



SAINT MARY OF CARMEN SOCIETY

88TH ANNUAL FESTIVAL

Saint Mary of Carmen Society

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Clemente
*Festival Vice
Chairman
Web Master*

Tax Id #
20-4035392

February 7, 2023

Nicole Banks
Commissioner
246 Dudley Road Kennard Park
Newton, MA 02458

Dear Commissioner Banks,

Please find below the information requested in support of our permit for the St. Mary of Carmen Society Festival on the grounds of JoAnne C. Pellegrini Memorial playground. The St. Mary of Carmen Society would like to again sponsor Fiesta Shows to operate a carnival & food vendors at Pellegrini Playground with the following dates & times.

Set-up – Carnival will arrive no earlier than 8 AM, July 10th to begin set-up on that day through Wednesday afternoon, July 12th.

The Carnival will operate:

July 12th - 5PM until 11PM – all lights off by 11:30PM (Wednesday)

July 13th - 5PM until 11PM – all lights off by 11:30PM (Thursday)

July 14th - 5PM until 11PM – all lights off by 11:30PM (Friday)

July 15th - 5PM until 11PM – all lights off by 11:30PM (Saturday)

July 16th - 4PM until 11pm - all activity ceases at 11:00PM and the carnival operator will be allowed until 1:00AM to begin the process of clean up and equipment removal, all activity to cease by 1:00AM, all carnival personnel to be off the premises by 1:30AM.

July 17th – Removal will commence no sooner than 8AM and conclude by 10PM

July 18th – Final cleanup & removal will be finished by 12 Noon.

Entertainment for the festival will be as follows:

Wednesday, July 12 th	7:00 PM– 10:30PM	Darryl and the Derelicts (Local Classic Rock Band) Tyler Morris (Rock Band)
Thursday, July 13 th	6:00 PM– 10:30PM	The Breeze (Lynyrd Skynyrd Local Cover Band) DK'S Full House (J Geils Cover Band)
Friday, July 14 th	7:00 PM – 10:30PM	The Legit Band (Local Pop Cover Band)
Saturday, July 15 th	6:00PM – 9:00PM 9:00PM – 10:30PM	The Reminisants (Local Oldies Band) Bondra & Morris (Country& Rock Cover Band)
Sunday, July 16 th	5:00 PM – 10:00 PM 10:00PM – 10:45 PM	Seabreeze (Italian Orchestra) Candlelight Procession to Our Lady'Church (Adams –Watertown – Washington Street)

Sincerely,

Charles Proia
Festival Chairman

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: St Mary of Carmen Society 89th Annual Festival

Event Summary in a few sentences:

Annual Italian-American Festival , Carnival, Live Entertainment Nightly, Games & Food. Annual
Celabration that raises charitable & Scholarship funds. ~~89th year of this event.~~ 87th year of the
Event

Location Requested: Pellegrini Park, 11 Hawthorn Street, Newton, MA 02458

Organization/Applicant: St Mary of Carmen Society

Contact: Chuck Proia Title (if applicable) Festival Chairman

Address PO Box 95094 City Newton State: MA Zip 02495

Day Phone # [REDACTED] Other Phone # _____

Email: [REDACTED]

On-Site Supervisor during event: Chuck Proia Contact # [REDACTED]

Activity/Event Information

Complete all data as required for event of any size:

Activity/Event 5 Day event

Run/Walk _____ Rally _____ Parade Wedding Ceremony/Photos Procession 7/16/23

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

Activity/Event Date(s): 7/12/23 - 7/16/23 Estimated Attendance (per day): 1000-2000

Set-up time: From: 7/10/23 am/pm to: 7/12/23 am/pm

Event Time: From: 5PM am/pm to: 11PM Daily am/pm

Clean-up time: From: 7/16/23 am/pm to: 7/17/23 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 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	
	✓	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: <u>5:00 PM - 10:30 PM</u> 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? <u>Varies</u>	
✓		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	