snowball or other missile in or upon any park or public playground.

Sec 21-8 Damaging Property

No person shall pull up break, cut or deface any of the seats, fences or railings upon or around any park or public grounds, nor deface any monument or statue in any park or on public grounds

Sec. 21-9 Climbing, Posting Bills on Trees

No person shall climb a tree on any park or upon other public grounds, nor post a bill nor place a sign upon or around any tree in any park or upon other public grounds of the City.

Sec. 21-10 Digging, Carrying Dirt, Etc..

No person, except by permission of the Parks and Recreation Commissioner, or on playgrounds of the Parks and Recreation Commission, and for some public use, shall dig or carry away any sward, grave, and, turf or earth from or place or deposit or cause to be placed or deposited any stones, gravel or other substance upon any park, playground or other public grounds.

Sec 21-11 Damaging Flowers

No person shall walk, stand, sit or lie down in or upon, or pull a flower or plant out of a flower bed, in any park or upon public grounds.

Sec 21-12 Walking on Grass

No person shall stand, walk or lie upon the grass in any park or upon public grounds where such walking, standing, or lying has been prohibited, and notice of such prohibition is given to the public by legible notices placed in or upon such park or public grounds.

A SPECIAL EVENT PERMIT IS NOT TRANSFERABLE AND IS SUBJECT TO REVOCATION AT ANY TIME IN THE SOLE DISCRETION OF THE PARKS AND RECREATION DEPARTMENT.

Agreement of Applicant

The information that I have provided in this application is correct to the best of my knowledge. By signing this application for a special event permit, I/the applicant agree(s) to comply with the Newton Parks and Recreation Commission's Special Event Field Permit Policy as well as any additional rules, regulations, or requirements which may be included in this application as the same may pertain to the special event. I/the applicant further agree(s) to make good or pay for the full amount of any damage, loss or injury to property owned or controlled by the City of Newton which I/the applicant may cause, in whole or in part, either by act or omission, regardless of negligence, during the special event, including preparation for the special event and clean-up following the special event.

Name of Applicant _____
(please print)

Signature of Applicant _____ Date: _____
or Applicant's representative

All Programs and Facilities of the Newton Parks and Recreation Department Are open to All Persons Regardless of Race, Color, Sex, Age, Religion, National Origin, Disability or Sexual Orientation.