

Outdoor Special Event Permit Guide and Application

Introduction

This Special Event Packet is a guide for individuals, groups, organizations, and businesses who are looking to host an outdoor event on City of Newton property. It also outlines the permit process specific to land under the control of the Parks, Recreation & Culture Department (“PRC”). For all questions and applications filings, please contact: PRC Executive Admin Office at 617-796-1510 or osepadmin@newtonma.gov

Securing a Permit

To secure a permit for an event on City/School land, you must submit an application to the Parks, Recreation & Culture Department along with the non-refundable special event application fee. The process to review and approve applications is determined by the size and complexity of the event. Please consult with PRC staff for information on securing a rain date. We do not customarily allow for an advance rain date to be booked; however, we may be able to work with an activity organizer to find a mutually agreeable makeup date should an event need to be cancelled due to weather.

Permit Application Process for small (low impact) and large (high impact) events

A. Small Low impact Event - Administrative approval of Department*

- Special Event Application must be submitted to Department along with application fee
- ½ day or less, or events less than 5 hours duration
- Less than 500 participants anticipated
- Examples of Small Low Impact Events may include:
 - Cultural art focused such as musical performance and art exhibition
 - Neighborhood focused/organized gatherings
 - Day of event installations (no permanent changes to park)

* Depending on the complexity of the event and anticipated impact to neighborhood, the Department reserves the right to require Commission review and approval. This may require the two-meeting process, so please contact the Department early.

B. Large High Impact Event - Two hearing process before Parks & Recreation Commission

- Special Event Application must be submitted to Department along with application fee
- An Informational meeting and subsequent Public Hearing before P&R Commission are required
- Notice to abutters required prior to Public Hearing (PRC staff will do this)
- Event includes:
 - Full day and multi-day events
 - 500+ participants anticipated

General Information applicable for Large High Impact Events:

- P&R Commission meets on the 3rd Monday of each month (not in July or August). If you want to be on the agenda for a P&R Commission hearing, please submit all paperwork and complete Special Event Application by the end of the first week of the month.
- Please note that the two-meeting format means that applications should be submitted at least 10-12 weeks prior to your event date, the earlier the better.

- Further, please note the Commission does not customarily meet in the summer, meaning events scheduled for July-October should be submitted in early April to be eligible for a June Public Hearing.
- The Special Event Application shall be complete and include a layout of the event and locations of all pertinent structures, staging, concessions and other important matters relevant to the event.
- Commission Secretary will send confirmation of your informational hearing and public hearing before the P&R Commission Hearing.
- We strongly recommend that applicant meets with PRC staff to review event details prior to the P&R Commission meeting.
- At the informational meeting, please be prepared to present your proposal with as much information as you have at that time for discussion with the Commission members. The Commission members will ask questions if they require further information at this time. The Commission members will vote on moving your Special Permit Application to a Public Hearing at their next regularly scheduled hearing. The P&R Commission Secretary will give notice to the abutters of the park land of the public hearing regarding your Special Permit Application.
- At the Public Hearing, please be prepared to provide additional information as necessary. Abutters / Neighbors of the area will be notified of the proposal and be invited to attend the Commission meeting to ask questions and comment on the proposal.

Additional Permits that may be required

In addition to a Special Event Application and Permit, other applications and permits from other departments may also be required (with applicable fees) such as for catering, alcohol, animals, fireworks, amusements, ticketed events, and raffles. The specific nature of the event may necessitate public safety details, traffic/parking plan, noise ordinance waiver, etc. For events that will require other City department approval, PRC will refer the applicant to the appropriate Departments to secure the necessary permits. Please note, it is the responsibility of the applicant to secure all necessary City of Newton permits and submit a copy of each permit to PRC staff at least two weeks prior to the activity/event.

In addition to the activities given as examples above, the following may require additional approval. PRC staff can assist in evaluating what additional permits are applicable. There is a list of contact information for other city departments at the end of this packet.

- Amplified Sound
- Amusements
- Food Concessions or Food Preparation Area
- Inflatable Devices
- Canopy or tents larger than 10'x10' in square coverage area
- Use of Gas or Propane Heaters
- Animal exhibit or attractions
- Event Security

Special Event Permit Application

Please Check One:

Large High Impact Event _____ Estimated Attendance of 500 or more

Small Low Impact Event _____ Estimated Attendance Less than 500

Activity / Event Name: _____

Event Summary in a few sentences:

Location Requested: _____

Organization/Applicant: _____

Contact: _____ Title (if applicable) _____

Address _____ City _____ State: _____ Zip _____

Day Phone # _____ Other Phone # _____

Email: _____

On-Site Supervisor during event: _____ Contact # _____

Activity/Event Information

Complete all data as required for event of any size:

Activity/Event _____

Run/Walk _____ Rally _____ Parade _____ Wedding Ceremony/Photos _____

Fair/Carnival/Festival _____ Concert _____ Picnic _____ Other (specify): _____

Activity/Event Date(s): _____ **Estimated Attendance (per day):** _____

Set-up time: From: _____ am/pm to: _____ am/pm

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

Clean-up time: From: _____ am/pm to: _____ am/pm

Please attach additional sheets as necessary, including plans, drawings, maps of area etc.

Application Checklist and Schedule of Department Fees (when applicable)

The following information is required for initial submission of the Special Event Permit application
Applications will not be accepted without this information

- Complete and sign application
- Submit SPECIAL EVENT PERMIT to osepadmin@newtonma.gov
- Non-refundable Permit Fee will be submitted to PRC Dept, 246 Dudley Rd, Newton 02459 or on-line by credit card payment. DO NOT SEND the application fee in with the application. The fee will be requested once event is approved
- Detailed site plan (when requested by PRC staff), plan changes require approval
- Ability to secure a Certificate of Insurance (COI required prior to permit issuance)

Yes	No	Fee Schedule	Rate	Staff Required	Hours	Total due
		Application Fee	\$50 non-refundable	No	N/A	
		Trash fee *	\$75.00/per hour/ staff/4-hour min	Yes		
		Trash Fee: ** Receptacle drop-off & Pick-up only Mon-Fri	No fee	No	N/A	
		Staff bathroom attendant***	\$30.00/hour			
		Use of Electrical outlet	\$15.00/day			
		Field Lighting ****	\$35.00/hour			
		Field/Court Fees	TBD			

Checks payable to: City of Newton

*Trash Fee includes:

- Checking and picking up the entire area before the event.
- Setting up as many trash and recycling receptacles as needed.
- Maintaining receptacles throughout the event.
- Breaking down the trash and recycling receptacles after the event.
- Picking up any trash and litter around the entire area after the event and removing and disposing of all the trash and recycling

** Trash Fee: Receptacle drop-off & pick-up only (PRC)

- Drop off/pick up of temporary trash receptacles Mon-Fri during business hours

*** Staff /facility use:

- Use of Recreation building/restroom.
- Staff must be on site when building is in use.
- Restroom supplies.

**** Field Lighting

- Use of fields after dusk.
- Use of electrical outlet

Use of athletic fields, tennis, pickleball or basketball courts: Some athletic fields/courts may not be available during certain times of the year, depending on leagues/sports group schedules

ACTIVITY/EVENT FEATURES

Please indicate whether the following items pertain to your event:

YES	NO		Required	
		1	Amplified Sound Start/ End time: _____ Noise Ordinance waiver may be required	
		2	Amusements, requires state inspection and addl. COI	
		3	Booths, exhibits, displays and/or enclosures, art feature	
		4	Canopy or tent, Permit required if over 10'x10'	
		5	Will there be entertainment	
		6	Is this a ticketed event? Requires an entertainment license from the Health/License Office	
		7	Raffles- Requires a permit from the City Clerk's Office	
		8	Fencing/barriers/barricades	
		9	Food Concessions and /or food preparation area	
		10	Inflatable devices – See details below	
		11	Is field lighting required	
		12	Is access to electricity required	
		13	Portable toilets, one accessible toilet must be included	
		14	Public Safety Plan: Security, Police, Fire, EMT	
		15	Scaffolding, bleachers, platform, grandstand, or related structure, Permit required	
		16	Trash barrels and removal required	
		17	Will alcohol be sold? Permit required	
		18	Will propane be used? Permit required	
		19	Will the event be advertised? If so, where, and how?	
		20	Will you set up tables/chairs? If so, how many?	
		21	Meet with PRC Ground Maintenance on layout and logistics	
		22	Parking plan: DPW, PRC	
		23	Animal exhibits or attractions	
		24	Athletic Fields/Court use, additional fees may apply	
		25	Filming/Photography- Permit is required	

Agreement of Applicant

The information that I have provided in this application is correct and complete 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, Recreation & Culture Department's Special Event Permit 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 as determined by Newton Parks, Recreation & Culture Department. The permit if granted is not transferable and is revocable at any time at the absolute discretion of the Parks, Recreation & Culture Commissioner. Unless given special permission in writing by the Commissioner of Parks Recreation & Culture stating otherwise, all programs and facilities of the Newton Parks, Recreation & Culture Department are open to all residents.

The applicant and the "City" may require a pre- and/or post-event site tour; this will allow proper evaluation of damages caused during the special event such as ruts from trucks, burned grass, damaged grass/turf, compacted areas, spills of fluids from rides, damage to irrigation systems, etc. A report will be issued by PRC to determine the Special Event permit holder's obligation to pay (including the cost amount) to repair damage. The Department's assessment is final.

Insurance Requirements

Applicant hereby agrees that Applicant shall defend, pay, indemnify and hold harmless the City, its officers and employees, from all suits, actions, claims, demands, damages or losses, expenses and/or costs of every kind and description (including but not limited to reasonable attorneys' fees) to which the City may be subjected to by reason of damages or injuries sustained by any person, and/or damage to property, which in any way resulting from, in connection with, or growing out of the activities undertaken pursuant to this permit.

Insurance – Applicant shall carry general liability coverage, with liability limits no less than one million general aggregate, on an occurrence form covering bodily injury (including death); broad form property damage including injury to, or destruction of, tangible property, including loss of use therefrom; personal injury; products and completed operations coverage; contractual liability; and independent contractor's coverage all on a primary and non-contributory basis. There shall be no abuse and/or molestation exclusion on the insurance policy. Applicant agrees that it will include the City of Newton as an additional insured on the aforesaid general liability insurance policy.

Signature of applicant: _____

Name (print): _____

Date: _____

After the permit is submitted and reviewed, we will guide you in seeking any other permits you must attain from other departments. The contact info for each department are as follows:

Accessibility

All events on City property shall comply with the Americans with Disabilities Act, please visit www.newtonma.gov/ADAevent for more information

Catering/Gas Grills:

1. To ensure that safe and sanitary foods are served to the public, groups using caterers must get approval from the Newton Health Department. A caterer is any licensed person who prepares food, transports the food, and serves the food at another location. A copy of the caterer's license must be submitted to the PRC office prior to event, osepadmin@newtonma.gov.

Contact: Health & Human Services Department, City Hall
1000 Commonwealth Avenue, Newton, MA 02459
www.newtonma.gov/health

Propane:

1. If propane tanks will be used for outside cooking, heating purposes, or any other use the appropriate fees must be paid and permits received from the Newton Fire Department. A copy of the permit must be submitted to the office prior to the event, osepadmin@newtonma.gov

Contact: Newton Fire Department
1164 Centre Street, Newton, MA 02459
(617) 796-2230

Tents (over 10'x10')/Scaffolding/Staging/Platforms/Grandstands or related structures:

1. A permit is required from Inspectional Services for any tent measuring greater than 10'x10' ft. to be erected on park land /open space.

Apply on-line: <https://newtonma.viewpointcloud.com/>

2. For tents requiring heat/propane
Contact: Newton Fire Department (617) 796-2230.

Animals:

1. All participants are encouraged to follow best practices when handling animals.
2. All animal waste must be removed from the area
3. For more information:

<https://www.newtonma.gov/home/showpublisheddocument/87082/637931447160577206>

Filming/Photography

1. A permit is required: https://apps.newtonma.gov/apps/film_photo_app/

Rides/Amusements

1. A permit is required by the State for amusements is required. These permits can be obtained here:
<https://www.mass.gov/how-to/how-to-apply-for-an-amusement-device-license>

Inflatables:

INFLATABLE PROCESS:

- The Event applicant completes, signs, and submits the application
- The Applicant submits a Certificate of Insurance liability naming the City as additional insured
 1. Inflatable Company:
 - a. Submits a COI naming City of Newton, 1000 Commonwealth Ave, 02459 as addl. Insured
 - b. Provide state license to operate and install the inflatables
 - c. Must install/remove inflatable(s)
 - d. Sign & submit the indemnification form
- A site plan is submitted, of where the inflatables will be set up, for review of the PRC Maintenance Division. A site visit may be required

Safety Plan/Security Detail by NPD or Private contract:

1. Police: 1321 Washington Street, Newton, MA 02465 (617) 796-2101
2. Fire: 1164 Centre St. Newton, MA 02459 (617) 796-2230

Amplified Music:

1. Approval required by P & R Commission and/or PRC Department
2. Noise ordinance waiver may be required (PRC staff will advise)
https://apps.newtonma.gov/apps/noise_ordinance_waiver/

Raffles:

1. Requires a permit from the City Clerk Office, 617-796-1200
<https://www.newtonma.gov/government/city-clerk/raffle-bazaar-permits>

Ticketed Events:

1. Requires a permit from the Health/Licensing Dept , 617-796-1420
<https://newtonma.viewpointcloud.com/categories/1080/record-types/1006593>

Trash Receptacle requirements / Trash clean-up:

1. 1. Contact PRC Department (osepadmin@newtonma.gov)

Road Closures/ Traffic Diversion/Road Races:

1. 1. Contact NPD: 1321 Washington Street, Newton, MA 02465 (617) 796-2101
2. 2. Contact DPW: 617) 796-1000, jlovett@newtonma.gov

Block Party

1. Contact NPD: 1321 Washington Street, Newton, MA 02465 (617) 796-2101
2. Contact DPW: 617) 796-1000, jlovett@newtonma.gov

Power

1. Contact Public Buildings: (617) 796-1600

Utilities:

1. Contact DPW: (617) 796-1000, jlovett@newtonma.gov

Alcohol:

1. If you are not using a state licensed caterer, approval must be received from the Newton Licensing Commission to sell/serve alcohol. All applications and fees must be submitted to the Board of License Commissioners' [online portal](#) by the first Tuesday of the month, at least month prior to your event. One day alcohol license applications are heard, and decisions are made in the monthly Licensing Commission meeting. Please visit the Board of License Commission's [website](#) for hearing dates. Alcohol must be served in a designated area.

Contact: Board of License Commissioners, City Hall
1000 Commonwealth Avenue, Newton, MA 02459
(617) 796-1420

<https://www.newtonma.gov/government/health-human-services/licensing>

2. Approval must be received from the Police Department to consume alcohol. After receiving a temporary one-day license to sell/serve from the Licensing Commission, the appropriate fees must be paid, and permits received to get a license to consume alcohol on public property. Once this form is obtained from the Police Department it must be signed by the Parks, Recreation & Culture Department before the Chief of Police will give final approval.

Contact: Newton Police Department
1321 Washington Street, Newton, MA 02465
(617) 796-2101

*A copy of the permit must be submitted to PRC prior to the event, osepadmin@newtonma.gov

3. All groups consuming alcohol must have a police detail on duty while alcohol is being consumed. Appropriate fees must be paid, and arrangements must be made for a police detail with the Newton Police Department. There must be a minimum of one uniformed officer or more if assigned by the Board of License Commissioners, based on their policy for a one-day license.

Signs/Billboards

1. Signs on streets and sidewalks Contact DPW: (617) 796-1000, jlovett@newtonma.gov
2. PRC property contact, osepadmin@newtonma.gov

Athletic Fields/Courts

1. Contact Parks, Recreation & Culture, osepadmin@newtonma.gov

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

- *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.
- *An administrative charge for private use of public facilities and any parks and recreational personnel will be set by the Parks, Recreation & Culture Commissioner
- *Police protection, where deemed necessary by the Parks, Recreation & Culture Commissioner, shall be furnished by licensees at their own expense at rates established by the Newton Police Department.
- *Permit Holders 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. Private security must be noted in permit application.
- *Permit Holder shall reimburse the City for any damage which may be done to the Parks, Recreation & Culture area, or facilities.
- *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 prior approval of the Parks, Recreation & Culture 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 require permission from the Parks, Recreation & Culture Commissioner.
- *Dogs must be leashed at all times and cleaned up after
- *No sidewalks, access roads or public rights-of-way shall be blocked unless expressly approved as part of permit.
- *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, Recreation & Culture Commissioner at any time.
- *For accessibility and ADA guidance please contact Jini Fairley, ADA/504 Coordinator, at Jfairley@newtonma.gov

Article VI Parks and Public Grounds

Sec. 21-3 Operation of Vehicles

No person unless by permission of the Parks, Recreation & Culture Commissioner, or on playgrounds of the Parks, Recreation & Culture 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, Recreation & Culture Commissioner or on playgrounds of the Parks, Recreation & Culture 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, Recreation & Culture Commissioner, or on playing grounds of the Parks, Recreation & Culture 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, Recreation & Culture Commissioner, or on playgrounds of the Parks, Recreation & Culture 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.