



Nicole Banks – Commissioner
246 Dudley Road, Newton, MA
02459
Office 617-796-1500

Special Event Permit Application

Please complete all data as required

Organization: Harvard Business Publishing

Applicant: Reginald Merome

Address: 20 Guest st #700 City: Boston State: Ma Zip: 02135

Day Phone: 617-783-7834 Email reginald.merome@harvardbusiness.org

On-Site Supervisor during event: Reginald Meorme / Ami Contact 857-249-0250

Special Event Information

Complete all data as required for event of any size:

Event: Employee Dog Party

Run/Walk _____ Rally _____ Parade _____

Wedding Ceremony/Photos _____ Fair/Carnival _____

Concert/Picnic _____ Other (specify): Company Outing / Lunch

Event Title: Harvard Business Publishing Company Yappy Hour

Event Date(s): ~~October 25~~ or ~~October 26th~~ Estimated Attendance: 50

Oct 22

Event Times From:

3:00 to 5:00pm

Requested Setup Time:

2:00 – 3:00pm

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Concession and/or food Preparation Areas if you intend to cook food in the event area)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	First Aid Facilities and Ambulance (s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you set up table(s) and or chair(s) How Many:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 Tables
<input type="checkbox"/>	<input type="checkbox"/>	Fencing, Barrier(s) and/or Barricades(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Booth(s) Exhibit(s) Display(s) and/or Enclosure(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Canopy(s) and/or Tent(s). Please include sketch with dimensions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scaffolding, Bleacher(s) Platform(s) Grandstand(s) or related structure(s)
<input type="checkbox"/>	<input type="checkbox"/>	Dimension(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Portable Toilet (s) if yes, please indicate company providing units with contact
<input type="checkbox"/>	<input type="checkbox"/>	Name _____ and phone number Company: Contact # _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entertainments, please describe:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	(If more than one sheet is needed please add)
<input type="checkbox"/>	<input type="checkbox"/>	Inflatable device(s), _____ amusement(s) _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will alcohol be sold?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will the Event be advertised? _____ How? _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amplified Sound Start Time 3:00 pm End Time 5:00pm

Insurance: Limits:

Other Permits

Please note that all components of the event are subject to Parks, Recreation & Culture Department approval and may require approval by an /or permits from other City Agencies. Parks, Recreation & Culture 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

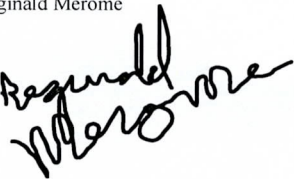
All groups requesting permits **MUST** provide an **updated** copy of their Insurance Certificate naming/listing the City of Newton as an additional insured. **Please note this is in addition to the City of Newton being the certificate holder.** This should not result in any additional fee from your insurance provider. **The certificate must be valid for the length of your permit request, or for the entire calendar year.**

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, Recreation & Culture Department. All programs and facilities of the Newton Parks, Recreation & Culture Department are open to all citizens regardless of race, sex age, color, religion, national origin, or handicap.

Name of applicant: Reginald Merome
(please print)

Signature of applicant:



Date:09/08/2021

We would like to use Hunnewell Dog Park:

