

### Special Event Permit Application

Please Check One:

Large High Impact Event \_\_\_\_\_ Estimated Attendance of 500 or more

Small Low Impact Event 450 Estimated Attendance Less than 500

Activity / Event Name: NONANTUM NEIGHBORHOOD ASSOC. 11<sup>TH</sup> ANNUAL VILLAGE DAY

Event Summary in a few sentences:

1/2 day celebration of NONANTUM VILLAGE with scholarship presentations

Location Requested: Coletti MAENI PARK

Organization/Applicant: NONANTUM NEIGHBORHOOD ASSOC.

Contact: LOIS DOMINIQUE Title (if applicable) EVENT COORDINATOR

Address 40 COOK ST UNIT 1 City NONANTUM State: MA Zip 02458

Day Phone # [REDACTED] Other Phone # \_\_\_\_\_

Email: NNA EVENT COORDINATOR @ GMAIL.COM

On-Site Supervisor during event: TERRY SAUNDERS Contact # [REDACTED]

#### Activity/Event Information

Complete all data as required for event of any size:

Activity/Event VILLAGE DAY

Run/Walk \_\_\_\_\_ Rally \_\_\_\_\_ Parade \_\_\_\_\_ Wedding Ceremony/Photos \_\_\_\_\_

Fair/Carnival/Festival \_\_\_\_\_ Concert \_\_\_\_\_ Picnic \_\_\_\_\_ Other (specify): \_\_\_\_\_

Activity/Event Date(s): 6/4/2023 Estimated Attendance (per day): 450

Set-up time: From: 930 am/pm to: 4 am/pm

Event Time: From: 1130 am/pm to: 3 am/pm

Clean-up time: From: 3 am/pm to: 4 am/pm

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

**ACTIVITY/EVENT FEATURES**

Please indicate whether the following items pertain to your event:

| YES | NO |    | Required  | Complete |
|-----|----|----|---|----------|
| ✓   |    | 1  | Amplified Sound Start/ End time: <u>12-3</u> <u>NOT IN PARK</u><br>Noise Ordinance waiver may be required   |          |
|     | ✓  | 2  | Amusements, requires state inspection and addl. COI <u>NOT IN PARK</u>                                      |          |
| ✓   |    | 3  | Booths, exhibits, displays and/or enclosures, art feature   |          |
| ✓   |    | 4  | Canopy or tent, Permit required if over 10'x10' <u>ONLY 10x10</u>   |          |
| ✓   |    | 5  | Will there be entertainment <u>FACE PAINTERS</u><br><u>ROAMING CLOWN</u>                                    |          |
|     | ✓  | 6  | Is this a ticketed event? Requires an entertainment license from the City Clerk's Office                    |          |
|     | ✓  | 7  | Raffles- Requires a permit from the City Clerk's Office   |          |
|     | ✓  | 8  | Fencing/barriers/barricades   |          |
|     | ✓  | 9  | Food Concessions and /or food preparation area <u>NOT IN PARK</u>   |          |
|     | ✓  | 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, <u>Police</u> , <u>Fire</u> , 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? <u>FACEBOOK</u><br><u>LAWN SIGNS</u><br><u>BANNERS</u> |          |
| ✓   |    | 20 | Will you set up tables/chairs? If so, how many? <u>20</u>   |          |
|     | ✓  | 21 | Meet with PRC Ground Maintenance on layout and logistics  |          |
|     | ✓  | 22 | Parking plan <u>DPW</u> PRC <u>STREET BARRIERS</u>  |          |
|     | ✓  | 23 | Animal exhibits or attractions  |          |
|     | ✓  | 24 | Athletic Fields/Court use, additional fees may apply  |          |
|     | ✓  | 25 | Filming/Photography- Permit is required   |          |

**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/<br>staff/4-hour min |                |       | \$        |
|     | ✓  | Trash Truck Service (DPW)                              | TBD                                   |                |       | \$        |
| ✓   |    | Trash Fee: **<br>Receptacle drop-off &<br>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

**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): LOIS MARGARET DOMINIQUE, EVENT COORDINATOR  
Date: 2/6/23 NNA