

Special Event Permit Application

Please Check One:

Large High Impact Event 500 Estimated Attendance of 500 or more

Small Low Impact Event _____ Estimated Attendance Less than 500

Activity / Event Name: Lions 5K

Event Summary in a few sentences:

Fundraising event organized the Newton South High School Athletic Boosters. To start and finish at the Newton South High School

Location Requested: Newton South High School

Organization/Applicant: Newton South Boosters Club

Contact: Lars Dietrich Title (if applicable) Race Director

Address 140 Brandeis Rd. City Newton State: MA Zip 02459

Day Phone # [REDACTED] Other Phone # _____

Email: [REDACTED]

On-Site Supervisor during event: Lars Dietrich Contact # [REDACTED]

Activity/Event Information

Complete all data as required for event of any size:

Activity/Event Road Race

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

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

Activity/Event Date(s): May 21 Estimated Attendance (per day): _____

Set-up time: From: 9:00 am am/pm to: 11:00 am am/pm

Event Time: From: 6:30 am am/pm to: 8:00 am am/pm

Clean-up time: From: 9:30 am am/pm to: 11:00 am 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 parks@newtonma.gov
- Submit non-refundable \$50 Permit Fee to Dept. This can be mailed, delivered in person, or by credit card payment.
- 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	\$50
		Trash fee *	\$75.00/per hour/ staff/4-hour min			\$
		Trash Truck Service (DPW)	TBD			\$
		Trash Fee: ** Receptacle drop-off & Pick-up only	\$100.00	No	N/A	\$
		Staff bathroom attendant***	\$30.00/hour			\$
		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 Truck Service

** 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.

Field/Court Fees

- Use of athletic fields, tennis, pickleball or basketball courts

ACTIVITY/EVENT FEATURES

Please indicate whether the following items pertain to your event:

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

Agreement of Applicant

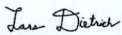
The information that I have provided in this application is correct and complete to the best of my knowledge. By signing this application for a special event permit, I/the applicant agree(s) to comply with the Newton Parks, Recreation & Culture Department's Special Event Permit as well as any additional 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:  Digitally signed by Lars J. Dietrich
Date: 2023.01.19 10:46:32 -05'00'

Name (print): Lars Dietrich

Date: 1/19/23

Untitled Map
Write a description for your map.

