

Town of Bourne

Town Administration



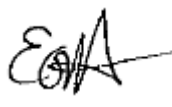
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24 Perry Ave, Bourne, MA 02532

Memo

To: Board of Selectmen
Marlene McCollum, Town Administrator

From: Liz Hartsgrrove, Assistant Town Administrator 

RE: Special Events Policy

Date: July 18, 2023

Attachments: Draft Special Events and Use of Town Property Policy & Procedures, dated July 18, 2023
Special Events Policy Memo, dated April 13, 2023

Continuing the effort towards drafting a special events policy with adjoining procedures, the comments and consensus generated at the April 18, 2023 Select Board workshop were used as a starting point for assembling the vision. Attached is a first draft including those comments, as well as recommended edits made by the Select Board Policy Sub-Committee at their July 14th meeting.

To ensure the development of this document is crafted accurately and efficiently, the attached draft is intentionally being presented incomplete. This provides a real time opportunity for feedback to properly guide staff as they continue composing.

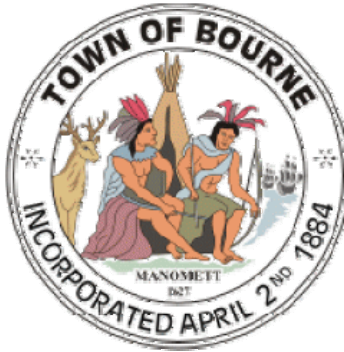
Understanding this draft is being presented without suitable time for a thorough review prior to tonight's workshop, below is a point of reference of items discussed in the April 18th workshop which were incorporated.

Application Filing	Action
How far in advance should an application be filed?	Guidelines. Section A.2.a).
1 st Amendment Uses	Guidelines. Section C.1.
# of calendar days one organization can use one location in a year	Guidelines. Section A.2.e.
Definition of small vs large event?	Definitions. Section C.
Required items to be included	Guidelines. Section A.3. and B.
Alcohol	Guidelines. Section B.2
Entertainment	Guidelines. Section B.3
Traffic and Parking Control, including Transportation intentions.	Definitions. Section E. 2 and 3. Guidelines. Section A. 3.g) Guidelines. Section B.2.k) iii.
New Applications appearing before Select Board	Guidelines. Section A.3.o)
Renewal Applications	Guidelines. Section A.3.p)
Delayed/Retro Applications	Guidelines. Section A.3.q)
Helium Balloons, fireworks, etc.	Guidelines. Section A.6.h)
HC Accessibility & egresses	Guidelines. Section A.6.e)

Town of Bourne

Select Board

Policies and Procedures



SPECIAL EVENTS AND USE OF TOWN PROPERTY

ADOPTED: _____, 2023

AMENDMENTS:

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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.

PROCEDURES.

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), 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) that can be on public or private property.
3. **Public Way.** Any street, road or thoroughfare that is opened to the public and is controlled or maintained by the Town of Bourne.
4. **Private Property.** A parcel of land or structure owned by any organization or agency not accepted by the Town at Town Meeting.
5. **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, and holding an event for fundraising or public awareness purposes in conjunction with the mission of the representing public interest organization.
 - 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.

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.
2. **“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.
3. **“Car Wash”** is a fundraising, organized event for non-profit and school affiliated groups 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 that typically takes place in a parking lot on either public or private property.
4. **“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.
5. **“Family Function”** or celebration is an event such as wedding, family reunions, graduations and attended by members of a family or families.
6. **“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”.
7. **“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.
8. **“Filming”** means the staging, shooting, filming, videotaping, photographing, or other similar process conducted for 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.
9. **“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 five main areas: Zero Emissions, Water Quality, Reducing Waste, Lower Impact Products, and Sustainable Design.

10. **“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.
11. **“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.
12. **“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.
13. **“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.
14. **“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.
15. **“Small Scale Event”** is an event attracting less than 50 attendees, requires very little consultation with Town staff and minimal traffic control requirements.
16. **“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.
17. **“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.

D. CATEGORIES OF ENHANCEMENT PERMITS. (SEE SECTION III.B. FOR PROCEDURES)

1. **“One Day Liquor License”** is a special license as regulated by MGLc.138§14 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.
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, 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.
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, food or beverage, 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 *from a stationary location*.

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, food or beverage, 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 *which is not stationary*.
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 are need instituted for safety purposes including proposed “No Parking Zones”; 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.

GUIDELINES

A. GENERAL REQUIREMENTS.

1. 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 within Bourne boundaries
- vi. For-profit organizations within Bourne boundaries

b) Visiting – not affiliated within the Town of Bourne.

- i. Non-Resident
- ii. Government agencies (local, state and federal) not located in Bourne.
- iii. Non-Profits not based in Bourne
- iv. For Profit not based in Bourne

2. Reserving Town Property.

- a) Reservations may be accepted up to one year in advance of requested date.
- b) To avoid any potential location conflicts, please refer to Section III.D 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.

3. Application Process.

- a) Applications may be accepted up to one year in advance of requested date.
- b) Large scale events must submit an application no later than 90 days prior to the anticipated event set-up date.
- c) Private events or celebrations, Car Washes and Toll Booths may submit an application no later than 30 days prior to the anticipated event.
- d) All other events open to the general public must submit an application no later than 45 days prior to the anticipated event set-up date.
- e) Juvenile/Youth Events must have a co-event organizer above the age of 21, who will be attending and participating in the event.
- f) All use of town property applications are required to submit a site plan.
- g) All public events on town property are required to submit a written safety plan.
- h) Events including hawker/peddler vendors must submit:
 - i. a list of all approved vendors no later than 14 days prior to the event;

- ii. the types of wares, goods or services being offered by each vendor, and
 - iii. Identify on the submitted site plan the locations or allowed routes of each vendor.
- i) Other requirements will depend on enhancements included with proposed event application.
- j) 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.
- k) Any and all licenses granted by the local licensing authority are valid only for the dates and times for which they had been granted, and shall expire thereafter.
- l) Juvenile/Youth Organized Events will not be charged a use of town property fee.
- m) 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.
- n) Approval of an application for use of any town owned property or public way will be non-exclusive.
- o) New Public Events
 - i. All new use of town property applications 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 filing, retro or back-dated approvals will not be considered for new events.
- p) Renewal Events
 - 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 appear in person before the Select Board for approval consideration.
- p) Renewal Events with Amendments
 - i. Applications for events from previous years that are proposing any changes, including but not limited to alteration of route, change in location, changes or additional enhancement permits or other amendments shall be placed on an agenda as a separate 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.
- q) Delayed Filing Applications

- i. Delayed filing, retro or back-dated approvals for use of town property may only be considered for town affiliated events applying for a renewal without amendments, and are in good standing without any prior year violation(s).
 - ii. The event organizer requesting to submit an application less than the required days, or needing a retro or back-dated approval for use of town property must include a written statement with reason for failing to submit an application within the required time frame and meeting the deadlines.
 - iii. The Select Board chair and Town Administrator will jointly consider the delayed filing or retro application, and must unanimously agree to the event proceeding.
 - iv. The event organizer of the delayed filing, retro or back-dated application will be required to appear at the following regularly scheduled Select Board meeting to review the reason for late filing, and post-review the event.
 - v. Only one (1) delayed filing or retro approval may be granted per event within a five (5) year span.
- 4. Indemnification.** As a condition of the Use of Town Property approval, the Event Organizer agrees to indemnify, defend and hold harmless the Town of Bourne and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the special event, or any activity constituting a part of the special event, or any act, omission or misconduct of the permit holder or their agents, representatives, contractors, employees or volunteers. The permit holder agrees to discharge any and all judgments that may be rendered against the Town of Bourne or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.
- 5. Pre-Event.**
 - a) 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).
 - 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.
 - c) Under no circumstances may any container/dumpster or portable washrooms obstruct egresses, handicap parking and/or adjacent cross hatch access areas.
 - d) 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.
 - e) All fencing plans must be reviewed by the Building Department to determine the proper number and width of required egresses.
 - f) 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.
- 6. During Event.**
 - a) 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.

- b) 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.
- c) All required enhancement permits/licenses (Beer/Wine, Entertainment, Food Service, etc) must be on premise during the event.
- d) All events must comply with noise by-law requirements, and will not be audible more than 150ft from point of origin.
- e) All egresses, fire lanes and cross-hatch marked areas must remain free of any obstructions.
- f) Nothing may be affixed to any tree on town property or a public way.
- g) 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.
- h) Helium balloons and the use of sparklers, fireworks, pyrotechnic displays and other like uses are strictly prohibited on Town Property.
- i) 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.
- j) Juvenile/Youth Events must have at minimum, 2 adults over the age of 21 must be present; with a total of 1 adult per 10 children must be present during the event.

7. Post-Event.

- a) 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.
- b) Any damage to town property occurred by event will be subject to refunding any and all costs associated with replacement and repair.
- c) 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.
- d) In the event 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 deem through written notification to the Select Board that the individual Event Organizer and/or the Event Organization named on the permit recommends being placed on probation and ineligible for use of any town property or public way up to one-year from the date of infraction.

B. ENHANCEMENT REQUIREMENTS

1. One Day Hawker/Peddler Vendor License.

- a) No vendor activity shall be permitted on town property without a valid license issued.
- b) The Chief of Police or designee will act as the licensing authority for all one day hawker/peddler vendor licenses.
- c) Juvenile/Youth organized events such as cookie drives, popcorn sales, lemonade stands or other similar in nature events are exempt from hawker/peddler license requirements.

- d) An application must be submitted online at least fourteen (14) calendar days prior to the proposed start date.
- e) One Day Hawker/Peddler Vendor Licenses are granted to separate individual persons, authorizing to sell or offer for sale any goods, food or beverage, wares or merchandise.
- f) No more than a total of ten (10) calendar dates can be permitted to a single individual whether in relation to an approved special event or acting independently.
- g) No Hawker/Peddler may cry his/her/their/its wares before 8:00 a.m. or after 9:00 p.m.
- h) Event Associated Application
 - i. Hawker/Peddler vendor licenses affiliated with an approved event must be identified on the list provided to the Town by the event organizer.
- i) Non-Event Associated, Independent Application
 - i. All non-event associated, independent hawker/peddler vendor applications must submit a use of town property application.
 - ii. Independent applications may not conflict dates, times or locations with an approved or reoccurring event.
 - iii. Independent applications may not propose locations within 300 ft. of similar existing retail, sales or operations.
 - iv. Independent applications for activity on town property must include written description how activity will benefit the residents of Bourne, or vendor's intentions for community contributions.
 - v. If the proposed location is private, the application must include permission letter from property owner.

2. One Day Liquor License.

- a) BYOB is not permitted on Town Property at any time and at any location.
- b) 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.
- c) Events with multiple individual vendors offering service of alcoholic beverages are required to be licensed separately for the area in which they are assigned on the site plan.
- d) No person, corporation, partnership or association may be granted a special liquor license for more than a total of 30 days per calendar year.
- e) Special licenses for the sale of all alcohol beverages may only be granted to non-profit organizations.
- f) Special liquor licenses for sale of beer and wine may be granted to for-profit and non-profit organizations.
- g) One day liquor licenses may only be issued between 9am and 9pm Monday through Saturday and 10am and 8pm Sunday.
- h) 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.
- i) All applicants are required to purchase alcohol for their event from an authorized source, usually a licensed wholesaler in Massachusetts.

- j) 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. Details may not be filled, at the time of the event, however proof of applying for the detail must be supplied to the Town Administration office.
- k) One Day Liquor License Application Requirements
 - i. Event organizers 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:
 - 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.
 - Site plan specifying proposed areas of service and consumption, any proposed fencing with points of egress, seating, tables, entrances/exits and entertainment (if applicable).
 - 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.
 - Confirmation of the police detail request
 - Non-profit organization Form 501(3)(c) (if applicable)
 - iv. 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.
- l) During Events with One Day Liquor License
 - i. TIPS Certified Alcohol Manager must remain with alcohol and overseeing service at all times alcohol is made available to the public.
 - ii. Alcohol may only be offered to the public in aluminum, plastic or paper containers. Glass is not permitted on town owned property.
 - iii. Use of beer luges, drinking funnels, free pouring, etc. is prohibited.
 - iv. Recycling containers must also be made available to the public, if materials offered are recyclable.
 - v. Area with alcohol 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.
 - vi. Alcohol is not permitted outside of the controlled approved areas.
 - vii. Alcohol sales and service must end 20 minutes prior to the event ending time.

3. One Day Entertainment License.

- a) No entertainment shall be permitted on town property without a valid one day entertainment license on the premises.
- b) Events with entertainment may only be licensed between 8am and 10pm Monday through Saturday and 10am and 8pm Sunday.

- c) 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.
- d) 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.
- e) 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.

C. EVENT REQUIREMENTS (BY TYPE)

1. **1st Amendment Events**

- a) 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.
- b) 1st amendment march or rally 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.
- c) 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.
- d) A use of town property permit cannot be denied because the event is controversial or will express unpopular views.
- e) If a 1st amendment event has not obtained a permit, Police can ask attendees to move to the side of a street or sidewalk to let others pass or for safety reasons.
- f) The Select Board may place conditions or restrictions on the use of town property permit, or one day entertainment license for the sound equipment however the board or any town department does not have the ability to unnecessarily constrict the event to significantly interfere with effectively communicating with the intended audiences.
- g) If amplifying devices will be used, it is strongly encouraged to obtain a special one day entertainment license.
- h) Breaking News Associated 1st Amendment Events.
 - i. 1st amendment events responding to a breaking news occurrence can obtain an expedited review and approval for use of town property and/or special one day entertainment license through the Select Board chair and Town Administrator in order to properly evaluate any supporting town services for the event to proceed safely.
 - ii. The chairperson will notify the remainder of the Select Board members of the application and any conditions of approval via email.

- iii. A copy of the email will also be placed in the next regularly scheduled meeting's correspondence packet.
 - i) Counterprotesters must be treated equally however Police are permitted to keep counterprotesting groups separated while allowing groups within sight and sound of one another.
 - j) All permit and license fees associated with a 1st amendment event are waived. This waiver does not include any costs associated with police or custodial details related to the event.
- 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 drafted and approved 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 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.
- 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) 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.

6. Filming	<u>Still to be drafted</u>
7. Pilot Program Events	
8. Private Celebrations.	
9. Road Races	
10. Toll Booth	
11. Events with Vendors	

D. LOCATION REQUIREMENTS

1. Buzzards Bay Park

Still to be drafted

- Beer/Wine is permitted

2. Weddings on Beaches

3. Fire Stations

4. Police Station

5. Community Building

6. Library

7. Recreational Fields

E. 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

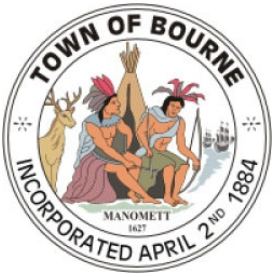
F. APPENDIX

Still to be drafted

1. Special Event on Town Property Check List

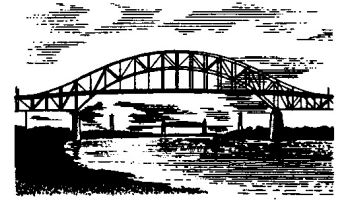
2. Fees

- One day Hawker/Peddler Vendor License \$10 per individual, per day.
- Special One-day Entertainment
- Custodial Time (Community Building, Police Station, Fire Station, etc)



Town of Bourne

Town Administration



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532

Memo

To: Board of Selectmen
Marlene McCollum, Town Administrator

From: Liz Hartsgrove, Assistant Town Administrator

RE: Special Events Policy

Date: April 13, 2023

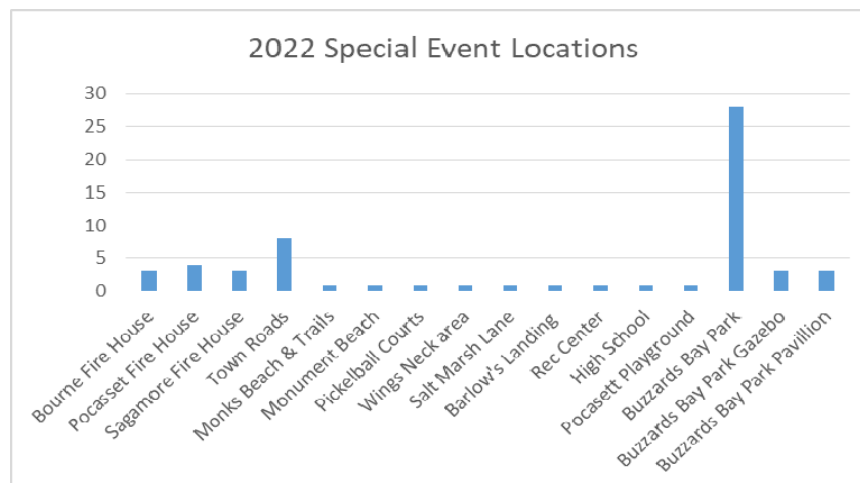
Attachments:

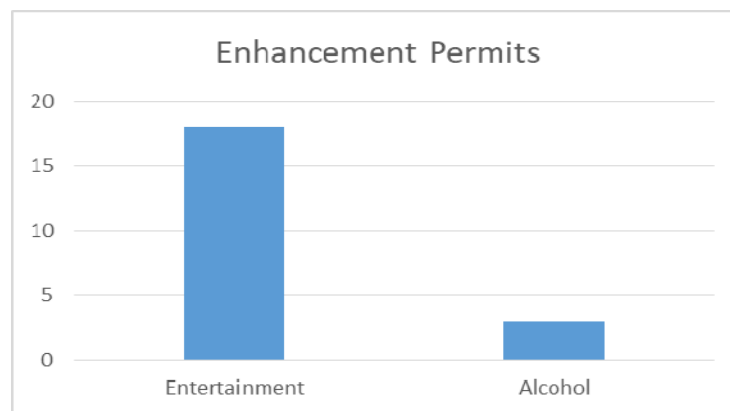
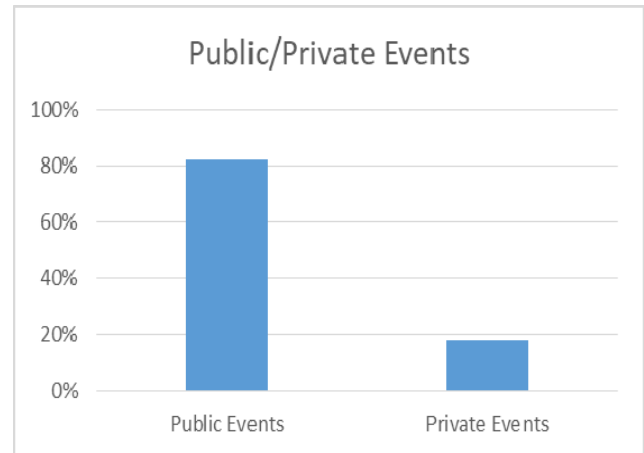
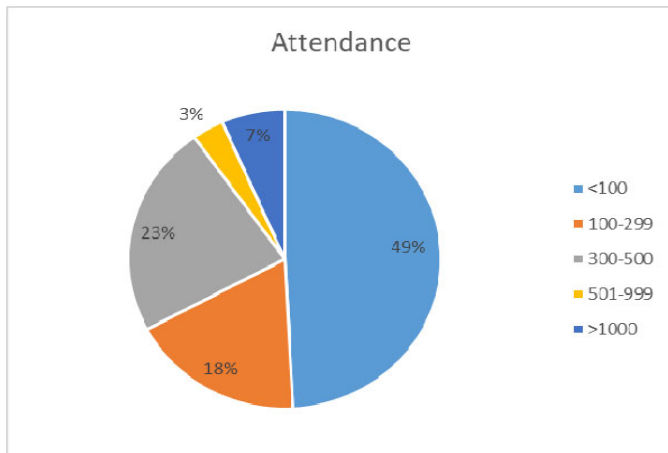
- 2022 List of Special Events
- Special Event Policy for Buzzards Bay Park
- Town of Barnstable Special Event on Town Property Guidebook
- Town of Provincetown Use of Town Property Rules and Regulations
- 2017 Use of Town Property Fees – MA Town Survey

Keeping in line with the Select Board's Strategic Plan and the organization's mission to maximize opportunities for social and economic development while leveraging the town's unique characteristics, Bourne provides a wide range of town owned locations that complements and enhances all types and sizes of special events and uses.

As you will see in the attached 2022 list of special events and graphs below, Bourne's town properties hosted:

- over 60 special events for private celebrations and public community events (34 events at Buzzards Bay Park) in 2022;
- over 50% of the event attendance had 100 guests or more;
- 82% of the scheduled events on town property were open to the public;
 - Of those open to the public, 18 events (29.5%) had entertainment and 3 events (5%) had alcohol or "enhancement permits".
 - Only one event open to the public had both entertainment and alcohol (Canal Day, with the highest attendance reaching over 6,500)





In 2022 the Select Board worked on a series of policies (Special Events at Buzzards Bay Park, and Outdoor Recreation Reservation Policy) however it is undeniable not all events are alike or occur in one particular location; thus precipitating the Select Board's commitment in prioritizing the development of a comprehensive special events policy or "guide" to assist event organizers, supporting staff and related boards with navigating established expectations when holding various types of events.

The April 18th work session will reignite discussions on the Select Board's vision and content for a more comprehensive policy/guide.

Once the Special Events policy begins to further develop, topics such as Outdoor Recreation Reservations and other areas of interest for using for private/public events can be chaptered within the guide to create a one-stop-shop for event organizers and staff.

1) A TEMPLATE TO BUILD FROM

I have included a copy of the Town of Barnstable's Special Events on Town Property Guidebook and Provincetown's Rules and Regulations, as examples of best practices. Barnstable's guidebook is organized in chapters detailing standards in general and then more specific to using a particular location or type of enhancements being proposed such as food, entertainment, signage, alcohol, etc.

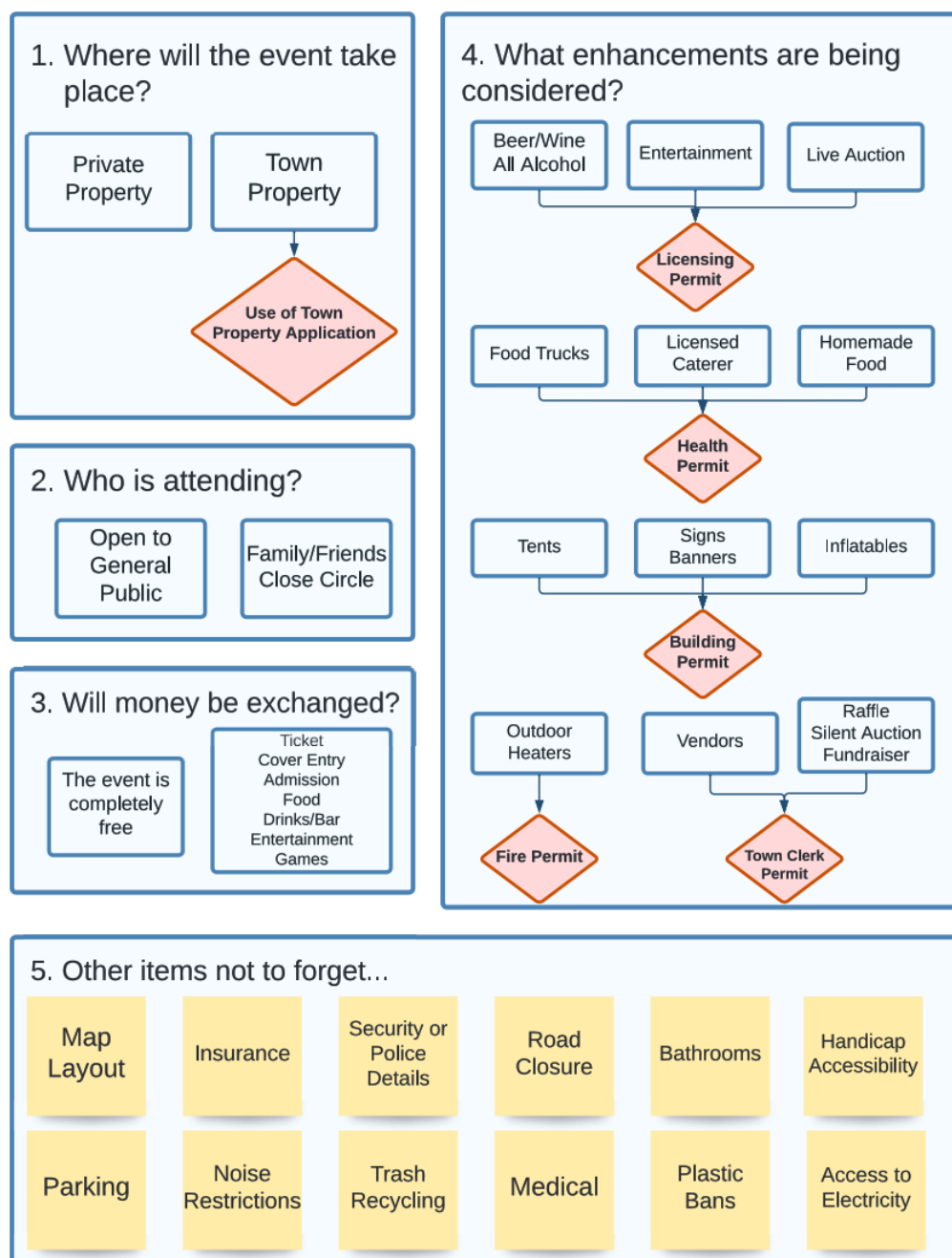
Both examples can be used as a template for the Select Board to build and convey a version best suited for Bourne's wants and needs in how town property should be used, what expectations are held for

event organizers and town staff as well as a means to attracting event organizers to use various properties throughout the 5 villages to better complement their event goals/objectives.

2) UNDERSTANDING POINTS OF VIEW

Events are complex and individually unique; therefore the journey taken prior to, during and after is not a “one-size-fits-all”.

Questions 1-5 below are typical for staff in using to assist event organizers to visualize, design and construct an event outline while assessing what/if permits or town department coordination is necessary. Recognizing the importance of these questions optimizes the essential support from both the staff and event organizer’s point of view.



3) **ASSEMBLING THE VISION**

While special events can seem complex and overwhelming, the key is to begin organizing the path into steps.

Step 1	Examining types of events
---------------	----------------------------------

There are two types of events:

1) Open to General Public

- A-thons (Run/Walk/Bike/etc)
- Festival/Vendor Fair
- Carnival (small and large scale)
- Farmers Market
- 1st Amendment Gathering/Procession
- Parade
- Fundraiser/Charity – blood drives, car washes, cookie/bake sales
- Ceremony
- Sporting events or tournaments
- Neighborhood events – Holiday Strolls, Block Parties
- A combination thereof.

2) Closed from General Public/Private

- Social/Family Celebrations – birthdays, weddings, reunions
- Corporate/Association Events – meetings, trainings, tradeshow

Step 2	Examining types of Event Organizers
---------------	--

All event organizations can be organized into two categories with sub-sections:

1. Town of Bourne affiliated or within town boundaries (year-round, or seasonal)

- Town Departments, Board/Committees
- Residents
- Educational institutions, sports booster clubs
- State and Federal agencies located within Bourne boundaries
- Non-profits, Clubs and Associations
- For-profit organizations

2. Visiting – not affiliated within the Town of Bourne.

- Government agencies (local, state and federal)
- Family/Friend Social events
- Non-Profits not based in Bourne, inside/outside MA?
- For Profit not based in Bourne, inside/outside MA?

Keeping in mind the information above, Steps 3-5 outlined below will assist in the workshop discussions in order to tease out priorities as well as identify general expectations for the various uses and requested properties.

Step 3	Examining the Application for Use of Town Property
---------------	---

1. Application Filing

- _____ • How far in advance should an application be filed?
 - _____ ○ Does that differ for a certain type, size or location? *Birthday Party required to go through the same process as a Road Race or Canal Day?*
- _____ • 1st Amendment uses
 - _____ ○ Recommend a notification to be filed? (TA, Public Safety, DPW, etc)
- _____ • How many calendar days can one organization use one location in a year?
- _____ • What is the definition of small vs large event?
 - _____ ○ Will increased attendance boost to a next tier of requirements? If yes, what is that #?
- _____ • What should always be included with the filing?
 - _____ ○ Site Plan detailing how property will be used, and where?
 - _____ ○ Insurance. Does this vary depending on who the applicant is?
 - _____ ○ Written Safety and/or traffic plan?
 - _____ ○ If a visiting for-profit – written statement on intentions to give back to Bourne?

2. Approval for Use - New vs. Renewal Events

- _____ • Does the approval process differ for type of event, or event organizer?
- _____ • Is there a desire to expedite and streamline the process with certain types of applications through Administrative (TA) approvals?
 - _____ ○ New Private/Family events
 - _____ ○ New Charity/Fundraiser events
 - _____ ○ Renewals if there are no violations or issues from past years? *(this would not include entertainment or alcohol)*

Step 4	Examining Site Specific or Event Requirements
---------------	--

- _____ • Alcohol
 - _____ ○ Beer/Wine or All Alcohol – which locations allowed?
 - _____ ○ Days of the week/time restrictions?
- _____ • Hours Permitted (with/without entertainment or amplification)
- _____ • Parking
- _____ • Accessibility Requirements
- _____ • Trash/Recycling placement
- _____ • Food Truck Placements (impacts to existing businesses?)
- _____ • Tent or Inflatable Placement
- _____ • # of bathrooms and placement
- _____ • Traffic Control preventative measures (signage, cones, volunteers, etc.)

- _____ • Police Details
- _____ • Balloon restrictions at water front properties?
- _____ • Use of Electricity and/or Water
- _____ ○ Who and who isn't allowed to use utilities?

Step 5	Examining Event Enhancement Permits
---------------	--

1. Special One Day Liquor License (MGL c.138, §14)

- _____ • BYOB (No sales) allowed at certain locations or for certain types of events? (such as concert or movies in the park, private function such as wedding reception)
- _____ • TIPS Training – for just manager, or all servers?
- _____ • Written Safety plan how to manage, check IDs and contain within areas?
- _____ • Area roped/snow fenced in?

2. Special One Day Entertainment License

- _____ • Live vs Non-Live?
- _____ • Limit types of Entertainment?
- _____ • Start and End Times?

3. Tent Permits

- _____ • Limit locations
- _____ • Limit duration to be up or weather conditions - reduce damage
- _____ • Damage to irrigation systems or fields? What is expected of event organizer?

4. Temporary Food Permits

- _____ • Open Grills by licensed establishments allowed?
- _____ • Food Trucks

5. Propane Outdoor Space Heaters

- _____ • Allowed?

6. Banner/Lawn Signs

- _____ • Installation dates and removals expectations
- _____ • Limitation on # or size? (sign pollution)

4) RESOURCE AND SERVICE COST RECOVERY

Events broaden awareness, strengthen community connections, create shared experiences and activate the Town's profile, however **every** event also generates impacts on town services and resources prior, during and after the event, equating to costs. If those costs are not recovered by fees in some capacity, general fund revenues absorb those event related expenses.

As Bourne prioritizes fiscal responsibility, the Select Board will need to set policy and direction as far as costs associated with special events, and when it is and is not appropriate to charge fees.


To provide some context as to costs associated with an event, it is extremely helpful to research other communities to see variations in how fee structures and categories are crafted as well as price ranges and even discounts.

1. Below is a full cost analysis conducted by the Town of Barnstable in 2018 revealing the average costs associated with an event with food, entertainment and tents tallying nearing \$3,000 in services rendered through full/part time staff alone in the major contributing departments.

Town of Barnstable FY17 Use of Town Property Cost Analysis	
Special Event with entertainment, food vendors, signs, tents @ Town Property or Public Way	
Division	Total
Licensing	\$ 237.87
Parking	\$ 149.10
Reg. Services Director	\$ 64.34
Building	\$ 38.62
Police	\$ 33.05
Arts & Cultural	\$ 332.50
Health	\$ 322.96
DPW Solid Waste	\$ 1,365.93
DPW Structures & Grounds	\$ 319.22
Town Manager	\$ 59.08
Min cost per event	\$ 2,922.66
<i>*Estimate does not include involvement by Finance, DPW Highway, Police Traffic Control, Community Services, Media Team, office related expenses (gasoline, phones, computers, printing, etc), and Volunteer Board time</i>	

While this information is 5 years old and based upon salaries within a different community, and a community never fully recovers associated costs with services provided, this information offers a baseline to understand all of the staff involved with special events and related resources.

2. Attached is a 2017 survey of use of town property fees charged by several communities in MA, and below are Barnstable's current fee structure as of 2022 and Provincetown's current fee structure as of 2021.



USE OF TOWN PROPERTY FEES

As of January 1, 2022

- **Application Filing Fee \$25** *Non-refundable
- **Use of Town Property**

	With Beer/Wine	Without
June - August	\$200/day	\$125/day
Sept - Nov	\$175/day	\$100/day
Dec - May	\$150/day	\$75/day

*Beer/Wine only permitted at certain town properties.

- **Use of Property Discounts**

Veteran Affiliated Educational Institution in the Town of Barnstable	100%
Resident or Non-Profit in the Town of Barnstable *Proof of residency required	25%
For-Profit Business in the Town of Barnstable	10%



Select Board

Rules and Regulations for Use of Town Property

The following proposed fee changes will take effect September 1, 2021 (approved applications with a deposit in place will be grandfathered under the Usage Fee at the time of approval).

Use of Town Properties Fee Schedule

Non-Profit Organization - Non-Profit fees only apply to organization's who are registered Non-Profits.

Town Hall Grounds, Bas Relief, First Landing Park, Town Parking Lots	July – August	May – June Sept – Oct	Nov – April
Usage Fee per day	\$300	\$150	\$75
Multi-day discount (subsequent days*)	\$100	\$75	\$25
Town Officer	\$35/hr.	\$35/hr.	\$35/hr.
Parking Fee – Bradford St. Town Hall Spaces (4)	\$20 / space	\$10 / space	No charge
Deposit (100% of Usage Fee)	100%	100%	100%
Cancellation Fee (within 4 months of the event)	Deposit total	Deposit total	Deposit total
Lopes Square, Suzanne's Garden	No charge	No charge	No charge

For-Profit Organization and Individuals

Town Hall Grounds, Bas Relief, First Landing Park, Town Parking Lots, Suzanne's Garden	July – August	May – June Sept – Oct	Nov – April
Usage Fee per day	\$1000	\$500	\$250
Multi-day discount (subsequent days*)	\$300	\$200	\$100
Town Officer	\$35/hr.	\$35/hr.	\$35/hr.
Parking Fee – Bradford St. Town Hall Spaces (4)	\$20 per space	\$10 per space	No charge
Deposit (100% of Usage Fee)	100%	100%	100%
Cancellation Fee (within 4 months of the event)	Deposit total	Deposit total	Deposit total
Lopes Square	No charge	No charge	No charge

* Multi-day events are consecutive days of a single event and not exceeding more than seven days. Please see the Town of Provincetown's Zoning Regulations for additional information.

As you can see, fees vary from community to community, as well as have a plethora of options as far as seasonal rates vs affiliations – and who might be exempt from fees vs if a community is willing to consider fee waivers.

For brainstorming and discussion purposes, below are those very points to consider

Fee Options to Consider

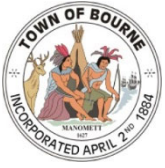
- _____ • Bourne Resident/Business vs Visitor
- _____ • Non-Profit vs For Profit

- _____ • Town Affiliated Dept/Bd/Cmte, Gov. Affiliated
- _____ • Town Youth Club or Booster, Schools
- _____ • Veteran Associations
- _____ • Flat fee for the Year vs Increase for season's most popular months
- _____ • Street Closures
- _____ • Discounts Eligibility
- _____ • Environmentally Friendly "Green" Events
- _____ • Special Event Parking Permits at beaches after hours?
- _____ • Temporary/One Day Licenses: Entertainment, Alcohol, Fortune Teller, Auctioneer
- _____ • Custodial Services, if needed
- _____ • Utilities

Fee Waivers

- _____ • Is there a total set amount for the Select Board not to exceed per applicant vs in general that can be granted during a fiscal year?
- _____ • Include FY totals of fee waivers with each request?
- _____ • Who is eligible to apply?
- _____ • Appear before the Select Board each request?
- _____ • 100% waiver vs a fraction?
- _____ • How many times a year can one applicant apply and/or receive?

Date of Event	Start Time	End Time	Event	Location of Event	Est Attendance	Ent	Alcohol
16-Apr	9:00a	2:00p	Lions Club Rabies Clinic	Bourne Fire House	25+	no	no
14-May	12:00p	3:30p	MA Down Syndrome Event	Buzzards Bay Park	50-100	DJ	no
14-May	9:00a	12:30p	BHS Unified Track Car Wash	Fire House	15	no	no
15-May	8:45a	12:15	Girls Lax Car Wash	Pocasset Fire House		no	no
21-May	8:00a	5:00p	Andruzzi Canal Walk - BB Eagles	Buzzards Bay Park	100	yes	no
22-May	8:30a	1:00p	Boys Lax Car Wash	Pocasset Fire House		no	no
28-May	8:30a	1:00p	Boys Lax Car Wash	Sagamore Fire House		no	no
4-Jun			Best Buddies Bike Ride	Town Roads	750	no	no
4-Jun	12:00p	4:00p	Connect 55+ BBQ	Buzzards Bay Park	101-150	no	no
11-Jun	2:00p	5:00p	Vargas Baby Shower	Buzzards Bay Park	25	no	no
11-Jun	3:00p	4:00p	The Pound Beach Clean up	Monks Beach & Trails		no	no
12-Jun	11:00a	12:30p	Bourne-Wareham Amity Comm	Buzzards Bay Park	20-25	no	no
18-Jun	9:45a	12:00p	Girl Scout Car Wash	Sagamore Fire House		no	no
6/25-6/26			MS Bike Ride	Town Roads	1200	no	yes
25-Jun	1:00p	4:00p	Tardiff Grad Party	Buzzards Bay Park	40	no	no
26-Jun	7:00a	11:00a	Mo Beach Polar Club Food Drive	Monument Beach		no	no
26-Jun	12:00	1:00	Vow Renewal	Buzzards Bay Park	11	no	no
1-Jul	3:00p	8:00p	American Cancer Society- Pickelball	Pickelball Courts	20	no	no
2-Jul	10:45a	11:30p	Pocasset 4th of July Parade	Wings Neck area	60	no	no
2-Jul	1:00p	2:00p	Salt Marsh Lane 4th of July Parade	Salt Marsh Lane	100	no	no
7/2 MOVED	10:00a	12:00p	Community Art	Buzzards Bay Park	250	yes	no
4-Jul	9:00a	12:00p	Fourth of July Parade	Main, Perry, Academy		no	no
7-Jul	5:30p	8:45p	Concert in the Park	Buzzards Bay Park	300-400	yes	no
10-Jul	12:00p	3:00p	Birthday Party	Buzzards Bay Park		no	no
11-Jul	4:00p	8:00p	Ice Cream Social	Bourne Fire House		no	no
14-Jul	5:30p	8:45p	Concert in the Park	Buzzards Bay Park	300-400	yes	no
21-Jul	5:30p	8:45p	Concert in the Park	Buzzards Bay Park	300-400	yes	no
23-Jul	11:00a	3:00p	Baby Shower	Gazebo	35	no	no
28-Jul	5:30p	8:45p	Concert in the Park	Buzzards Bay Park	300-400	yes	no
30-Jul	10:00a	12:00p	Community Art	Buzzards Bay Park	250	yes	no
2-Aug	6:00p	8:00p	National Night Out -BPD	Buzzards Bay Park	500-600	no	no
4-Aug	5:30p	8:45p	Concert in the Park	Buzzards Bay Park	300-400	yes	no
6-Aug	8:00a	1:00p	PAN MASS	Town Roads	2500	no	yes
11-Aug	5:30p	8:45p	Concert in the Park	Buzzards Bay Park	300-400	yes	no
13-Aug	8:30a	3:00p	Pocasset Field Day - Fire Truck	Playground	100	no	no
13-Aug	11:30a	3:00p	Pocasset Association Picnic	Barlow's Landing	50	no	no
17-Aug	2:00p	6:00p	Parent Info Network	Buzzards Bay Park	50	no	no
17-Aug	12:00p	3:00p	Bourne Safety Day	Rec Center	50	no	no
18-Aug	5:30p	8:45p	Concert in the Park	Buzzards Bay Park	300-400	yes	no
20-Aug	5:30p	5:50p	Wedding Reception	Buzzards Bay Park	25	no	no
25-Aug	5:30p	8:45p	Concert in the Park	Buzzards Bay Park	300-400	yes	no
4-Sep	9:00am	12:00p	Volleyball Car Washes	Pocasset/BB Fire	25	no	no
10-Sep	8:00a	12:00p	Football Car Wash	Pocasset Fire House	50	no	no
10-Sep	7:00am		Brain Injury Walk	Park and Canal	300	yes	no
11-Sep	7:30a	4:00p	ALS Cliffwalk	Buzzards Bay Park	400	yes	no
11-Sep	6:00a	2:00p	Habitat for Humanity Bike Ride	Town Roads	120	no	no
17-Sep			Harbor to the Bay Bike Ride	Town Roads	200	no	no
17-Sep	7:00a	7:30p	Canal Day	Buzzards Bay Park	5000-7000	yes	yes
24-Sep	9:00a	12:00p	ALA Bike Ride - Fall	Town Roads	300	no	no
24-Sep	8:45s	12:15p	BHS Field Hockey Car Wash	Sagamore Fire House	10	no	no
2-Oct	12:00p	3:00p	BB Coalition Watershed Ride	Town Roads	400	no	no
8-Oct	8:00a	6:00p	Kind Hearts for Kids	Buzzards Bay Park	500+	yes	no
15-Oct	3:00p	6:00p	Hartz Birthday Party	Pavillion	40	no	no
15-Oct	11:00a	2:00p	Memorial Service Allison	Pavillion	25	no	no
15-Oct	12:00p	1:00p	Prayer Rally -Maria Cubellis	Gazebo		no	no
16-Oct	6:00a	12:00p	Penaltybox Foundation Run	BB Park Pavillion	300	yes	no
22-Oct	9:00a	10:00a	Flash Dance and Trick or Treating	BB Park Gazebo	100	yes	no
22-Nov	6:00p	8:00p	BHS Bonfire	BHS	50	no	no
3-Dec	1:00p	10:00p	Girl Scout Selling Cocoa	BB Park		no	no
14-Dec	4:00p	8:00p	Paws for Claus	BB Park	100	no	no
17-Dec	1:00p	10:00p	Girls Scout Selling cocoa pt 2	BB Park		no	no



Town of Bourne

Special Event Policy for Buzzards Bay Park

90 Main Street, Buzzards Bay, MA 02532

Scheduling: Events are scheduled on a first come, first served basis, subject to preference based upon degree of benefit to the general public, as determined in the following order: events held to raise funds for charitable purposes, events held by other non-profit entities, all other events. The Town does not discriminate on the basis of race, religion, sex, national origin, sexual orientation or other class protected under Federal or State law.

Fees:

Application Fee:

Commercial Events (All businesses and not-for-profit groups): \$75 non-refundable

Non-Commercial (Small weddings, family functions, etc.): No application fee

Utility Fees (All groups):

Water: Base rate of \$25. Additional charges after meter reading.

Electrical: \$40/hour*

*Utility fees are charged for the duration of the event, including set-up and break-down.

Security Deposits:

Commercial Events:

Up to 100 people: \$100

101 to 500 people: \$250

More than 500 people: \$500

Non-Commercial Events:

Up to 24 people: no fee

25 to 50 people: \$50

51 to 100 people: \$100

*Security deposits will be returned at the discretion of the DPW Superintendent. User groups are responsible for cleanup of the rented area.

Additional fees may be assessed by the Town. Police/Fire staff will be charged separately. Permission to place portable toilets on Town property must be requested in writing and approved by the Department of Public Works Superintendent. The Board of Selectmen have the right to waive fees.

Insurance: A Certificate of Insurance with the Town of Bourne named as an Additional Insured, in the amounts of \$2,000,000/person and \$3,000,000/occurrence is required with the application for all commercial events.

Grounds for Denials: The Town shall deny permission for any event based on a finding that the organizer has not provided reasonable safeguards adequate to protect the safety and welfare of event participants, bystanders and the general public before, during and after such events. In addition to safety and welfare concerns, the Town of Bourne reserves the right to deny an event request based on conflicts with other events or activities.

Town of Bourne

Special Event Policy

Rules & Regulations:

All posted rules and regulations shall be followed.

Vehicles are not allowed within the park layout. Please see attached diagram.

Nothing can be placed below ground surface. This includes but is not limited to: tent stakes, portable fencing, horseshoe pits, volleyball nets.

The Town's carry in, carry out policy for trash is in effect. All litter, trash or debris generated from the event shall be removed by the event organizer.

Public access to and from the park may not be blocked at any time.

Per Town By-Laws, dogs must be leashed in the Park. Per the Board of Selectmen, animals are not allowed within the fenced in playground/splashpad area.

Organizer is responsible for any damage sustained to buildings, structures and grounds occurring during the event.

Cooking grills and open flames are prohibited. Permits may be revoked for misuse of the property.

For larger events, the organizer is responsible for traffic control and public safety through the Bourne Police Department and/or Bourne Fire Department. Police/Fire details may be required at an additional cost.

No placards of a commercial nature may be displayed on Town property. No tacks, nails or staples may be used on the gazebo or pavilions.

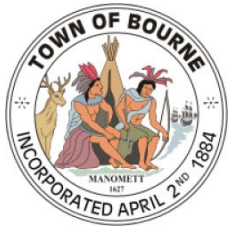
Any person or organization granted use of Town property shall assume liability for any damage to the property, injury to participants, damage to or loss of equipment or property. Please see the attached Indemnification and Release. If the person or organization applying shall not be deemed to be of sufficient responsibility, permission will not be granted.

Alcoholic beverages are not permitted on Town property without a license issued by the Board of Selectmen. Per Town of Bourne By-Laws, smoking and E-Cigarette use is prohibited on Town owned or operated playgrounds and recreational areas.

Unauthorized use of Town facilities for organized activities is not allowed. Permits are issued for the outdoor space only and do not include access to any storage areas, buildings or equipment.

Permission for use of Town facilities shall not be granted for any purpose that will, in any way, interfere with their use by the Town.

Cancellation due to inclement weather/poor park conditions will be at the discretion of the Town Administrator, Assistant Town Administrator, DPW Superintendent or the Recreation Director.



INDEMNIFICATION AND RELEASE

Town of Bourne Facility Rentals

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Town of Bourne for the purpose of using playing fields and recreational properties owned by the Town of Bourne, the undersigned, in recognition of the fact that Bourne has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Recreation Department, does hereby release the Town of Bourne, its agents, servants, employees and volunteers from any liability whatsoever in the event of injury to any persons or any actual or perceived infringement of the personal security of any person using the said playing fields and/or recreation areas while engaged in usage authorized by the Town or to any person attending such activity and the undersigned intends this release to be effective and binding on himself/herself and all members, guests, invitees or observers of the group activity which she/he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Bourne pursuant to the Massachusetts General Law and common law.

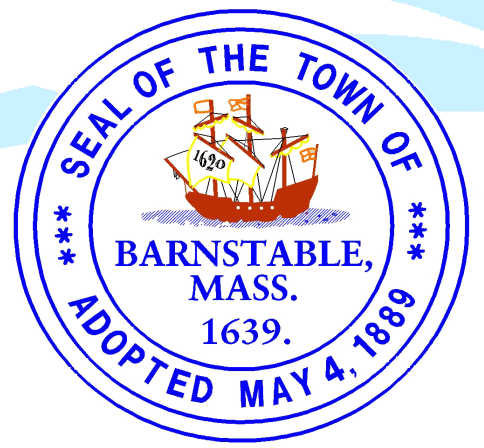
The undersigned, on behalf of him/herself and the members of the group or entity he/she represents, does hereby agree to indemnify the Town and its agents, servants, employees and volunteers against any and all claims, suits, actions, debts, damages, costs, charges and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town owned property, as contemplated herein.

Signature

Date

Title

Name of Organization

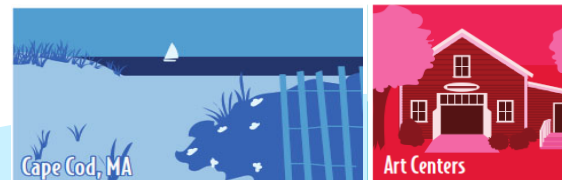


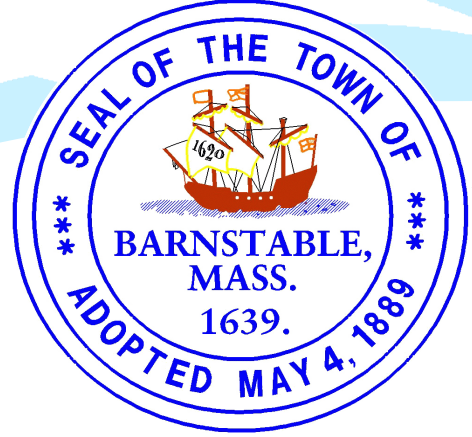
Town of **Barnstable**

Special Event on Town Property Procedure Guidebook



SEVEN VILLAGES
ONE TOWN





The Town of Barnstable welcomes and celebrates events that promote the mission statement and strategic goals of the Town. Each of the available town properties and facilities within the seven villages offers unique opportunities to complement and enhance your event.

The Barnstable Town Manager has adopted this guidebook containing procedures to assist with navigating through the permitting process.

Whether a small family gathering or a large production, our team is committed to working with our resident and visitor event organizers to ensure a streamlined process providing a positive experience from start to finish.

***We thank you for choosing the Town of Barnstable and
look forward to working with you!***

Town Manager's Office
508-862-4610
367 Main Street
Hyannis, MA 02601
www.townofbarnstable.us

SEVEN VILLAGES
ONE TOWN



SPECIAL EVENT ON TOWN PROPERTY PROCEDURE GUIDEBOOK

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		B.1 REGULATION AMENDMENT TIMELINE

SECTION 1. DEFINITIONS

1. **Special Event** is defined as a temporary leisure, social, community or cultural experience external from routine programs, occurring indoors or outside, for the public to participate in through invitation, general admission or free of charge.
2. **Event Organizer** is defined as the primary representing person(s) responsible with planning, coordinating and managing all aspects of the special event.

SECTION 2. RESERVING TOWN PROPERTY

- a. Events held at Barnstable School Facilities & Grounds, the Senior Center, Sandy Neck, or the HYCC, Town Beaches, Parks/Recreation facilities and fields, and HyArts Campus Buildings requires separate permits and permissions. For more information regarding availability, reservations and fees, please contact them directly.

BARNSTABLE SCHOOL FACILITIES & GROUNDS	BARNSTABLE SENIOR CENTER
Katri Mullaly Mullaly_katri@mybps.us 835 Falmouth Road Hyannis, MA 02601 www.barnstable.k12.ma.us/domain/44	Susan Griffin 508-862-4761 susan.griffin@town.barnstable.ma.us 825 Falmouth Rd Hyannis, MA 02601 www.townofbarnstable.us/SeniorServices
HYANNIS YOUTH AND COMMUNITY CENTER	BEACHES, PARKS/RECREATION FACILITIES
508-790-6345 hycc@town.barnstable.ma.us 141 Bassett Lane Hyannis, MA 02601 www.townofbarnstable.us/hyccnet/rent	508-790-6279 recreation@town.barnstable.ma.us 141 Bassett Lane Hyannis, MA 02601 www.townofbarnstable.us/recreation
SANDY NECK	HYARTS CAMPUS BUILDINGS
Donna Bragg 508-362-8300 donna.bragg@town.barnstable.ma.us 425 Sandy Neck Road West Barnstable, MA 02668 www.townofbarnstable.us/sandyneckpark	Melissa Chartrand 508-862-4746 melissa.chartrand@town.barnstable.ma.us 367 Main Street Hyannis, MA 02601
FILM PERMITS	BARNSTABLE MUNICIPAL AIRPORT
Liz Hartsgrove 508-862-4068 elizabeth.hartsgrove@town.barnstable.ma.us 367 Main Street Hyannis, MA 02601	Suzanne Kennedy 508-775-2020 x101 Sue.Kennedy@town.barnstable.ma.us 480 Barnstable Road Hyannis, MA 02601 airport.town.barnstable.ma.us

- b. For all other locations please contact the Town Manager's Office, at 508-862-4610 to begin the reservation process and proceed with the remaining sections of this guidebook.

NEED ASSISTANCE OR HAVE QUESTIONS?

We are happy to assist you in understanding timeframes, the permitting process, etc of holding a special event on Town Property. Please contact Deputy Director of Asset Management/Licensing Director Liz Hartsgrove via email at Elizabeth.hartsgrove@town.barnstable.ma.us or by phone at 508-862-4068

Adopted: June 1, 2018
Last Amended: January 1, 2022

SECTION 3. TOWN PROPERTY – TOWN MANAGER’S OFFICE

3.1 RESERVATION

- a. To avoid any potential location conflicts, please refer to Section 4 for procedures and rules 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.
- b. Once a date has been confirmed available through the Town Manager’s office, all special event organizers are required to submit a completed **Use of Town Property Application** (B.1) no later than 45 days prior to the anticipated event set-up date.
- c. Parades, road races, or special events expected to attract more than 1000 people must submit an application no later than 90 days prior to the anticipated event set-up date.
- d. Applications may be accepted up to one year in advance of requested date.
- e. This procedure does not cover events of a predominantly first amendment nature which may still be subject to other rules or procedures for property use, therefore consult with the Town Manager.
- f. 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. Special events that attract more than 10,000 people in a single day, 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 for Town Manager approval.
- g. No more than 10 calendar days in one calendar year may be granted to an individual organizer on town property at same location.
- h. Special Events on Town property shall be open to the public. Events that are closed from the public, such as weddings, may only be applied for and approved only if it does not conflict with a reoccurring annual event.

3.2 ALCOHOL ON TOWN PROPERTY

- a. Special Events with Beer/Wine on Town Property are only permitted at the following locations:
 - Hyannis Village Green
 - Hyannis Harbor Overlook
 - Aselton Park, Hyannis
- b. Event organizers must be 21 years or older if proposed event includes Beer/Wine.
- c. BYOB is not permitted on Town Property at any time and at any location.
- d. A police detail must be applied for with the Barnstable Police Department, for the length of event time beer/wine is served to the public.
- e. See additional sections for further beer/wine requirements.

3.3 APPLICATION

- a. The following items must be included with Use of Town Property Application to be eligible for staff review:
 1. Town Property Application Fee (**See Appendix A**)
For Profit event organizers not located in the Town of Barnstable must provide a written explanation how the proposed event will directly benefit the residents and business

Application fees are non-refundable. Additional fees related to enhancement permits such as beer/wine, entertainment, food, tents etc. will be assessed after the team review’s the property application.

community of the Town of Barnstable, while meeting the goals and mission of the Town Council.

2. Events with Beer/Wine:
 - a) A copy of the Event Organizer's valid Driver's License
 - b) A detailed written statement describing:
 - 1) The method of controlling and keeping beer/wine on the premise either through use of a designated space such as a "Beer Garden" on a portion of the allowable town property or use of the entire parcel, and any proposed barriers such as free standing fencing, plastic sheeting, rope or other material that will clearly allow the interior to be visible from the outside.
 - 2) the proposed security plan including number of designated identifiable personnel at each ID Check points, entrances and exits;
 - 3) a copy of signage that will be posted at all ID check points, entrances/exits of proposed portion of property beer/wine will be served and consumed; and
 - 4) method of training staff assigned towards controlling, monitoring and serving beer/wine.
3. Plans to scale (8 ½ x 11 or larger) showing dimensions/sq.ft. of town property and intended layout of use including location of any event enhancements such as entertainment, beer/wine, food, comfort stations, tents, seating plan, etc.;
 - a) Events proposing beer/wine on entire parcel or any portion of allowable town property must clearly indicate on plan locations where beer/wine will be sold, served and consumed on premise, and all security access points.
- a. Acceptance of an application should in no way be construed as a guarantee or final approval for the use or event, it simply reserves the requested dates for the requested property.
- b. Should an Event Organizer for any reason need to cancel their event they must notify the Town Manager's office in writing at least 14 calendar days prior to the first day of use or the application fee will be forfeited.

It is important that the information and documentation be accurate and submitted in a timely manner. Information submitted in the application will assist staff with properly assessing the necessary approvals from various departments and boards, creating an organized and expeditious process tailored for the individual event.

3.4 INDEMNIFICATION

- a. As a condition of the Use of Town Property approval, the Event Organizer agrees to indemnify, defend and hold harmless the Town of Barnstable and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the special event, or any activity constituting a part of the special event, or any act, omission or misconduct of the permit holder or his/her agents, representatives, contractors, employees or volunteers. The permit holder agrees to discharge any and all judgments that may be rendered against the Town of Barnstable or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

3.5 GENERAL REQUIREMENTS AND ENHANCEMENT PERMITS

- a. After initial review of the Use of Town Property Application, Town Staff will notify the event organizer of the general and enhancement permits required to ensure the event is safe and compliant.

Requirements and permits will vary due to the individual uniqueness of each special event - there isn't a "one size fits all".

Examples of various requirements that may be prompted by proposed event include, but are not limited to:

General Requirements	Town Contact	
1) Commercial General Liability	Property & Risk Mgmt	
2) Liquor Liability	508-862-4652	230 South St Hyannis
3) Workers Compensation		
4) Security/Public Safety	Police	Hyannis Fire
	508-775-0387	1200 Phinney's Ln Hyannis
	508-775-1300	95 High School Rd Ext. Hyannis
5) Comfort Stations	Public Works	
6) Portable Toilets	508-790-6400	382 Falmouth Rd Hyannis
7) Cones, Barricades, Barriers		
8) Tent locations		

If tents are going to be used on areas where there is irrigation, a survey will be required to identify and flag where pipes are.

Enhancement Permits		Town Contact	
1) Electrical Permit	B.2	Building	
2) Temporary Sign Permit	B.3	508-862-4038	200 Main Street Hyannis
3) Tent Permit	B.4		
4) Inflatables			
5) Special Beer/Wine License	B.5	Licensing	
6) Special Entertainment License		508-862-4674	367 Main Street Hyannis
7) Temporary Food Permit	B.6	Health	
		508-862-4644	200 Main Street Hyannis
8) Open Flame Permit (grilling)		Hyannis Fire District	
9) Open Heaters		508-775-1300	95 High School Rd Ext., Hyannis
10) Special Event Parking Permits	B.7	Parking Management	
		508-862-4674	367 Main Street Hyannis
11) Promoters License	B.8	Town Clerk	
12) Raffle Permit	B.9	508-862-4044	367 Main Street Hyannis



In order for staff to properly guide and ensure the safety of the public, town properties and the surrounding areas, event organizers may be required to clarify or amend an application due to unique or fluctuating circumstances related to an event. It is important to understand that these amendments may pause the review process.

- b. Events on the with Beer/Wine and/or amplified entertainment will be required to apply for a Special License and appear before the Barnstable Licensing Authority at a public meeting regardless if public is charged a fee or not, prior to the event occurring.
- c. Special Events on Town Property that offer Beer/Wine are required to submit the following information to the Licensing Division along with the Special Beer/Wine License application:
 - a) A copy of the detailed written statement submitted with the Use of Town Property Application describing security plan and method of training staff assigned towards monitoring or serving alcohol, etc;

It is recommended for new event organizers to solicit guidance from local business organizations such as the Chamber of Commerce or Main Street Business Improvement District prior to the event.

- b) A copy of the TIPS certification and driver's license of manager who will be on site at all times beer/wine is on property; and
- d. Reoccurring events with Beer/Wine and/or amplified entertainment must submit a written statement from Police and Fire confirming no outstanding public safety concerns from previous events.
- e. Events previously licensed with Beer/Wine and/or amplified entertainment can be placed on the Licensing Authority's consent agenda only if there are no outstanding public safety concerns. If there are public safety concerns, the event organizer and public safety official are required to appear at the public meeting.
- f. Temporary signs, banners or publicly displayed promotional material throughout the town must comply with town building codes.
- g. 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.
- h. Helium balloons and the use of sparklers, fireworks, pyrotechnic displays and other like uses are strictly prohibited on Town Property.
- i. All forms of smoking including but not limited to cigarettes, e-cigarettes, vaping is strictly prohibited in accordance with Health Regulations.
- j. Any and all forms of marijuana are strictly prohibited on town property.

3.6 DURING THE EVENT

- a. 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, It is the responsibility of the event organizer to contact the related department and communicate any questions or concerns that may arise.
- b. All required enhancement permits/licenses (Beer/Wine, Entertainment, Food Service, etc) must be on premise during the event.
- c. All events must comply with Barnstable Town Code c.133 where noise may not be audible more than 150ft from point of origin.
- d. Any plastic bag offered to the public must comply with c.195 of the Barnstable Town Code.
- e. All egresses must remain free of any obstructions.
- f. Events with Beer/Wine
 - 1. TIPS Certified Alcohol Manager must remain with alcohol and overseeing service at all times alcohol is made available to the public.
 - 2. Alcohol may only be offered to the public in aluminum, plastic or paper containers.
 - 3. Use of beer luges, drinking funnels, free pouring, etc is prohibited.
 - 4. Recycling containers must also be made available to the public, if materials offered are recyclable.
 - 5. Area with beer/wine 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.
 - 6. Alcohol is not permitted outside of the controlled approved areas.
 - 7. Alcohol sales and service must end 20 minutes prior to the event ending time.

3.7 POST-EVENT

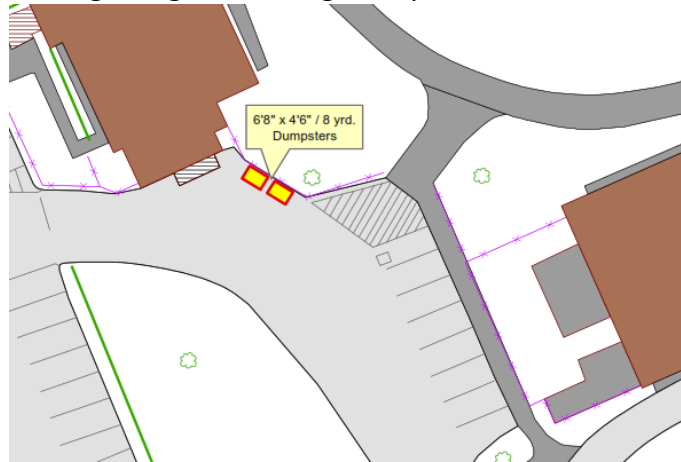
- a. All debris must be removed immediately after event and property must be returned to original state within 24 hours or additional time as determined and approved by the Town of Barnstable.
- b. Any damage to town property occurred by event will be subject to refunding any and all costs associated with replacement and repair.
- c. 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 repair the damage.
- d. In the event 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, the Town Manager may deem, through written notification, that the individual Event Organizer and/or the Event Organization named on the permit ineligible to apply for Use of Town Property up to one-year period from the date of the infraction.

SECTION 4. TOWN PROPERTIES – ADDITIONAL REQUIREMENTS

4.1 HYANNIS VILLAGE GREEN

- a. **HOURS.**
 1. Event set up on the Hyannis Village Green may begin as early as 6am and open to the public between the hours of 8am and 10pm.
 2. Events with entertainment and/or beer/wine may only be licensed between 10am and 10pm Monday through Saturday and 10am and 8pm Sunday.
 3. Breakdown of events may not be conducted beyond 10pm any particular day.
- b. Nothing may be affixed to any tree on the Hyannis Village Green.
- c. **ENHANCEMENTS.**
 1. **Electricity**
 - a. Requests for use of town electricity on Village Green 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.
 2. **Furniture**
 - a. Tables, chairs, bleachers, podiums, etc are permitted on the Village Green grounds and must comply with the layout approved and reviewed by the Fire Department and the Building Department, included with the Use of Town Property Application. Any changes require review and approval.
 - a. All seating areas must meet accessibility laws.
 - b. 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.
 3. **Shade/Coverings**
 - a. 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
 4. **Stages**
 - a. If your event includes elevated platforms or stages, it must meet local building requirements
 5. **Sanitation**

- a. No more than 2 – 8yard roll-off containers/dumpsters are permitted.
- b. Containers/dumpsters may only be located in between Town Hall and the School Administration Building along the fencing as depicted below:



- c. Consideration for larger, additional containers/dumpsters or alternate locations must be reviewed and approved by Town Staff.
 - d. Under no circumstances may any container/dumpster or portable washrooms obstruct handicap parking and adjacent cross hatch access areas.
6. **Fencing**
- a. 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.
 - b. Fencing plan must be reviewed by the Building Department to determine the proper number and width of required egresses.
7. **Vehicles**
- a. If a vehicle or trailer is part of your event plans, it must be included on the floor plan and approved by DPW and the Fire Department prior to placement on any portion of the Hyannis Village Green.
8. **Public Art**
- a. Permanent paint shall not be applied to any town property including sidewalks, benches, structures, trees, etc.
 - b. Temporary public art such as chalk, charcoal or washable paint may be applied to Hyannis Village Green walkways and must be removed by wet mop or other low impact, environmentally friendly techniques. Power washing is not permitted.
- d. **BAND STAND**
1. **Structure**
 - a. Permanently or temporarily altering, adhering or securing any item to the bandstand is prohibited.
 2. **Sound System**
 - a. Use of the Bandstand sound system must be applied for through the Use of Town Property application. (Additional fees may apply.)
 - b. The Bandstand sound system is designed to support a single microphone addressing small gatherings. Events needing larger capacity amplification must supply at event organizers expense and comply with any local requirements.
 3. **Banners**

- a. Banners may be hung along the top wire running the front length of the Bandstand.
- b. Banners may be secured to interior back and side walls of bandstand via staple gun or small nails. ALL must be removed end of event.
- c. Banners are not permitted on the exterior walls of the Bandstand.
- 4. **Furniture**
 - a. The town may provide up to forty (40) folding chairs for bandstand use only and may be requested through the Use of Town Property application. (Additional fees may apply).
 - b. Event organizers are responsible for set up and breakdown of town owned folding chairs.
 - c. All requested town owned folding chairs must be returned to the Town at the end of the event, in the same condition as received.

4.2 ASELTON PARK

- a. **HOURS.**
 - 1. Event set up on Aselton Park may begin as early as 6am and open to the public between the hours of 8am and 10pm.
 - 2. Events with entertainment and/or beer/wine may only be licensed between 9am and 10pm Monday through Saturday and 9am and 8pm Sunday.
 - 3. Breakdown of events may not be conducted beyond 11pm any particular day.
- b. **ENHANCEMENTS.**
 - 1. **Beer/Wine**
 - a. Area where beer/wine will be served or consumed must be contained within a tented, roped or fenced area, and must be confined to the green space at Aselton Park.
 - b. Alcohol is not permitted beyond the green area on marina grounds, including the wooded boardwalk.
 - 2. **Electricity**
 - a. Requests for use of town electricity on Village Green 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. Events needing amplification must be supplied, at event organizers expense, and comply with any local requirements.
 - c. All electrical cords must be supplied by the event organizer and routed outside of pedestrian or vehicular traffic or suitably protected or guarded.
 - 3. **Furniture**
 - a. Tables, chairs, bleachers, podiums, etc are permitted on the park grounds and must comply with the layout approved and reviewed by the Fire Department and the Building Department, included with the Use of Town Property Application. Any changes require review and approval.
 - b. All seating areas must meet accessibility laws.
 - c. 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.
 - 4. **Shade/Coverings**
 - a. Market size umbrellas or other awnings are permitted on the premise, including the stage. These must be properly and independently secured with water bag or cement blocks able to resist minimum wind pressure of 20lbs/sq.ft.
 - 5. **Temporary Stages**

- a. If your event includes elevated platforms or stages, it must meet local building requirements.
- 6. **Fencing**
 - a. 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 included on the floor plan and reviewed by DPW.
 - b. Fencing plan must be reviewed by the Building Department to determine the proper number and width of required egresses.
- 7. **Vehicles**
 - a. If a vehicle or trailer is part of your event plans, it must be included on the floor plan and approved by DPW and the Fire Department prior to placement on any portion of the Park, including sidewalks.
 - b. Parking will not be permitted between the stage sheds or in abutting slip holder permit required spaces.
- 8. **Public Art**
 - a. Permanent paint shall not be applied to any town property including sidewalks, benches, structures, trees, etc.
 - b. 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.
- c. **SHEDS.** Interior use of sheds during permitted use of the park may be available between September and May through request on the Use of Town Property Application as determined by the Town.
- d. **STAGE**
 - 1. **Structure**
 - a. Permanently or temporarily altering, adhering or securing any item to the Stage is prohibited.
 - 2. **Banners**
 - a. Banners may be hung using hooks on either shed to be displayed between the sheds.
 - b. Blocking artwork (community mural) by any means, including banners is prohibited.

4.3 HYANNIS HARBOR OVERLOOK

- a. **HOURS.**
 - 1. Event set up at the Hyannis Harbor Overlook may begin as early as 6am and open to the public between the hours of 8am and 10pm.
 - 2. Events with entertainment and/or beer/wine may only be licensed between 9am and 10pm Monday through Saturday and 9am and 8pm Sunday.
 - 3. Breakdown of events may not be conducted beyond 11pm any particular day.
- b. **ENHANCEMENTS.**
 - 1. **Electricity**
 - a. Requests for use of town electricity on the Hyannis Harbor Overlook 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. Events needing amplification must supply at event organizers expense and comply with any local requirements.

- c. All electrical cords must be supplied by the event organizer and routed outside of pedestrian or vehicular traffic or suitably protected or guarded.
- 2. **Banners**
 - a. Banners are permitted to be taped along the brick circular wall surrounding the performance area on the Hyannis Harbor Overlook.
 - b. Banners may not be hung on the exteriors of the Artist Shanties.
- 3. **Shade/Coverings**
 - a. Market size umbrellas or other awnings is permitted on the premise and must be properly secured with water bag or cement blocks able to resist minimum wind pressure of 20lbs/sq.ft.
- 4. **Furniture**
 - a. Tables, chairs, bleachers, podiums, etc are permitted on the Overlook grounds and must comply with the layout approved and reviewed by the Fire Department and the Building Department, included with the Use of Town Property Application. Any changes require review and approval.
 - b. All seating areas must meet accessibility laws.
 - c. 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.
 - d. Use of two picnic tables and six white Adirondack chairs may be permitted by request through the Use of Town Property Application. All items must be returned to designated location at end of event and in the same condition as initially received.
- 5. **Fencing**
 - a. 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.
 - b. Fencing plan must be reviewed by the Building Department to determine the proper number and width of required egresses.
- 6. **Vehicles**
 - a. Vehicles enhancing the event, such as food trucks or classic cars, must be included on the floor plan and approved by DPW and the Fire Department prior to placement on any portion of the Overlook, including sidewalks.
 - b. For safety purposes, permitted vehicles must be escorted into designated location on premise.
- 7. **Public Art**
 - a. Permanent paint shall not be applied to any town property including sidewalks, benches, structures, trees, etc.
 - b. 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.
- c. **SHANTIES AND POP UP TENTS.** Upon request Event Organizers may rent the shanties or place pop up tents with prior arrangements with Arts & Cultural Coordinator. (Availability varies by season and rental fees will apply).

APPENDIX A. FEES

CATEGORY	FEE
TOWN MANAGER FEES	
Use of Town Property Application Fee *Non-Refundable	\$25.00
Use of Town Sound Equipment and/or electricity	\$25.00/day
Use of Town Property Fee (without Beer/Wine)	June - Aug \$125/day
	Sept – Nov \$100/day
	Dec - May \$75/day
Use of Town Property Fee (with Beer/Wine),	June - Aug \$200/day
	Sept – Nov \$175/day
	Dec - May \$150/day

Use of Town Property Fee Discount Event Organizer	Discount
Veteran Affiliated Educational Institution in the Town of Barnstable Town of Barnstable	100%
Resident or Non-Profit in the Town of Barnstable *Proof of residency required	25%
For-Profit Business in the Town of Barnstable	10%

**Application fee nor use of electricity/sound equipment not eligible for discount*

Film Permit Application Fee *Non-Refundable	\$25.00
Film Permit	June - Aug \$125/day
	Sept – Nov \$100/day
	Dec - May \$75/day

LICENSING	
One-Day, All Alcohol	\$90.00/day
One-Day, Beer & Wine	\$40.00/day
One-Day, Beer Only/Wine Only	\$35.00/day
One Day Entertainment (for profit)	\$50.00/day
One Day Entertainment (non-profits)	\$25.00/day
Late Filing Fee (less than 30-days prior to event)	\$25.00

BUILDING	
Tent Permit (Non-Profit)	\$25.00
Tent Permit (Profit)	\$100.00

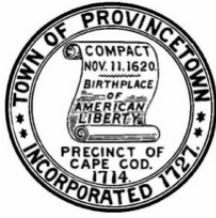
HEALTH	
Temporary Food Permit – one day	\$40.00

Temporary Food Permit – 2+ days	\$50.00/permit
Temporary Food Permit – Charity	\$5/permit

PARKING – SPECIAL EVENT PERMIT (HYANNIS)	
Friday before Memorial Day – Columbus Day	\$15/day/vehicle
Tuesday after Columbus day - Thursday before Memorial Day	Free

APPENDIX B. AMENDMENT TIMELINE

June 1, 2018	Town Property Guidebook adopted by Town Manager Mark Ells	
September 12, 2018	Amendments approved by Town Manager Mark Ells	
	Section 3.2	Replacing HyArts Campus with Aselton Park
	Section 4.1.c.5	New Section regarding proper placement for dumpsters at Village Green.
	Section 4.2.b.1	Adding Beer/Wine language for Aselton Park
January 1, 2022	Appendix A	Amending of Town Manager Fees
January 1, 2022	Amendments approved by Town Manager	
	Section 3.2.d	Police Details being required for events with beer/wine
	Section 3.5.h	Prohibition of helium balloons on Town Property
	Section 3.5.i	Prohibition of smoking on Town Property
	Section 3.5.j	Prohibition of marijuana on Town Property



Regulations for Use of Town Properties

Adopted July 26, 2021 and effective September 1, 2021

PURPOSE

The Town of Provincetown is fortunate to have a vast array of historic and natural resources for all to enjoy. The purpose of these regulations is to preserve the existing landscape and fragile resources of the Town, as well as minimize any impacts to vehicle and pedestrians, and ensure that others may be able to enjoy these properties for years to come.

These regulations apply to the following properties:

1. Town Hall Grounds
2. Bas Relief Park
3. Lopes Square¹
4. Suzanne's Gardens
5. First Landing Park
6. VMCC Parking Lot

FILING PROCESS

The application for the Use of Town Properties for any event (public or private) is to be filed with the Provincetown Event Coordinator, who in turn is responsible for managing all requests. These regulations are administered by Town Administration on behalf of the Select Board. Required fees must be paid and ancillary permits associated with the work approved prior to the event.

RULES AND REGULATIONS

1. An application and permit will be required when an individual or group requests use of a Town Facility (i.e. the above mentioned properties) for the purpose of (but not limited to) the following:
 - a. A non-profit event (i.e. fundraiser, concert, training, etc.)
 - b. A for-profit event (i.e. performance, concert, show, etc.)
 - c. Wedding
 - d. Photography Shoot
 - e. Other
2. The use of Town property by an organization and/or individual for the purpose of marketing a private product or company is prohibited.
3. Proper liability insurance will be required in the amount of at least One Million Dollars (\$1,000,000.00). An original certificate indemnifying the "Town, its officers, agents, and employees" must be submitted with the application, or provided to the Town a minimum of 21 days prior to the event to avoid forfeiture of the deposit.
4. For each permitted use, a representative will be designated as the responsible party. The responsible party must provide a Certificate of Liability Insurance for the event with the Town of Provincetown named as an additional insured. The General Liability limits shall be \$1,000,000 per occurrence/\$2,000,000 General Aggregate, and proof of

¹ Re-routing of traffic for an event at this area and/or any facility may require additional permitting

Worker's Compensation Insurance (if applicable) in the amount of the state statutory limit. An insurance waiver may be required.

5. Non-profit requests must be made by a non-profit and include a current IRS 501(c) (3) form letter. The application must be signed by the Town Authorized Officer of the non-profit, or include a letter containing the non-profit's letterhead appointing an authorized agent for the purposes of the application and declaring that the event's proceeds benefit for the non-profit, and that the non-profit will collect the funds associated with the activity. Subletting is strictly prohibited and will result in the loss of use of the property, forfeiting of any deposit, and suspension from future use of the property.
6. If more than one person (up to two) is authorized to be responsible for access and security, their name, address and telephone number must be submitted in advance to the Event Coordinator.
7. Town Hall Land is available for use seven (7) days a week subject to availability. Events will not be permitted which interfere with the normal routine of Town business or normal use of the premises concerned. If a permitted event interferes, the Event Coordinator will work with the representative of the event to determine the best solution. In the event of a conflict, failing such resolution, the use permission will be suspended or revoked in favor of the Town's needs without the Town incurring any resultant liability.
8. In the event of a conflict, Town business will prevail, with no resultant liability incurred by the Town.
9. In the event of an emergency, the Authorized Town Representative takes on the role as the Person in Charge. In the case where a member of the law enforcement is present, this person will take on the role as the Person in Charge.
10. The applicant agrees to pay for the repair of any damage to the premises or its contents, or to pay for the replacement of any contents damaged, as a result of the permitted use, and to cover any potential legal costs associated with the recovery of damages. There shall be no alteration or modifications made to Town property, either temporary or permanent. Anchoring into sidewalks, lawns, memorials, and modifications of existing landscaping are forbidden, will result in loss of a deposit, and may accrue other penalties, including loss of future use of the property.
11. Advertising, decorations, etc. must be approved by the Town Authorizing Officer and are subject to local zoning by laws, licensing regulations, and any additional required permits. The Town Authorized Officer will be the Town Event Coordinator, Custodian, or other Designated Town Employee. Items are strictly prohibited from being attached to Town Property that will permanently destroy or mark the finish.
12. If signs will be on display, a Temporary Sign Permit needs to be submitted and approved by the Building Commissioner prior to approval. Please note that Sandwich Boards are considered signs.
13. A designated Town Officer will have the authority and responsibility to oversee and regulate permitted uses. Once an application has been approved, the responsible party for the event will arrange to meet with the Event Coordinator to discuss specific access times and setup requirements. This meeting must take place no later than two weeks prior to the permitted use.
14. In addition to the usage fee, a Town Officer fee shall be assessed in accordance with the current rate schedule (at an hourly rate). The person appointed as the Town Officer is dependent on the scope of the proposed event.
15. All permitted users must provide a description of the event or function at the time an application is submitted. A detailed agenda must be provided a minimum of 21 days prior to the event.

16. The public use of Town Properties where liquor is sold and/or with 100 anticipated attendees or more requires a special duty Police Detail subject to the Police Chief's discretion. This detail must be scheduled for the duration that the event is open to the public. Arrangements should be made directly with Police Department and confirmed with the Event Coordinator. Please contact the Police Department 14 days in advance of the event at 508-487-1212 to schedule the detail. Associated fees are not covered in the application fee.
17. At the discretion of the Town Officer, the presence of additional staff may be required during the permitted use, or if additional access time is required for delivery, set up or break down of equipment. Additionally, if during the scheduled event the Special Duty Officers determine additional Police Detail is necessary then an officer(s) will be detailed. Associated costs for these additional personnel will be at the expense of the party with no advance notice required.

Reservations and Cancellation:

1. Town Properties may be reserved based on the following:
 - a. With the understanding that events where greater than 99 people in attendance are proposed, Police Chief Approval and Police Detail will be required. The scheduling of any Police Detail may only be reserved 14 days in advance of the event and is the responsibility of the applicant.
 - b. Up to 18 months in advance of an event.
 - c. No later than 60 days prior to an event when beer or wine is requested. Please see the Town's rules and regulations regarding the serving of alcohol at any proposed event. Additional liability insurance and permissions are required for this use and must be approved by the Licensing Board. Please contact the Licensing Agent to determine hearing dates and deadlines. The Licensing Agent will schedule the applicant for the Licensing Board if alcohol will be requested on premise.
 - i. Beer and Wine may be served at an event only upon the expressed approval of the Town Manager and pursuant to Provincetown Licensing Board's Regulations. Beer, Wine and/or All-Alcohol may only be served at a Private Individual event which:
 - a. Has a host; and
 - b. Has restricted access to invited guests only; and
 - c. Was not publicly advertised or at a non-profit event, if 100% of the sales go directly to the non-profit applicant on record and only upon the expressed approval of the Town Manager and pursuant to approval by the Provincetown Licensing Board.

An application for beer and wine and/or All-Alcohol service must also be signed off by the Police Chief. Licensing Board approval may be required, consult the Licensing Agent for the Licensing Board meeting schedule. Events with beer and wine and/or All-Alcohol service shall comply with the following additional liability insurance requirements:

- a. Provide copy of Commercial General Liability with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate with the Town named as "Additional Insured"

- b. Provide copy of Liquor Liability Coverage with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate with the Town named as "Additional Insured"
 - c. Provide a copy of the certificate of insurance showing that a Workers' Compensation policy is in effect. The Town would NOT be an additional insured on this policy.
 - d. Ensure that all bartenders are TIPS trained
 - d. Service of food of any kind requires a permit from the Health Department. A food service permit is applied for with the Health Department. Please contact the Health Department to determine any dates and deadlines which may be necessary to meet. The approved permit must be posted in a visible location at the time of and for the duration of the event.
 - e. No later than 60 days prior to an event when entertainment is proposed. Entertainment must comply with the Town of Provincetown Noise By-Law. Any proposed entertainment is subject to Licensing Board Regulations and requires a hearing with the Licensing Board. Please contact the Licensing Agent for restrictions, dates, and deadlines regarding this use.
 - f. The Event Coordinator shall have discretion in the event of a scheduling conflict. Annual recurring events scheduling for at least 3 consecutive years at the same time each year will have a preference to scheduling.
2. Reservations require a 100% deposit of the Usage Fee for each reserved day/night. Deposits accompanied by a completed and signed application form must be submitted to the Event Coordinator at the time the reservation is made. Failure to pay deposit or other fees due within the required time period will result in automatic cancellation.
 3. After the application and deposit is received, the Event Coordinator will submit the form for approval to the Town Manager and Chief of Police (when applicable). Expect up to 21 days for processing. Once approved the Event Coordinator will confirm the reservation with the applicant.
 4. Reservations cancelled within four (4) months of the permitted use are subject to a cancellation penalty of 100% of the deposit total. Cancellation notices must be received in writing.

Property Rules and Guidelines

Although the locations of the Town properties as listed above vary, please see the following rules regarding their use.

1. Access, including set up and break down, to any Town Property, is from 8am until 12am.
2. All permitted uses of Town Properties must be accessible to the public, pursuant to the Americans with Disabilities Act (A.D.A.) of 1990 (42 U.S.C. 1201 et seq.), which prohibits discrimination against disabled individuals in private and public employment, public accommodations, public transportation, government services, and telecommunications. By contracting for the Use of Town Property, the responsible party assures the Town that it complies with the Americans with Disabilities Act and does not discriminate against the disabled. The responsible party shall also include this requirement in agreements entered into with any subcontractors associated with the permitted use.
3. Any use of Town Property must comply with the Building Department's *Place of Assembly Fire Safety Inspection Checklist*.
4. When the use of a temporary structure is proposed, the structure must be stake-less and cannot exceed seven days. Please see the Town's Zoning Regulations for additional information. A temporary structure permit application must be submitted to the Building

Department for their approval. Tents erected must remain within the perimeter of the park and grounds, and cannot include any anchoring into the sidewalk, landscaping, or other natural features. A Site Plan showing the proposed structure location as well as the size must be included with the application.

5. Access to the permitted space and limitations on the space permitted shall be as specified by the Town Authorized Officer.
6. Permission for use includes the normal installed electrical outlets only. Additional lighting or electrical equipment of any nature must be approved and inspected by the Wiring Inspector in advance of the event. Unusual loading of other types or the use of additional equipment of any nature must be approved and inspected by the Building Inspector and the Town Officer on duty.
7. The use of Town property does not include the use of any Town technical equipment, lights, or podiums (in whole or in part). All equipment to be used for the proposed event must be provided by the responsible party.
8. If the use of Portable Toilets is proposed, all must be placed in such a manner that they are accessible from the street. The driving of any vehicles on the sidewalk or lawns is strictly prohibited.
9. Limited reserved parking may be available from May to October for up to 4 spaces on Bradford Street, requires an additional fee, and is subject to availability. Please see the fee schedules for rates. Parking for unloading and loading of materials for an event must be scheduled with the Event Coordinator, may require an additional fee, and is subject to availability. All other parking areas are subject to fees as designated by the Parking Department.
10. The Department of Public Works maintains the Town properties on a regularly scheduled routine basis. Mowing or additional landscape requests will not be honored. Arrangements must be made with a private hauler to dispose of trash and debris. The site must be returned in the condition which it was received.
11. Approval of an application to use Town Properties does not relieve any applicant of its responsibility to obtain any other necessary licenses or permits, and does not constitute independent approval of any such licenses or permits.
12. Violation of any regulations or specific conditions of permitted use may cause permission to be suspended or revoked, and may be cause for refusal to grant permission for future use of Town Property.
13. If the application for Use of Town Property is denied, the applicant may request a review by the Select Board.

Copies of the regulations and fee schedule are available on the Town's website at:
<https://www.provincetown-ma.gov/1146/Event-Coordinator>

ALCOHOL SERVICE

Pursuant to the Regulations for the Public Use of Town Hall, beer and wine service may be permitted subject to the following restrictions: Beer and Wine may be served at an event only upon the expressed approval of the Town Manager and pursuant to Provincetown Licensing Board's Regulations. Beer, Wine and/or All-alcohol may only be served at a Private Individual event which: a) Has a host; and b) Has restricted access to invited guests only; and c) Was not publicly advertised or at a non-profit, if 100% of the sales go directly to the non-profit applicant on record and only upon the expressed approval of the Town Manager and pursuant to approval by the Provincetown Licensing Board.

An application for beer and wine service and/or All-alcohol must be signed off by the Police Chief prior to being sent to the Board of Selectmen. Licensing Board approval may be required, consult the Licensing Agent for the Licensing Board meeting schedule. Please allow minimum of 60 days prior to event for licensing approvals.

No beer or wine service and/or All-alcohol shall be permitted in Town Hall after Midnight. (A waiver of 1:00 am on New Year's Eve may be approved by the Town Manager). In order to serve beer or wine, you must hire a caterer with proper licenses or obtain a Special Alcoholic Beverage License from the Provincetown Licensing Board.

According to ABCC Regulations, Special License ("1-Day License"): "The Local Licensing Authority may issue special licenses for the sale of wines and/or malt beverages to any enterprise, however, special licenses for the sale of all alcohol beverages may be issued to non-profit organizations only." No person may hold special licenses for more than 30 days per calendar year.

Special Licenses must purchase alcoholic beverages from a licensed supplier. Special licensees CANNOT purchase alcoholic beverages from a package store and CANNOT accept donations of alcoholic beverages from anyone. Caterers without a state liquor license are not authorized purchase, sell or resell alcoholic beverages. Beer and wine and/or All-alcohol may only be SOLD in town hall by an event with a Special "1-Day License".

The following additional requirements apply to applicants seeking to serve wine or beer and/or All-alcohol in the auditorium:

1. Applicants must provide a copy of Commercial General Liability with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 general aggregate with the Town named as "Additional Insured".
2. Applicants must provide copy of Liquor Liability Coverage with a minimum limit of \$1,000,000 per occurrence / \$2,000,000 general aggregate with the Town named as "Additional Insured".
3. Applicants must provide copy certificate of insurance showing that a Workers' Compensation policy in effect. The Town would NOT be an additional insured on this policy.
4. Applicants must ensure that all bar tenders are TIPS trained.

THE 12C CATERER'S LIQUOR LICENSE

My caterer tells me that they have a liquor license. What does that mean for my event?

The Caterer's License is an on-premises, state issued alcoholic beverages license, which allows a caterer to sell alcoholic beverages at private events for no more than 5 hours in a city or town that permits on-premises licenses under M.G.L.c. 138, §12. Licensed Caterers cannot sell or deliver alcoholic beverages at events which occur in a licensed premises, i.e. a restaurant, hotel, club, etc.

Before the event a Licensed Caterer **MUST**:

1. Purchase its inventory of alcoholic beverages from licensed wholesalers
 2. Maintain liquor liability insurance in a minimum amount of \$250,000/\$500,000*
 3. Only permit individuals who have been certified by a nationally recognized alcoholic beverages server program to serve alcoholic beverages.
 4. At least 48 hours before any private event:
- Notify the police chief and the local licensing authority that the licensed caterer will be serving alcoholic beverages in the city/town.
 - Provide a copy of the caterer's license to the police chief and the local licensing authority.
 - Provide proof of insurance to the police chief and the local licensing authority; and
 - Provide an emergency contact number for the license manager to the police chief and the local licensing authority.

* - Please refer to the Regulations for rental of Town Hall for local requirements regarding minimum required liquor liability amounts.

What constitutes a private event?

The ABCC defines a private event as one that is "not open to the public" for purposes of a caterer's 12c license which:

1. Has a host; and
2. Has restricted access to invited guests only; and
3. Was not publicly advertised.

What happens if my event is open to the public?

If your event is open to the public and/or publicized and you are using a caterer with a caterer's license from the state you must apply for a special one-day license. Either you or your caterer may apply for the one-day license.

If you have any questions, please contact the Licensing Agent at (508) 487-7000 ext. 535



Use of Town Properties Application Checklist

Town of Provincetown

Attention: Event Coordinator

260 Commercial Street Provincetown, MA 02657

508-487-7000 x 595 thess@provincetown-ma.gov

<http://www.provincetown-ma.gov/1146/Event-Coordinator>

Fees are calculated by the scope of the work. Please review the Regulations for Use of Town Properties to determine the fee(s) for your proposed event(s).

CHECKLIST: PLEASE SUBMIT THIS WITH YOUR APPLICATION

<input type="checkbox"/>	Application filed with the Town of Provincetown	<i>This must be submitted to the Provincetown Events Coordinator a minimum of sixty (60) days prior to the proposed event(s)-see Regulations for Use of Town Property for additional timeline requirements.</i>
<input type="checkbox"/>	Facility Use Fee	<i>This is required when using any Town-owned property. Applications can be submitted up to 18 months in advance of the proposed event. Please expect up to 21 days for processing.</i>
<input type="checkbox"/>	Submitted Proof of Insurance Form. The following name and address should appear on the certificate: Town of Provincetown 260 Commercial Street Provincetown, MA 02657	<i>All Uses of Town Property are required to submit an original, signed Certificate of Insurance. The General Liability limits shall be \$1,000,000 per occurrence/\$2,000,000 General Aggregate, and proof of Worker's Compensation Insurance (if applicable) in the amount of the state statutory limit, valid for the duration of the production, with the "Town of Provincetown" listed as additional insured. Certificates can be emailed to: thess@provincetown-ma.gov or mailed to the Town of Provincetown, Attention: Event Coordinator, 260 Commercial Street, Provincetown, MA 02657.</i>

THE FOLLOWING ARE ONLY APPLICABLE IN CERTAIN CIRCUMSTANCES. PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/>	Police Detail	<i>This will be required when a police officer presence is necessary for management of an event where greater than 100 people will be in attendance. The Event Coordination will determine whether or not this is necessary. The scheduling of any Police Detail may only be reserved 14 days in advance of the event, and is the responsibility of the applicant. Fees apply.</i>
<input type="checkbox"/>	Health Department Applications	<i>A food permit will be required when providing any food service.</i>
<input type="checkbox"/>	Liquor Service	<i>This request must be received a minimum of 60 days prior to the proposed event, and requires the approval of the Licensing Board. A public hearing with the Licensing Board will be required. Fees apply.</i>
<input type="checkbox"/>	Entertainment	<i>This request must be received a minimum of 60 days prior to the proposed event. This will be required when entertainment is proposed. This may require a waiver of the Town's Noise By-Law. Contact the Licensing Agent for guidelines. A public hearing with the Licensing Board will be required. Fees apply.</i>
<input type="checkbox"/>	Tent or Temporary Structure Use ²	<i>This request includes the filing of a Temporary Structure Application with the Building Department. The Building Commissioner must review and approve all applications. Any use of Town Property must comply with the Building Department's Place of Assembly Fire Safety Inspection Checklist. Fees apply.</i>
<input type="checkbox"/>	Parking and Use of Town Parking Lots	<i>This will be required when requesting parking reservations, meter bagging requests, etc. Fees apply.</i>
<input type="checkbox"/>	Public Works Services	<i>This will be required when requesting road closures, street clean ups, etc. Fees apply.</i>
<input type="checkbox"/>	Use of a Drone	<i>The Provincetown Police Department must be notified when use of a drone is proposed.</i>

² Please see the Provincetown Zoning By-Laws regarding Temporary Structures

[illegible]