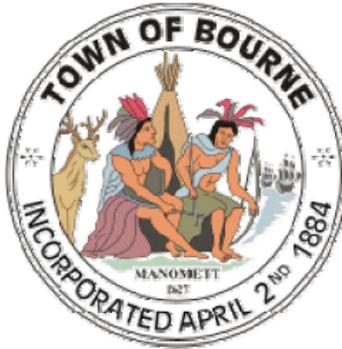


Town of Bourne

Select Board

Policies and Procedures



SPECIAL EVENTS AND USE OF TOWN PROPERTY

ADOPTED:

FEBRUARY 6, 2024

SELECT BOARD MEMBERS:

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Mary Jane Mastrangelo, Chair

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AMENDMENTS:

Table of Contents

POLICY	3
PURPOSE	3
INTENDED USE	3
PROCEDURES	4
I. DEFINITIONS	4
A. CATEGORIES OF PROPERTY	4
B. CATEGORIES OF EVENT ORGANIZERS	4
C. CATEGORIES OF EVENTS	5
D. CATEGORIES OF ENHANCEMENT PERMITS	7
E. CATEGORIES OF REQUIREMENTS	7
II. GUIDELINES	8
A. GENERAL REQUIREMENTS	8
C. ENHANCEMENT REQUIREMENTS	13
D. EVENT REQUIREMENTS (BY TYPE)	17
E. LOCATION REQUIREMENTS	25
F. WAIVERS FOR PROCEDURES AND/OR FEES	29
G. APPENDIX	29

POLICY.

The Town of Bourne welcomes and celebrates events in our community that promote the mission and strategic goals of the Town.

Whether considering a small or large event on town owned properties, facilities or public ways, or on private property, each village offers unique opportunities to complement and enhance an event, which the Select Board is committed to encouraging and supporting.

With streamlined processes to consistently reflect community expectations while offering effective and efficient service to event organizers, the Select Board adopts procedures designed to demonstrate responsive navigation through the permitting journey aimed at producing a positive experience from start to finish for special events and uses of Town owned property not controlled by the Bourne School Department.

PURPOSE.

It is the purpose of this policy and related procedures to regulate special events held in the Town of Bourne and on town owned properties so that such events can occur with the safety and health of the participants in mind, the protection of public property considered and the impact on non-participating residents minimized. This policy and related procedures are subject to change and nothing in this policy is intended nor should be construed as creating any right, privilege, or other authorization to use any specific Town property for any purpose. The Town reserves all rights to exclude any Town property from use by the public; this policy and related procedures are intended only to govern situations where the Town has identified and made available a specific property for use. Further, nothing in this policy and related procedures is intended or should be construed to alter the Town's prior limitations or prohibitions on speech or other expressive activities on specific properties or at particular locations and is not intended nor shall it be construed to create new public forums of any type or in any location (traditional, designated, or limited).

INTENDED USE.

This policy is intended to set forth operational procedures to ensure consistent and equitable treatment of those holding events in our community. It is, however, impossible to anticipate all situations under which an event may be requested or held. Accordingly, these procedures may be deviated in situations where they may conflict with existing law or where otherwise necessary to ensure the safety and health of event participants and the protection of private and public property.

PROCEDURES.

I. DEFINITIONS.

“**Special Events**” are temporary leisure, social, community or cultural experiences external from routine or licensed programs, occurring indoors or outside, open to the public or private, for people to participate through invitation, tickets or general admission, and either at a cost or free to attend.

1. “**Private Events**” are closed off from the general public attending. Private events such as family celebration or corporate meeting can occur on private or publicly owned property and can be free or at a cost and through invitation or ticket.
2. “**Public Events**” are open to the general public to attend. Public Events can occur on private or publicly owned property and can be free to attend or at a cost through invitation, ticket or entrance fee.

A. CATEGORIES OF PROPERTY.

1. **Public Property.** A parcel of land owned by the Town of Bourne (or its agency but not the Bourne School Department), rather than by a private individual, company or other organizations not directly associated with the Town of Bourne.
2. **Town Owned Building.** A structure owned by the Town of Bourne (or its agency but not the Bourne School Department) that is on public property.
3. **Bourne School Department Property.** A parcel of property or structure purchased for the restricted use under Chapter 70 regulations and requiring School Board approval for use.
4. **Public Way.** Any street, road or thoroughfare that is opened to the public and has been accepted by a public way by the Town.
5. **Private Property.** A parcel of land or structure owned by any organization or agency not accepted by the Town at Town Meeting.
6. **Private Way.** Any street, road or thoroughfare not accepted by the Town at Town Meeting, and can be closed or opened to the public for usage.

B. CATEGORIES OF EVENT ORGANIZERS.

1. “**Event Organizer**” is defined as the primary representing person(s) responsible with planning, coordinating and managing all aspects of the special event prior to, during and after the event.
 - a) “**Resident**” is an individual who lives or owns property in Bourne for any duration during one calendar year from the date of application.
 - b) “**Non-Profit**” is a public interest organization or registered society who is current regarding their state and federal corporate filing.
 - c) “**For Profit**” means a sole-proprietorship, partnership, Limited Liability Company, corporation or other legal entity that is organized or operated for the profit or financial benefit of its shareholders or other owners.

C. CATEGORIES OF EVENTS.

	Section Index
1. "1st Amendment" is a gathering, march or rally style event in which people peacefully assemble on public property or way to express and promote their views on any social issue or cause.	II.D.1.
2. "Beach Clean Up" is an organized event by a group/individual which coordinates volunteers to collect trash and debris while raising awareness of pollution along a coastal or conservation areas.	II.D.2
3. "Block Party" is a social gathering or party for all the residents of a block or neighborhood, typically held on a closed-off private or public way.	II.D.3
4. "Car Wash" is an event where volunteers provide manual labor to rinse, wash and clean vehicles, and other simple car detailing services for a set price or open ended financial donation.	II.D.4
5. "Community Event" provides an overall community benefit to the residents or local area, and must be sponsored by a charity or non-profit organization, not an individual business. The event is held on town property or way, where the general public is invited to attend and no entrance or participation fee is required.	
6. "Family Function" or celebration is an event such as birthdays, wedding, family reunions, graduations, and attended by members of a family or families.	
7. "Farmers Market" can occur on private or public property and is defined by the MA Department of Agricultural Resources as "public markets for the primary purpose of connecting and mutually benefiting Massachusetts farmers, communities, and shoppers while promoting and selling products grown and raised by participating farmers".	II.D.5.
8. "Festivals" are a social celebration marked by a specific focus or reason for gathering and including a schedule or program of offerings or services including entertainment, alcohol, food and activities for the attendees. Festivals can occur on private or public property and attendance can be free, by donation or a pre-determined fee.	
9. "Filming" means the staging, shooting, filming, videotaping, photographing, or other similar process, including the use of land, air or sea mechanical devices, associated for and with the making of still photographs, motion pictures, television programs, commercials and promotional content, videos, and nontheatrical film productions for non-profit or for-profit organizations.	II.D.6.
10. "Green Event" is an event committed to making sustainable choices by integrating environmentally responsible best practices and strategies to increase awareness through aligned objectives throughout the event from start to finish including planning, promoting, during and post event in areas such as Zero Emissions, Water Quality, Reducing Waste, Lower Impact, and Sustainable Design.	II.D.7

11. “Juvenile/Youth Organized Events” are organized by an individual under the age of 18, or an organization representing youth or juvenile persons under the age of 18.	
12. “Large Scale Event” means any event including but not limited to road races, parades, or events with vendors at which has the capacity to accommodate 1000 or more people at any given time, and requires traffic control, coordination with multiple departments, service providers and/or vendors.	
13. “Parade” is a public festive procession by foot or vehicle organized to move along a street or sidewalk, celebrating a special holiday, day or event. Such events may include marching band, floats, decorated vehicles, costumed individuals and/or animals.	II.D.8.
14. “Pilot Event” is a first time type and/or style of event never been approved in the past, and is being proposed as an initial small-scale implementation to assist with identifying issues or obstacles allowing the event organizer and town to properly evaluate the merits of the event reoccurring in the future.	
15. “Procession” is an organized group of people proceeding in a formal or ceremonial manner, often with a religious or political connotation along a sidewalk or street.	
16. “Road Race” is a competitive event of racing bicycles or other manually powered vehicle, or individually and physically conducted by walking or running over public roads on a determined route.	II.D.10
17. “Signature Event” is an annual event that significantly distinguishes and elevates the Town of Bourne through positive broad media exposure, substantial visitor and public appeal and/or increase economic value including local meals and overnight lodging, and has reoccurred for minimum of two consecutive years.	
18. “Small Scale Event” is an event attracting less than 50 attendees, requires very little consultation with Town staff and minimal traffic control requirements.	
19. “Toll Booth” is a fundraising event receiving a collection of donated funds or items in conjunction with a specified non-profit charity. Volunteers of the toll booths are stationed at pre-determined locations on private or public property or way; and members of the public are typically in vehicles bequeathing funds or items to the volunteers.	
20. “Vendor Event” is an event offering a variety of predominately individually operated services and businesses with a range of wares, activity or product being offered. Vendors can be located and offered to the public within a mobile unit, tent or tabled booth that is stationary on private or public property or way.	II.D.11

D. CATEGORIES OF ENHANCEMENT PERMITS.

	Section Index
1. “One Day Liquor License” is a special license as regulated by <u>MGLc.138§14</u> and issued by the Local Licensing Authority to serve all alcohol, beer & wine, or wine only for no more than 30 calendar days per year, per entity.	II.C.3.
2. “One Day Entertainment License” is a special license not to be issued for more than 30 calendar days per year, per entity, as defined by MGLc.140 §177A, MGLc.140 §181 and MGLc.140 §183A, issued by the Local Licensing Authority to provide, including but not be limited to, such uses as amplified or acoustic live or recorded music, concerts, movies, amusement rides, carnival games or rides, dancing by entertainers, patrons or performers, inflatable bouncy houses, exhibition, cabaret or public show of any description, Karaoke, theatrical exhibition or play, light show of any description, other dynamic audio or visual show whether live or recorded.	II.C.1.
3. “One Day Hawker-Vendor License” is a special license granted to an individual person by the Chief of Police to sell or offer for sale any goods or tangible personal property, food or beverage, first or second-hand wares or merchandise for no more than a total of ten (10) calendar dates, in relation to an approved special event or acting independently in the Town of Bourne on any public or private property, highway or public right-of-way <i>from a stationary location</i> , with or without a state issued license depending on the applicant.	II.C.2.
4. “One Day Peddler-Vendor License” is a special license granted to an individual person by the Chief of Police to sell or offer for sale any goods or tangible personal property, food or beverage, first or second-hand wares or merchandise for no more than a total of ten (10) calendar days, in relation to an approved special event or acting independently in the Town of Bourne, from a vehicle, cart or any other conveyance <i>which is not stationary, with or without a state issued license depending on the applicant.</i>	II.C.2.
5. “Temporary Food Service Permit” covers all aspects of preparing, sampling, selling, serving or giving away food or beverages from a fixed location in either a mobile, permanent, or temporary structure in conjunction with an approved special event in the Town of Bourne, which the food or beverage requires temperature control, and/or processing to the public for a temporary period of time of no more than 30 calendar days in one year.	

E. CATEGORIES OF REQUIREMENTS.

1. **“Farmers Market Manager”** is a person on record who is the required point of contact and accountable for the market’s day-to-day operations, ensuring compliance with all vendors, permits and licenses, and is on site.
2. **“Parking Plan”** is a written and or drawn plan confirming property owner authorization of parking plans; details on number of parking spaces with

- demonstrated reasonable accommodations for Handicap parking; if any traffic management and directional precautions need to be instituted for safety purposes including proposed “No Parking Zones” on public ways as regulated in Section 3.7 of the Bourne Traffic Rules and Orders; and, any transportation intentions for attendees between non-abutting designated parking that supports a special event.
3. **“Safety Plan”** is a written document detailing the intended measures to be implemented on managing any and all safety/security precautions including but not limited to traffic control, alcohol oversight for service and consumption, ID check points, crowd control and security, etc.
 4. **“Signage”** is any temporary sign, sandwich board, lawn sign, banner, poster, handbills, inflatable tube, feather flag or any other publicly displayed promotional material that is erected, affixed or placed on a premise, or along or across a public way for a period of time, in relation to a special event in the Town of Bourne.
 5. **“Site Plan”** is a preferably computer generated drawn plan to scale (8 ½ x 11 or larger) mapping the dimensions/sqft of property and intended layout of use including location of all vendors, portable restrooms, placement of trash and recycling barrels and any enhancements such as entertainment, food vendors and food trucks, beer/wine garden, entrances and exits, ID check points, seating, tents, etc.

II. GUIDELINES

A. GENERAL REQUIREMENTS.

1. This policy and its procedures are administered by Town Administration on behalf of the Select Board.
2. All events can be organized into two categories with sub-sections:
 - a) TOWN OF BOURNE AFFILIATED OR WITHIN TOWN BOUNDARIES, (Year-Round, Or Seasonal)
 - i. Town of Bourne Departments, Board/Committees
 - ii. Residents
 - iii. Educational institutions, sports booster clubs within Bourne boundaries
 - iv. State and Federal agencies located within Bourne boundaries
 - v. Non-profits, Clubs and Associations located within Bourne boundaries
 - vi. For-profit organizations located within Bourne boundaries
 - b) VISITING – NOT AFFILIATED WITHIN THE TOWN OF BOURNE.
 - i. Non-Resident
 - ii. Government agencies (local, state and federal) not located within Bourne boundaries.
 - iii. Non-Profits not located in Bourne
 - iv. For Profit not located in Bourne
3. **POLICE DETAILS.**
 - a) Police Details may be required as determined by the Chief of Police or designee beyond what is requested in a proposed application or set forth in these procedures.
 - b) All fees associated with requested Police Details and/or as determined necessary by the Police Chief are billed separately from any permit fees associated in these procedures.

B. TOWN PROPERTY REQUIREMENTS.

1. RESERVING TOWN PROPERTY.

- a) PUBLIC SCHOOL PROPERTIES. Any proposed event requesting School property must apply for use with the Bourne School Department. Any inclusion of enhancements will be subject to requirements and procedures outlined by issuing and overseeing authority.
- b) PUBLIC PROPERTY, NOT BOURNE PUBLIC SCHOOL AFFILIATED.
 - i. Reservations may be accepted up to one year in advance of requested date.
 - ii. Reserving any town property does not constitute exclusive use of said property, nor shall prohibit the public from accessing property.
 - iii. To avoid any potential location conflicts, please refer to Section II.E. for procedures specific to individual town properties prior to confirming availability. Each property may have varying limitations, such as time of day or designated areas for enhancement offerings.
 - iv. In order to provide town property equally throughout the year, special events may not reserve town property for more than four (4) consecutive days in total for a single event. The four days includes set-up, the event and clean-up.
 - v. Special events that attract more than 3,000 people in a single day and considered a Signature Event may request an extension of two (2) additional days for event preparation purposes only. Requests must be submitted in writing, detailing reason for request at least 120 days in advance.
 - vi. With the exception of 1st amendment events and Farmers Markets, individual organizers may not be granted more than 10 calendar days in one calendar year for use of town property at the same location.
 - vii. Proposed Rain Dates must be included with event date reservation, and may only be considered for the same property. Alternative parcels or facilities for rain dates are not permitted.
 - viii. Special Events on Town property shall be open to the public. Private or visitor events may only be applied for and approved only if it does not conflict with a Town affiliated public event.
 - ix. Once a date has been confirmed available through the designated town department, all special event organizers are required to submit online a Use of Town Property Application to reserve, secure the date and begin the review process.
 - x. APPLICATION PROCESS:
 - a) APPLICATION SUBMISSION FILING DEADLINES:
 - 1) Complete applications may be accepted up to one year in advance of requested event date.
 - 2) **Large scale events** must submit a complete application **no later than 90 days prior** to the anticipated event set-up date.
 - 3) **Private events, family functions, juvenile/youth events, car washes and toll booths** may submit a complete application **no later than 30 days prior** to the anticipated event.

- 4) **All other events open to the general public** must submit a complete application **no later than 45 days prior** to the anticipated event set-up date.
- b) APPLICATION INCLUSIONS:
 - 1) All use of town property applications are required to submit a site plan.
 - 2) All public events on town property are required to submit a written safety plan.
 - 3) Juvenile/Youth Events must have a co-event organizer above the age of 21, who will be attending and participating in the event.
 - 4) All for-profit visiting event applications must include a written statement confirming their intentions how the proposed event will directly benefit and improve the quality of life for the residents of the town of Bourne.
- c) All applications must be complete and signed off by all related reviewing departments before advancing for approval consideration. Any outstanding concerns will need to be addressed and coordinated with the related town department. Other requirements will depend on enhancements included with proposed event application.
- d) SELECT BOARD CONSIDERATION FOR USE APPROVAL:
 - 1) Approval of an application for use of any town owned property or public way will be non-exclusive.
 - 2) Juvenile/Youth Organized Events will not be charged a use of town property fee.
 - 3) NEW EVENT APPLICATIONS
 - i. All new use of town property applications with any/all required adjoining inclusion items must be approved by the Select Board at a regularly scheduled meeting.
 - ii. All applications, except Car Washes, will be placed as separate agenda items.
 - iii. Car Wash applications may be placed on Consent Agendas.
 - iv. The event organizer is encouraged to attend and represent the application in person or virtually.
 - v. The Select Board may table the application consideration to a following meeting, and require the event organizer to appear.
 - vi. Delayed filings will not be considered for new events.
 - 4) RENEWAL EVENT APPLICATIONS
 - i. Applications for renewal events with no violations from the previous year may be considered for approval on the Consent Agenda of a regularly scheduled Select Board meeting prior to the event start date.
 - ii. Applications for renewal events with violations from the previous year must be placed as a regular agenda item, and appear in person before the Select Board for approval consideration.
 - 5) RENEWAL EVENTS WITH AMENDMENTS APPLICATIONS

- i. Applications for events from previous years with any proposed changes, including but not limited to alteration of route, change in location, changes or additional enhancement permits or other amendments must be submitted within the required filing deadlines, and shall be placed as a regular agenda item.
 - ii. The event organizer may appear in person before the Select Board for approval consideration.
 - iii. The Select Board may table the application consideration to a following meeting, and require the event organizer to appear.
- 6) DELAYED FILING APPLICATIONS
- i. No delayed filings will be considered for new events or renewal events with amendments.
 - ii. Delayed filings for use of town property may only be considered if the event meets all of the following requirements:
 - a) The Event is applying for a renewal without amendments;
 - b) The application is complete and is filed by noon on Thursday before a regularly scheduled Select Board meeting occurring prior to the event date(s);
 - c) The Event Organization is a town affiliated event as defined in section II.A.2.a.
 - d) The Event is not receiving financial support by Bourne Community Engagement Committee; and,
 - e) The Event is in good standing without any prior year violation(s).
 - iii. All fees associated with a delayed filing application and adjoining enhancement permits will be double the rate, are ineligible for fee waivers and cannot be paid from Town of Bourne associated funding sources such as Bourne Community Engagement.
 - iv. The event organizer must include a written statement with reason for failing to submit an application within the required time frame and meeting the deadlines, and is recommended to appear at the Select Board meeting. All delayed applications shall be placed as a regular agenda item.
 - iv. Only one (1) delayed filing may be granted per event, and requires a super majority vote by the Select Board in favor for approval.
- 7) INDEMNIFICATION. As a condition of the Use of Town Property approval, all Event Organizers shall execute an indemnification and hold harmless agreement.
- 8) INCLEMENT WEATHER/EVENT CANCELLATION.
- i. Cancellation of an event due to inclement weather/poor property conditions will be at the discretion of the Town Administrator, Assistant Town Administrator, Police Chief or the DPW Director.

- ii. Refunds associated with any fee charged for use of town property or town issued permit will not be provided for inclement weather or any other reason for cancellation of event.

2. **USE OF TOWN PROPERTY REQUIREMENTS**

a) PRE-EVENT.

- i. Requests for use of town electricity and/or the installation of a banner across Main Street must be indicated on the Use of Town Property Application and will be determined by DPW if request be granted (Additional fees may apply).
- ii. All electrical cords will be supplied by the event organizer and must be routed outside of pedestrian or vehicular traffic or suitably protected or guarded.
- iii. Under no circumstances may any container/dumpster or portable Bathrooms obstruct egresses, handicap parking and/or adjacent cross hatch access areas.
- iv. If stakes, footings or other material intended on either being inserted below ground level or affixed to town property such as structures or lamp poles must be reviewed by DPW.
- v. All fencing plans must be reviewed by the Building Department to determine the proper number and width of required egresses.
- vi. Any event incorporating vehicles or food trucks as part of the event must identify all participating vehicles on the site plan to be reviewed by town departments.
- vii. All events that include hawker/peddler vendors: Event Organizers must submit no later than 14 days prior to the event:
 - a) a list of all Police Chief approved vendors;
 - b) the types of wares, goods or services being offered by each vendor, and
 - c) Identify on the submitted site plan the locations or allowed routes of each vendor.

b) DURING EVENT.

- i. Event organizers are required to manage on-site preparation, including security, parking, insurance, set-up, maintenance and clean-up, emergency services and safety of operations according to the requirements placed on the special event by any/all town departments.
- ii. It is the responsibility of the event organizer to contact the related department and communicate any questions or concerns that may arise during an event.
- iii. All required enhancement permits/licenses (Beer/Wine, Entertainment, Food Service, etc) must be on premise during the event.
- iv. All events must comply with noise by-law requirements, and will not be audible more than 150ft from point of origin.
- v. All egresses, fire lanes and cross-hatch marked areas must remain free of any obstructions.
- vi. Nothing may be affixed to any tree on town property or a public way.
- vii. Under no circumstance may stickers be applied to any portion of town property including but not limited to the bandstand, fences, stages, walkways, benches, posts, existing signage, trees, etc.
- viii. Market size umbrellas, tents or other awnings must be properly and independently secured with water bag or barrels, or cement blocks and must be able to resist minimum wind pressure of 20lbs/sq.ft

- ix. All elevated platforms or stages must meet local building requirements.
 - x. Helium balloons and the use of sparklers, fireworks, pyrotechnic displays and other like uses are strictly prohibited on Town Property.
 - xi. All forms of smoking including but not limited to cigarettes, e-cigarettes, vaping or marijuana is strictly prohibited in accordance with Health Regulations and town bylaws.
 - xii. Juvenile/Youth Events must have at minimum 2 adults over the age of 21 be present during the event, and an additional 1 adult per 10 children after 20 children associated with said event .
 - xiii. Approved locations do not include exclusive use of the site. Any member of the public not involved with the event may not be prohibited from accessing, visiting or using property for personal enjoyment.
- c) POST-EVENT.
- i. All debris must be removed immediately after event and property must be returned to original state within 24 hours or additional time as determined and approved by the Town of Bourne.
 - ii. Any damage to town property occurred by event will be subject to refunding any and all costs associated with replacement and repair.
 - iii. If it is determined by the Department of Public Works that the irrigation system is damaged by event occurrences, it is the responsibility of the Event Organizer to reimburse the town for any/all repairs occurred.
 - iv. In the case that an authorized event violates a rule or condition which is determined in writing by Town staff to be a detriment to public safety or the facility and/or property, the Town Administrator may recommend through written notification to the Select Board that the individual Event Organizer and/or the Event Organization named on the permit be placed on probation and ineligible for use of any town property or public way up to one-year from the date of infraction.

C. ENHANCEMENT REQUIREMENTS

1. Applicants are advised that the below licensure operational procedures are not intended to and do not supersede any and all other laws, regulations, or policies of the Commonwealth or Town related to such licensure.
2. **ONE DAY ENTERTAINMENT LICENSE.**
 - a) Events with entertainment may only be licensed between 8am and 10pm Monday through Saturday and 10am and 8pm Sunday.
 - b) The Local Licensing Authority may impose conditions on one-day licenses in order to preserve and protect the public health, safety, and order as aforesaid.
 - c) Events previously licensed with entertainment can be placed on the Select Board's consent agenda only if there are no outstanding public safety concerns or violations including found noise complaints. If there are previous year issues, the event organizer is required to appear at the Select Board public meeting for application consideration.
 - d) **EVENTS ON TOWN PROPERTY.**
 - i. No entertainment shall be permitted on town property without a valid one day entertainment license on the premises.

- ii. Licensees shall not permit any games to be played on town property for money or for a prize of alcoholic beverages; provided, however, that games may be played for money at certain fund-raising activities which have been approved by the Local Licensing Authority and for which the licensee holds other appropriate licenses.
3. **ONE DAY HAWKER/PEDDLER VENDOR LICENSE.**
- a) GENERAL REQUIREMENTS
 - i. No hawker/peddler vendor activity shall be permitted in the Town of Bourne without a valid license issued.
 - ii. Juvenile/Youth organized events such as cookie drives, popcorn sales, lemonade stands or other similar in nature events are exempt from obtaining a hawker/peddler vendor license, however must comply with all other requirements said forth in Section C.1.
 - iii. The Chief of Police or designee will act as the licensing authority for all one day hawker/peddler vendor licenses.
 - iv. No day-of applications will be considered.
 - v. One Day Hawker/Peddler Vendor Licenses are granted to separate individual person(s)/employee(s).
 - vi. All one day Hawker/Peddler vendors must comply with all local and state requirements including food permits, filing of sales tax, etc.
 - vii. No more than a total of ten (10) calendar dates can be permitted to a single individual whether in relation to an event or acting independently.
 - viii. All applicants must include the following items with their application to the Police Chief:
 - a) All items proposed for sale.
 - b) Food Service permit, if vending food;
 - c) Valid vehicle registration, if using a mobile unit
 - ix. No permitted Hawker/Peddler Vendor may operate before 7:00 a.m. or after 10:00 p.m., or within restricted times associated with conditions placed on said property.
 - x. No permitted Hawker/Peddler shall use any public place to sell wares or do anything else in any way(s) that obstruct(s), interfere(s) with, or prevent(s) the free flow of pedestrian, ADA compliance or vehicular traffic.
 - xi. No permitted Hawker/Peddler shall dispose of any debris or waste products generated from their operation into Town owned and maintained trash receptacles
 - b) NON-EVENT ASSOCIATED, INDEPENDENT VENDOR APPLICATION
 - i. All non-event associated, independent vendor applications may not conflict with dates, times with an approved or reoccurring event on the same parcel or within 300ft. of a special event, similar existing retail, sales or operations, or within any restricted areas outlined in town bylaws, zoning, policy or other related Town of Bourne regulation.
 - ii. ON TOWN PROPERTY
 - a) All non-event associated, independent vendor applications proposed on public property must be submitted and approved by the Police Chief prior

to submitting a use of town property application within the appropriate filing deadline.

- b) All non-event associated, independent applications for activity on public property must include written description how activity will benefit the residents of Bourne, or vendor's intentions for community contributions.

iii. ON PRIVATE PROPERTY

- a) All non-event associated, independent vendor applications on private property must be submitted and approved by the Police Chief at least fifteen (15) calendar days prior to the proposed event date, and include written permission from the property owner granting approval for such activity to occur.

c) EVENT ASSOCIATED APPLICATION

- i. All event associated vendors must submit an application to the Police Chief and receive approval at least twenty (20) calendar days prior to the associated event's start date.

4. **ONE DAY LIQUOR LICENSE.**

a) GENERAL REQUIREMENTS

- i. One day liquor licenses are required for all events open to the general public where alcohol will be offered and currency is exchanged in any manner including but not limited to ticket sales, entrance fee, open bar, etc on public or private property which is not already licensed, and permitted to be offered.
- ii. One Day Liquor Licenses are not required for catered private, closed from the public events such as weddings, family celebrations or corporate events.
- iii. No person, corporation, partnership or association may be granted a special liquor license for more than a total of 30 days per calendar year.
- iv. Any and all licenses/permits granted by the Local Licensing Authority are valid only for the dates and times for which they had been granted, and shall expire thereafter.
- v. All license holders are required to purchase alcohol for the event from an authorized source in Massachusetts, such as a licensed wholesaler.
- vi. BYOB is not permitted on Public Property at any time and at any location.
- vii. Special licenses for the sale of all alcohol beverages may only be granted to non- profit organizations.
- viii. Special liquor licenses for sale of beer and wine may be granted to for-profit and non- profit organizations.
- ix. The Local Licensing Authority may impose conditions on one-day licenses in order to preserve and protect the public health, safety, and order as aforesaid.
- x. One day liquor licenses may only be issued between 9am and 9pm Monday through Saturday and 10am and 8pm Sunday.
- xi. Events in which alcohol will be permitted to be carried and consumed within the entire footprint of the event requires a designated manager, if not the same person as the Event Organizer associated with the one-day liquor license application for said event.
- xii. Events in which individual vendor(s) is managing a designated/isolated portion within the event footprint (such as a beer garden or tent) requires each vendor responsible for said area to apply for separate one-day liquor licenses.

- xiii. Each one-day liquor license holder must have a designated manager with an active TIPS certification, and be on the licensed premise at all times alcohol is being stored, served and/or consumed.
- xiv. The designated manager is required to familiarize him/herself with these requirements and ensure compliance is maintained.
- xv. POLICE DETAILS.
 - a) Large and/or Signature Events with alcohol must apply for a police detail with the Bourne Police Department, for the length of event time beer/wine is served to the public.
 - b) In the Case Police details are not filled at the time of the event, proof of applying for the detail must be supplied to the Town Administration office.
- b) APPLICATION REQUIREMENTS
 - i. The event organizer and designated manager (if not same person), and all individual vendor operator must be 21 years or older if applying for a special one day liquor license.
 - ii. Applications must be submitted no less than 30 days prior to last Select Board public meeting before the proposed date of event.
 - iii. Items required to be included with a one day liquor license application:
 - a) US Federal or State government identification with date of birth issued to the Event Organizer and designated manager (if not same person), and all individual vendor operator.
 - b) TIPS certification issued to the Event Organizer or designated manager who will be present at the event and overseeing the service/consumption of alcoholic beverages and the permitted area.
 - c) Site plan specifying proposed areas of service and consumption, any proposed fencing with points of egress, seating, tables, entrances/exits and entertainment (if applicable).
 - d) A written safety plan outlining precautionary measures such examples of warning signage, outlining locations of security details, methods for training staff, monitoring of alcohol, checking and verifying identifications, etc.
 - e) Confirmation of the police detail request
 - f) Non-profit organization Form 501(3)(c) (if applicable)
 - g) Use of Town Property application, or written approval from property owner.
 - h) A certificate of liability insurance (COI) naming the Town of Bourne as additional insured for the date and location of the event with a minimum amount of 1 million dollars (\$1,000,000) in liquor liability must be filed with the use of town property application.
 - iv. RENEWAL APPLICATIONS. Events previously licensed with One Day Liquor Licenses can be placed on the Select Board's consent agenda only if there are no outstanding public safety concerns or previous violations. If there are public safety concerns or past violations, the event organizer is required to appear at the public meeting for application consideration.
- c) DURING EVENTS

- i. Designated Manager must remain with licensed area where alcohol is stored, served and consumed, monitoring both staff and patrons for compliance.
- ii. Area in which alcohol is being served and/or consumed must be signed and controlled as indicated on approved floor plan, and must have designated identifiable personnel to manage ID Check points, entrances and exits.
- iii. Use of beer luges, drinking funnels, free pouring, etc. is prohibited.
- iv. Alcohol is not permitted outside of the controlled approved areas.
- v. Alcohol sales and service must end 20 minutes prior to the event ending time.
- vi. EVENTS ON PUBLIC PROPERTY:
 - a) Alcohol may only be offered to the public in aluminum, plastic or paper containers. Glass is not permitted.
 - b) Recycling containers must also be made available to the public, if materials offered are recyclable.

D. EVENT REQUIREMENTS (BY TYPE)

1. 1ST AMENDMENT PROTECTED EVENTS

- a) 1st amendment events often involve speech and expression that lies within the core of First Amendment protection. Upon receiving a permit application for a 1st amendment event, or becoming aware that such an event may occur, town staff shall consult with town counsel to ensure that the town's implementation of this policy conforms to all applicable First Amendment law.
- b) 1st amendment events are not permitted to block access to town owned buildings or interfere with other purposes town owned properties or facilities are designed for.
- c) 1st amendment events that anticipate attendees or routes to obstruct or close off vehicle or pedestrian traffic from public ways or sidewalks, or will be considered a large scale event on town owned property are required to file a use of town property application and obtain approval from the Select board.
- d) 1st amendment events not anticipating obstruction of vehicle or pedestrian traffic are not required to file a use of town property application however it is strongly encouraged, recommended to do so. Filing an application will ensure town departments can accommodate the event, the participants, the site as well ensure support to the general public can be balanced.
- e) A use of town property permit cannot be denied based on the content of speech, the viewpoint to be expressed, or the identity of a speaker. Speech is protected by the First Amendment. Use of town property does not mean nor shall it be construed as meaning that the Town supports or endorses the content or viewpoint of any speech that may be expressed by a person.
- f) If a 1st amendment event has not obtained a permit, Police can ask attendees to move to the side of a street or sidewalk if necessary for reasons of safety or for other persons' use of the street or sidewalk.
- g) The Select Board may place reasonable content and viewpoint neutral conditions or restrictions on the use of town property permit, or one day entertainment license for the sound equipment in order to serve public purposes unrelated to the content or viewpoint of the speech.

- h) If amplifying devices will be used, it is strongly encouraged to obtain a special one day entertainment license.
 - i) 1st Amendment events may require expedited permit approval. It is the policy of the Town that if a march or rally applies for a permit, the Town shall ensure that the permit application is processed so as not to delay the march or rally.
 - j) If a 1st amendment event encounters counterprotesters, Police are permitted to keep counterprotesting groups separated while allowing groups within sight and sound of one another.
2. **BEACH CLEAN-UPS**
- a) Beach clean-up events are only allowed between 8am and 2 hours prior to sunset from October to May, and may not occur on federal and state recognized holidays.
 - b) Only one beach clean-up event may be approved per location per week.
 - c) Beach clean-up event organizers are required to obtain pre-approval from the Department of Natural Resources prior to filing an application for use of Town Property.
 - d) All beach clean-up events must obtain liability insurance coverage naming the Town of Bourne and all volunteers additional insured.
 - e) The Town will not supplement or supply trash bags or buckets, vests, gloves, and other related equipment for the event.
 - f) Events proposing to have bags of trash picked up and hauled by Town of Bourne Sanitation division must coordinate through the Department of Public Works.
 - g) Parking permits are required year-round at all town owned beaches. The event organizer may apply for a parking permit waiver, per section 3.E of these procedures.
 - h) A Site Plan is required to be included with the Use of Town Property application and must indicate any tents, watering stations, or other offerings.
 - i) Tents may not be staked in the parking pavement.
 - j) All participants in any volunteer activity and, before engaging in any activity, must have the appropriate waiver of liability signed and completed.
3. **BLOCK PARTIES**
- a) To host a block party on a public way in the Town of Bourne, event organizers must submit a use of town property application to close the way from vehicle traffic.
 - b) A traffic/safety plan will be submitted for approval by the Chief of Police or designee prior to and filed along with the use of town property application.
 - c) The event organizer will need to apply for any/all enhancement permits being proposed with the event such as alcohol, entertainment, grilling or food trucks, tents, carnival rides, petting zoos, pony rides, bounce houses, etc.
 - d) The event organizer shall coordinate with the neighborhood the removal of any vehicles in the permitted area of public way; the use of town property permit does not include coordination by town departments for the posting of signage or assisting with removal parked vehicles in the public way.
 - e) **BLOCK PARTY FEES**
 - i. Block parties that are free to attend for the neighborhood public will have the use of town property permit and any other enhancement permits waived entirely.

- ii. The waiver of fees does not excuse the organizer from attaining the necessary enhancement permits and approvals including inspections, police details, or other requirements or services.

4. **CAR WASHES**

- a) To protect our watersheds, it is recommended car wash fundraising events be conducted with and at a commercial car wash.
- b) Car washes requested to be held on town property must be town affiliated juvenile/youth, educational or non-profit associated and are only permitted at the following locations:
 - i. Fire Station #3 in Sagamore Beach
 - ii. Fire Station #4 in Pocasset
 - iii. Town Hall
 - iv. Jonathan Bourne Public Library
 - v. Veterans Memorial Community Center
- c) Only one car wash may be scheduled per Saturday, per allowed location.
- d) All car wash fundraisers will be postponed if any water district within the Town of Bourne has declared a partial or total water ban.
- e) Events must provide hoses and any other supplies that are needed for the event.
- f) Liability Insurance is not required, however Car Wash applicants waive all liability when holding such event on Town owned public property.
- g) Car wash run off and cleaning soaps are serious pollutants to fisheries and water quality, therefore it is recommended:
 - i. Car washing events use water alone or in combination with biodegradable soap or phosphate-free cleaning agents formulated specifically for exterior car washing, that do not contain organic (carbon-based) solvents;
 - ii. Use soap sparingly. Use a hose nozzle with a trigger to save water; and,
 - iii. Dispose of leftover soapy water remaining in buckets into a sink, or toilet, not the street or storm drain.

5. **FARMERS MARKETS**

- a) For Farmers markets proposed on Town Property, included with the Use of Town Property application must be a site plan, safety plan and a confirmed Farmers Market Manager.
- b) Market Managers must vet and approve the farmers and vendors for the market, and maintain a master list of vendors with contact information, what they are selling and confirmation that all required enhancement permits including additional requirements through the Health Department and/or Board of Health are compliant.
- c) Temporary signs, banners or publicly displayed promotional material throughout the town must comply with town building codes, and must be removed within 4 hours after each day the market's hours of operation closes for the day.
- d) Portable Bathrooms and Handwashing Stations must be supplied for vendors. Markets may not be dependent on permanent restroom facilities located on or near premise of said market.

6. **FILMING**

- a) Any and all filming meeting the definition set forth in these procedures proposing to use any private or public property within the boundaries of the Town of Bourne

including private or public ways, harbors, marinas, conservation and recreational properties, and private properties not under the jurisdiction and/or ownership of the Town of Bourne must submit a film permit application at least thirty (30) calendar days in advance to the Town Administration office, and receive approval from the Select Board prior to commencing work on site in Town.

- b) Productions requiring roadway closures or police details must submit a film permit application at least sixty (60) days in advance.
- c) Required fees and ancillary enhancement permits associated with the production must be approved prior to filming.
- d) For productions involving the use of, or impacting upon public property, traffic flow, pedestrian movement, local business impacts, school zones, public facilities, parks, sidewalks, street areas, beaches, marinas or harbors must include a site plan and traffic plan with the film permit application.
- e) Any activities which result in adverse impacts to adjacent neighborhoods from, but not limited to, night shooting between the hours of 11:00pm to 6:00am, the use of explosions, noise from firearms, bullhorns, pyrotechnics, car chases, sirens, lighting apparatus, after hour filming, parking, and obstruction of public access, etc., must be detailed in a written safety plan reviewed and approved by the Police and Fire Chiefs, the Director of Public Works, the Building Commissioner, and the Director of Natural Resources and Conservation Agent (if in an environmental sensitive area). Written safety sign offs must be included with the film permit application and approved by the Select Board prior to commencing work on site.
- f) Filming may be a First Amendment protected activity. While these procedures takes such protections into account, scenarios and situations may arise where deviations could be required/allowed by law. Before staff regulates the related filming provisions within these procedures, guidance should be sought from the Administration Office.
- g) PERMIT EXEMPTIONS:
 - i. Credentialed members of the media such as reporters, photographers or cameramen in the employment of a newspaper, news service, radio or television broadcasting station, or similar entity engaged in on the spot broadcasting, reporting or photographing of news of general public are exempt from this section.
 - ii. 1st Amendment Events and Auditors
 - iii. Private social events (i.e. weddings)
 - iv. Wedding and Family Portraits.
 - v. Amateur photographers and tourists.

7. **GREEN EVENTS**

Supporting the Select Board's environmental commitment, and protecting our community's quality of life, events on town property are encouraged to integrate environmentally responsible best practices and strategies within said event, to champion and increase awareness through aligned objectives in five main areas:

- ☞ Zero Emissions
- ☞ Water Quality
- ☞ Reducing Waste
- ☞ Lower Impact
- ☞ Sustainable Design



Leading by example, events on town property that qualify as Green will enjoy demonstrated sustainable benefits such as:

- ☞ Ability to promote event as Green
- ☞ Showcasing event as a leader in limiting impacts on our environment
- ☞ Attracting diverse support through attendance and stakeholders
- ☞ Reduce waste, energy and materials consumption associated with event
- ☞ Increase awareness to reduce the amount of waste, energy and materials consumption for event coordinator, vendors and attendees
- ☞ Expand market for sustainable commodities and services
- ☞ Encourage other community events and locale businesses to voluntarily participate in the Green Event
- ☞ Ignite innovative approaches, and challenges other events to match efforts
- ☞ Green Event recognition on Town Special Events webpage
- ☞ A reduction in the Use of Town Property fee

a) GREEN EVENT ELIGIBILITY

1. Aligned within the five main area objectives (Zero Emissions; Water Quality; Reducing Waste; Lower Impact; and, Sustainable Design), events will be considered Green through a broad range of implemented sustainability initiatives.
2. To earn eligibility, events on town property must score a minimum of 15 points from a series of actions, outlined below:

Objective Area	Action	Available Points
 <p>Zero Emissions</p>	Event is held outdoors with natural lighting	1
	Attendees are encouraged to use public transit, bike or walk to event and provided with guiding information, as appropriate	1
	Accommodation recommendations for travelling attendees are within a one-mile radius	1
	Shuttle, carpool, group walks and/or bike rides are arranged for transportation to/from and during event from hotels and surrounding locations	1
	Electric vehicles are used by the event, or encouraged to be used by attendees	1
	Enforce anti-idling practices for event vehicles and event equipment on and adjacent to the event site. Idling should be limited to five (5) minutes (<i>emergency vehicles exempt</i>)	1
	Attendees are rewarded or incentivized to walk, cycle, use public transport or car pool.	1

	Virtual attendance provided as an option for attendees	1
	Collect geographic data (postcode) upon sale of ticket or RSVP to help identify locations your attendees arrived from.	1
	Event is zero-landfill (no trash generated)	2
	Transport related goals and objectives are set for reoccurring events.	2
	TOTAL POINTS	

 <p>Water Quality</p>	Provide food/drink vouchers or other forms of incentives for attendees who bring their own reusable water bottle.	2
	Water bottle refilling, hydration stations are offered instead of single use plastic bottles	2
	Create a plan for accidental spills by having adequate containment and cleanup materials on hand to prevent illegal discharges to storm drains and waterways. Train event staff in advance regarding when and how to use them.	2
	Require food vendors to have sufficient waste storage capacity, and coordinate with waste haulers for service as needed to prevent container overflow.	1
	TOTAL POINTS	

 <p>Reducing Waste</p>	Advertising and provided materials for event is 100% electronic	2
	Pre- and post-event communication is 100% electronic	2
	Event has mobile app to minimize paper scheduled and guides	1
	If printed materials are offered, they are printed on highest possible % post-consumer recycled content	1
	Event vendors are required to use sustainable materials	2
	Condiments are served in bulk rather than single-serving containers	1
	3 waste streams (Trash, Recycling and Food Waste) with clear signage is offered at event, and instructions is emailed to attendees prior to event.	2
	Establish a food donation plan strategy for excess edible food and coordinate donation delivery or pickup.	1
	Name badges/lanyards are reusable and collected at end of event for re-use	1
	TOTAL POINTS	

 <p>Lower Impact</p>	<p>At minimum 5 sustainable standards are required for event vendors such as:</p> <ul style="list-style-type: none"> ∞ no plastic straws ∞ no Styrofoam ∞ sustainable dishware provided to attendees 	5
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	<ul style="list-style-type: none"> ☞ sustainable, such as bamboo, utensils for attendee use ☞ food and/or drink products or ingredients locally sourced and/or organic ☞ food vendors asked to serve/use whole grains and healthy oils instead of refined ☞ snacks being offered are nutritious plant-based items without refined sugars ☞ no plastic bags ☞ Print receipts upon request only or fully digital for purchases 	
	Event attendees are emailed prior to event and encouraged to bring own dishware (mugs, water bottles etc.)	1
	Attendees pre-register or RSVP to limit vendors and event from over purchasing food and other items	1
	Event and/or vendors utilize alternative fuels, solar or renewable powered generators	2
	Event and/or vendors use non-toxic cleaning products at event	1
	TOTAL POINTS	

 <p>Sustainable Design</p>	Event Organizers set a sustainability policy for the event.	1
	Appoint a “Green Event Leader” to plan and manage action efforts with event, vendors and attendees	1
	Event eliminate giveaways, or replace with environmentally responsible options	1
	Event décor (if used) is environmentally responsible and reusable following year.	1
	Sustainability is discussed with vendors and incorporated into contract language, where appropriate.	1
	Volunteers and/or staff are trained in proper waste disposal and items to reuse (lanyards, badges, signage, etc)	1
	Volunteers and/or staff are assigned at waste disposal locations to assist with proper disposal during event.	2
	Develop check-out procedures requiring vendors, during event and prior to departure, their area is clean and waste-free.	1
	Event is promoted as “Sustainable” once eligibility is approved by Town.	1
	Event sets performance objectives and realistic targets for green actions	3
	Events monitor, measure, analyze, and share performance after event with town, on event website, and with vendors and attendees	3
	Reoccurring events evaluate past events and implement additional objective actions, scoring higher than previous year	3
	TOTAL POINTS	

8. **PARADES AND PROCESSIONS.**

- a) All parades and processions must follow the steps outlined in Article VIII of the Town of Bourne Traffic Rules and Orders.
- b) **PARADE VEHICLES.**
 - i. All drivers must possess a valid driver's license for the class of vehicle they are operating.
 - ii. All drivers must possess the registration for the vehicle they are operating and all CDL drivers must be in FMCSA compliance.
 - iii. **VEHICLE REQUIREMENTS.**
 - a) All vehicles must have a valid state inspection.
 - b) All CDL vehicles must be in compliance with FMCSA.
 - c) All vehicles/floats/trailers/musical platforms must be properly registered by the Registry of Motor Vehicles.
 - d) All vehicles must have working head lights, brake lights, turn signals, reverse lights, horn, windshield wipers and properly functioning brakes, including air brakes and tow break away systems. Cracked windshields will not be permitted.
 - e) All floats & trailers must use safety chains and be properly secured with a legal hitch.
 - f) All props on floats & trailers must be properly secured, braced or tied down to prevent movement. No vehicles with defective or underinflated tires.
 - g) Vehicles with frame or suspension defects; over-weighted, over-heighted or overloaded are prohibited. Drivers and parade managers should verify weight and height restrictions for proposed parade route.
 - h) Any vehicle with a noticeable leak or with an odor of a fuel leak will be immediately removed from the assembly area or parade route and may be towed from the area.
 - i) All staging to be built on trailer bed must conform to local, state & federal regulations.
 - j) **HAZARDOUS MATERIALS.** Cylinders or any type of compressed gasses or fuels including liquid propane, helium, nitrous oxide, acetylene, etc., as well as gasoline or propane generators are strictly prohibited on floats.
 - iv. **PERSONS IN/ON PARADE VEHICLES.**
 - a) The DRIVER is legally responsible for the actions of persons on vehicles and floats.
 - b) No throwing of any articles from the vehicles, floats or trailers.
 - c) No jumping on and off the vehicle once it is underway.

9. **PRIVATE EVENTS**

- a) Please see Section E "Locations" for specific requirements regarding private events on town property.

10. **ROAD RACES**

- a) Event Organizers who wish to hold a Road Race on a town owned public way or property on a certain day within the Town must file an application for use of town

property at least four weeks in advance of the date on which the Race Organizer wishes to schedule the event.

- b) The Application must include race route, date, time, estimated attendees, staff and volunteers, a traffic and written safety plan, and a list of any enhancements being included with said event. Town departments will review the proposed event and notify the event organizer if any ancillary enhancement permits or requirements must be completed prior to the event on private way or property occurring.
- c) Any race traversing or crossing any portion of a state or federally owned way or property must coordinate with the overseeing agency, and include a copy of the filed approval of said property with the Town prior to the event commencing.
- d) Use of permanent paint or markings of any type on roadways, street sign poles, telephone poles or trees for directions, or symbols is strictly prohibited.
- e) Temporary signs for direction may be used but must be removed the same day concluding of the ride/walk/race.
- f) All staging areas are to be void of any litter following the conclusion of the ride/race/walk.
- g) All participants must follow the rules of the road, including bridge crossing regulations.
- h) If any participant in the event requires medical care or transport from the Town's public safety, the cost of such will be billed directly to the person receiving the medial care or transport.
- i) A certificate of liability insurance (COI) naming the Town of Bourne as additional insured for the date and location of the event with a minimum amount of 1 million dollars (\$1,000,000) in liability must be filed with the use of town property application.

11. VENDOR EVENTS

- a) Events with fortune tellers may only be permitted through a non-profit town affiliated event organizer.
- b) **GOLD/SILVER SALES EVENTS**
 - i. All one day Jewelry gold/silver events must be associated with a licensed secondhand/junk dealer in the Town of Bourne, and must comply with all MGL c.140 §54 and §56, including retaining records and holding periods.
 - ii. All weighing or measuring devices used by a licensee in the conduct of a vendor event shall be tested and sealed by the Town of Barnstable Weights and Measures Division prior to being placed in service for said event.

E. LOCATION REQUIREMENTS

1. BUZZARDS BAY PARK

- a) **VEHICLES AND PARKING.**
 - i. There are no parking spaces for events owned by the Town of Bourne located at or abutting Buzzards Bay Park.
 - ii. All event associated parking in direct abutting lots are owned by the Army Corps of Engineers, and must have property owner sign off/approval for dates and times prior to submitting application for use of town property.

- iii. Vehicles are not permitted within grounds layout, including on park grounds or sidewalks.
- b) HOURS.
 - i. Event set up at the park may begin as early as 6am.
 - ii. Events with entertainment and/or beer/wine may only be licensed between 10am and 10pm Monday through Saturday and 10am and 8pm Sunday.
 - iii. Breakdown of events may not be conducted beyond 10pm any particular day.
- c) ENHANCEMENTS.
 - i. Beer & Wine
 - a) Only Beer and/or Wine is permitted for public events at Buzzards Bay Park; and must receive a one day license issued through the Select Board per Section C.3. Private events are not permitted to have any alcohol at Buzzards Bay Park.
 - b) BYOB is not permitted.
 - c) The area where beer/wine will be served or consumed at said public event must be contained within a tented, roped or fenced designated space within the green area, and may not be located within 100ft of the splash pad or playground.
 - ii. Food Service
 - a) Private events or celebrations are not permitted cooking grills and/or open flames, unless event food is being prepared and served by a licensed caterer through the Bourne Board of Health.
 - iii. Tents, Fencing, Stages
 - a) All furniture must be set up and broken down by the event organizer or the hired company, and must be removed by the end of the final permitted day of use.
 - b) Tents, Market size umbrellas or other awnings must be properly and independently secured with water bag or cement blocks and must be able to resist minimum wind pressure of 20lbs/sq.ft. Staking of tents is not permitted.
 - c) Fencing, volleyball nets and other games or enhancements must be secured above grade. Below ground securing is not permitted.
 - d) Fencing plan must be reviewed by the Building Department to determine the proper number and width of required egresses.
 - e) If an event includes elevated platforms or stages, it must meet local building requirements.
- d) SANITATION AND UTILITIES
 - i. All litter, trash or debris generated from event shall be removed by event organizer.
 - ii. If containers/dumpsters, or portable Bathrooms are necessary for event, and proposed placement will be on either State or federal owned property, approval from property owner must be included with use of town property application.
 - iii. Under no circumstances may any container/dumpster or portable bathrooms obstruct sidewalks and accessibility, be placed in handicap parking spaces or in cross hatch access areas.

iv. PORTABLE BATHROOMS AND HAND WASHING STATIONS

- a) The following # of bathrooms and handwashing stations are required for events located at Buzzards Bay Park (*Farmers Market excluded. See Farmers Market Section for requirements*).

Events less than 4 hours			
Total # of persons (attending, volunteering, vendors, etc)	ADA Accessible Bathrooms	Non-ADA Accessible Bathrooms	Handwashing stations in conjunction with Bathrooms
≥50	1	-	1
50-100	1	1	1
101-250	2	1	2
251-500	2	2	2
501-1000	3	2	3
1001-2000	4	4	4
2001-5000	5	5	5
5001+	8	8	8

Events more than 4 -10 hours			
Total # of persons (attending, volunteering, vendors, etc)	ADA Accessible Bathrooms	Non-ADA Accessible Bathrooms	Handwashing stations in conjunction with Bathrooms
≥50	1	1	1
50-100	2	2	2
101-250	4	4	4
251-500	4	4	4
501-1000	6	4	6
1001-2000	8	8	8
2001-5000	10	10	10
5001+	16	16	16

- b) Use of portable toilets placed on the premise by the Town during “peak season” (July 1 – Labor Day), may be requested in the Use of Town Property application and must be granted approval by the Select Board for including those units in total required number.
- c) The event is responsible for monitoring and maintaining adequate supplies and services, as well as security for Bathrooms and handwashing stations at all times placed on town property.
- d) Bathrooms and handwashing stations must be coordinated for scheduled placement and retrieval with the Department of Public Works.

v. ELECTRICITY.

- a) Requests for use of town electricity must be indicated on the Use of Town Property Application and will be determined by DPW if request be granted (Additional fees may apply).
 - b) All electrical cords will be supplied by the event organizer and must be routed outside of pedestrian or vehicular traffic or suitably protected or guarded.
- e) **SIGNAGE**
- i. Permanently or temporarily altering, adhering or securing any item to the gazebo or pavilion including banners decorations or signage using tacks, nails or staples is prohibited.
 - ii. Permanent paint shall not be applied to any town property including sidewalks, benches, structures, trees, etc.
 - iii. Temporary public art such as chalk, charcoal or washable paint may be applied to walkways and must be removed by wet mop or other low impact, environmentally friendly techniques. Power washing is not permitted.
- f) **ANIMALS OR PETS**
- i. All dogs, pets and animals including in petting zoo must be on leash or in crate.
 - ii. No animals of any kind are permitted within the fenced in playground and/or splashpad area.

2. **TOWN OWNED BEACHES**

- a) Events at Town beaches must comply with all posted times and regulations.
 - b) Private events or family functions, as defined in Section I.C., involving a maximum of twenty (20) persons and no setup, can be held on any town owned beach without a use of town property permit.
 - c) Public Events of any size; or private events or family functions having twenty-one (21) or more persons attending said event requires a complete use of town property application to be filed and approved by the Select Board at a regularly scheduled meeting, in accordance with Section II.B. of these procedures.
 - d) Events at any town owned beach may not restrict access to the public at any time.
 - e) The Town does not reserve specific areas of a beach.
 - f) Roping off or blocking of any area of public beach is not permitted.
 - g) Events may not be within 50ft of a nesting site.
 - h) Room must be left for emergency vehicles and the public to move up and down the beach.
 - i) All rules and regulations for dogs on the beach must be adhered to.
- j) **PARKING.**
- i. Car-pooling, drop off, or trolley services may be used to transport event attendees, however all vehicles parking at town beaches are required a valid Town of Bourne Beach Sticker.
 - ii. Waivers for parking requirements will not be considered by the Select Board during “Peak Season” (July 1 – Labor Day) and between 8am – 5pm.
 - iii. Vehicles associated with event, without a valid Town of Bourne parking sticker must park appropriately off site.
- k) **ENHANCEMENTS.**

- i. Alcoholic beverages of any kind, including champagne toasts is strictly prohibited on town owned beaches and/or abutting town owned parking lots for public or private events.
- ii. Amplified music must be directed away from residential properties, and not audible within 150ft from point of origin.
- iii. No open flames are allowed on the beach including bonfires, fireworks, tiki torches, and luminaries.
- iv. Structures such as tents, stages, arbors are not permitted on beaches.
- v. Access to electricity is not provided at town beaches.
- vi. Balloons, confetti, rice, bird seed is not permitted to be thrown or distributed.
- vii. Food distribution, trucks, or catering at any designated town owned beach is not permitted.

F. WAIVERS FOR PROCEDURES AND/OR FEES

- 1. Only residents or non-profits located in the town of Bourne are eligible for procedure and/or fee waiver consideration, and will be considered on an annual case-by-case basis by the Select Board.
- 2. The Select Board will not consider a request for rolling or reoccurring waivers of procedures or fees.
- 3. The Select Board will not waive any salary costs associated with Police Details or Custodial Overtime.
- 4. Requests for waiver must be done so in writing, submitted at least 30 days prior to the event and describe in detail:
 - a) What procedure or fee amount is being requested waived;
 - b) how the procedure and/or fee will create an undue hardship; and,
 - c) in what ways the event will provide or contribute to the overall benefit directly to the community of Bourne.
- 5. Waiver requests will presented by the applicant at a regularly scheduled Select Board public meeting.
- 6. Fee Waivers.
 - a) The Town Administrator will provide to the Select Board at the public meeting a tally of previously approved fee waivers for the fiscal year in which the event will be held.
 - b) Fee Waivers can be waived in partial or entirely.
 - c) All Fee waivers will only be approved through a super majority vote of the board present at the time of the meeting.
- 7. Fee Exemptions. the following categories of events are exempt from Permit fees:
 - a) Juvenile Organized Events – all use of town property and associated enhancement permit fees.
 - b) Small Private events and celebrations, under eight (8) persons attending.

G. APPENDIX

1. FEES

• Application Filing Fee	
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• Use of Town Property (town affiliated vs visitor, and categories)	
• One day Hawker/Peddler Vendor License \$10 per individual, per day.	
• Special One-day Entertainment	
• Special One –day Liquor License	
• Custodial Time (Community Building, Police Station, Fire Station, etc)	
• Utility Fees	
• Green Event Reduced Fees	
• Violations of these Procedures	

Refunds associated with any fee charged for use of town property or town issued permit will not be provided for inclement weather or any other reason for cancellation of event.