

# 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: Indigenous Peoples Day Newton Ceremonial Celebration

Event Summary in a few sentences:

Indigenous Peoples Day Newton will be an outdoor, daytime, family-oriented cultural celebration that will run from 11-5:30pm on Monday, October 9, 2023.

Music, dance, and spoken word performances will occur on a main stage. There will be many opportunities for guests to actively participate in the event. Elders from the Indigenous community will facilitate talking circles throughout the day. There will be booths for educational exhibits, Indigenous artists, Native non-profits and local Newton community organizations.

Location Requested: Albemarle Park

Organization/Applicant: Indigenous Peoples Day Newton Committee

Contact: Kerry Prasad Title (if applicable) Clerk

Address: 22 Howe Rd Newton MA 02459

Day Phone # 781-552-7334

Email: kerry@indnewton.org

On-Site Supervisor during event: Contact # 781-552-7334

## Activity/Event Information

Complete all data as required for event of any size:

Activity/Event Indigenous Peoples Day Ceremonial Celebration

Run/Walk NO Rally NO Parade NO Wedding Ceremony/Photos NO

Fair/Carnival/Festival NO Concert NO Picnic Other (specify): Ceremony and Cultural Celebration

**Activity/Event Date(s):** Sunday, Oct 08- Monday, Oct 09, 2023

**Estimated Attendance (per day):** \_\_\_3(Sunday)\_500\_(Saturday)\_\_\_\_\_

Set-up time:

Sunday, Oct 8 from 4pm to 5pm canopy tent, stage and portapotties will be delivered off and set up

Monday, Oct 09 from 7am to 11 am

Event Time:

Monday, Oct 09 from 11 am to 5 pm

Clean-up time:

Monday, Oct 09 from: 5pm to 7pm

Tuesday, Oct 10 early morning-pick up canopy tent, portapotties, stage

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 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)

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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	Yes		300
		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			15
		Field Lighting ****	\$35.00/hour			—
		Field/Court Fees	TBD			—

Checks payable to: City of Newton

\$ 365

\*Trash Fee includes:

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- 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

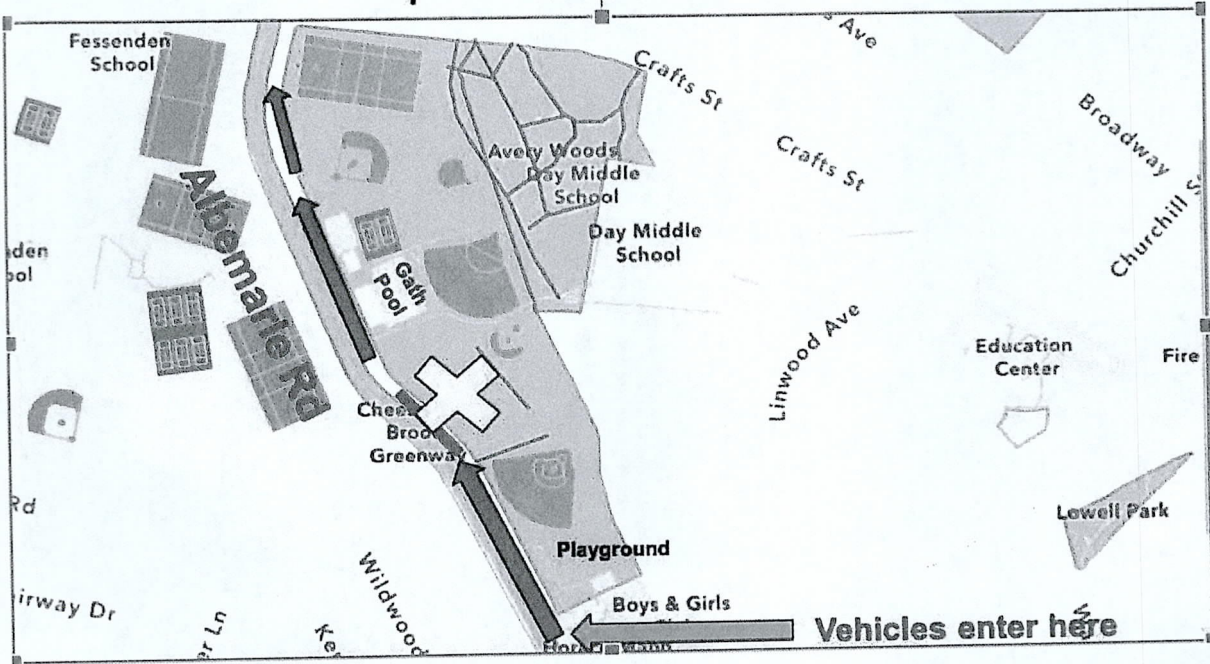
**Use of athletic fields, tennis, pickleball or basketball courts: Some athletic fields/courts may not be available during certain times of the year, depending on leagues/sports group schedules**

### ACTIVITY/EVENT FEATURES

Please indicate whether the following items pertain to your event:

YES	NO		Required
X		1	Amplified Sound Start/ End time: <u>11 am - 5:30 pm</u> 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 Health/License 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 <i>has own security</i>
	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	18	Will propane be used? Permit required
X		19	Will the event be advertised? If so, where, and how? <i>online, social media</i>
X		20	Will you set up tables/chairs? If so, how many? <i>10 tables, 70 chairs</i>
X		21	Meet with PRC Ground Maintenance on layout and logistics
X		22	Parking plan: DPW, PRC <i>- NO NEED -</i>
	X	23	Animal exhibits or attractions
	X	24	Athletic Fields/Court use, additional fees may apply
X		25	Filming/Photography- Permit is required

# Map of Albermarle Park



# Indigenous Peoples Day Site Map

200ft  
420ft  
Staging and changing area  
Stage  
Seating Area  
Water loading area  
Children's area  
Portapotties and Handwashing Station

**Art/Craft- 10 booths**

- 1 Ankhara by Luciana
- 2 Bayan Rocks
- 3 Crafts from the Bay
- 4 CreatedFX, Smart1Design
- 5 First Light Fashion
- 6 Galena L'Avilda
- 7 La Piñata
- 8 Martha's Vineyard Native
- 9 Red Rock Designs
- 10 Sankofa Anacaona Botanicals

**Native organizations 7 booths**

- 1 General Information Table
- 2 Higuyayagua: Taino of the Caribbean
- 3 IPD Newton Information Desk, First Aid
- 4 Kali "KO" Reis Boxer
- 5 North American Indian Center of Boston
- 6 Steven "Rhythyz" Garcia and Luna del Flor

**Painters- 3 booths**

- 1 Acóma Arts
- 2 Juan Perez Arts
- 3 Nayana LaFond Arts

**Music- 1 booth**

- 1 DJ Marcos Nicola

**Wellness- 4 booths**

- 1 Ancestral Womb and Wellness
- 2 Colectiva Wellness and Healing
- 3 Karaya Wellness Clinic
- 4 Rachel Beth's Healing Therapies

**NonProfits- 7 booths**

- 1 350 Node
- 2 828 Boston
- 3 Fenway Health
- 4 Families Organizing for Racial Justice
- 5 Green Newton
- 6 Historic Newton
- 7 Italian Americans for IPD

**Food Vendors- 4 booths**

- 1 Chiqui's Kitchen Empanadas
- 2 Joanne's Native Tacos and More
- 3 Native Times Food Truck
- 4 Sonya's Specials

**Newton Sponsors- 2 booths**

- 1 Newtonville Books
- 2 PNC Bank