



Town of Groveland

Special Event Permit Guidelines

Welcome and Instructions

It is the goal of the Town of Groveland to work with event managers and organizers to help ensure that the events taking place in our community are both safe and successful, while minimizing the impact on our residents and businesses. We hope that you find the instructions set forth in this manual helpful in planning and preparing to carry out your special event.

Please review the instructions, and rules and regulations governing special events. Complete the application and submit it to the Town of Groveland, Board of Selectmen's Office, 183 Main Street, Groveland, MA 01834. If you have any questions, please contact Selectmen's Office at (978) 374-0470.

Guidelines for Special Events

A **special event** is an activity that occurs upon public property that affects the ordinary use of parks, playgrounds, fields, buildings, public streets, right-of-ways, or sidewalks. Special Events may include festivals, fairs, concerts, holiday celebrations, parades, Groveland Day, town events, road or bicycle races, etc.

Individuals or organizations wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the Town limits, including Town parks, must obtain a Special Event Permit from the Town of Groveland. Event sponsors should submit applications a minimum of 60 (sixty) days before the event.

Permit Posting: Special event permits should be posted at greeting areas or main entrances at events. Event organizers and managers are reminded that they may be asked by Town staff to show proof of permit during the event.

Hours: Event activities are prohibited after 10:00 p.m. in residential areas and before 9:00 a.m. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated and must be part of the permit.

Alcohol: Alcohol is prohibited on all Town of Groveland public property, including buildings, parks, playgrounds, fields, etc, unless a One Day Liquor License is granted, at the sole discretion of the Board of Selectmen. If applying for a One Day Liquor License, please pay special attention to the Police Detail and Insurance sections of this policy.

Restrooms/Trash/Cleanup: The Town of Groveland may require event organizers to provide temporary toilet facilities. Temporary toilet facilities must be cleaned daily. Trash must be disposed of in approved containers. Daily trash pickup and disposal by the permit holder is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition at the conclusion of the event. The event organizer may be required to arrange with the Department of Public Works for trash pickup and disposal, and to pay all costs associated with the aforementioned requirement. If the applicant fails to clean up debris and trash within the specified period, cleanup will be arranged by the Town and all costs will be charged to the applicant.

Traffic & Parking: Parking is permitted in designated areas only. The Police and Fire Departments require that all entries, exits and fire lanes be maintained.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings, or street fixtures.

Smoking: Smoking is not permitted in any public facility or on school grounds.

Fireworks: Fireworks are not permitted without the prior approval of the Groveland Board of Selectmen and Groveland Fire Department.

Tents: Tents require an inspection and permit from the Town of Groveland Health, Building, and Fire Departments. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent or trailer, a fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent.

Security/Traffic Control: Events may require the hiring of police officers to provide for security and/or traffic control.

Police Detail: Special Events without alcohol may require Police Details based on the logistics of the event. You must contact the Groveland Police Department, to inquiry on the need for detail officers, at least one month prior to the special event. For Special Events with alcohol, Police Details are mandatory. You must contact the Groveland Police Department to coordinate detail officers at least one month prior to the special event. The number of detail officers will be at the sole discretion of the Groveland Police Department based on the specifics of the event to ensure both the public's safety and the safety of the officers.

First Aid and Medical: Events may require provisions for first aid and medical personnel, including, but not limited to Town of Groveland Fire Department and/or the town's ambulance service.

Enforcement: Town of Groveland Police, Fire, or other staff so designated by the Board of Selectmen, may request that a resident, event employee or participant leave any park or public facility for violation of rules and regulations.

Insurance: The Town of Groveland may require applicants to provide a Certificate of Insurance, with the Town of Groveland named as an Additional Insured, in the minimum amount of \$1,000,000 for each Occurrence and \$3,000,000 General Aggregate for commercial general liability as a precondition for obtaining permits for certain events. For Events with alcohol, the applicants must provide the Certificate of Insurance as identified in the previous sentence and also a Certificate of Insurance, with the Town of Groveland named as an Additional Insured, in the minimum amount of \$1,000,000 for each Occurrence and \$3,000,000 General Aggregate for Liquor Liability. For events larger than 500 people, applicants must also provide an Umbrella Coverage that would sit over both the General Liability and Liquor Liability (if applicable) with limits of \$2,000,000 per Occurrence and \$2,000,000 Aggregate. The Certificates of Insurance must include all coverage deemed necessary for the event, as specified by the Town of Groveland and Town Counsel, including an indemnification and hold harmless clause. If required, these Certificates and verification of Worker's Compensation Coverage must be submitted to the Finance Director's Office no later than ten (10) business days before the event.

Additional Permitting and Cost Requirements: Depending upon the Special Event, additional permits may be required by Town of Groveland Departments. These may include, but are not limited to, permits for temporary food preparation, athletic field use, field lighting, merchandise sales, raffle licenses, and indoor space needs. The organizers of the event are responsible for obtaining any additional permits or licenses and are responsible for any additional costs incurred by the Town of Groveland as determined by representatives of each Town Department before the issuance of the Special Event Permit.

Special Event Application Checklist

- ✓ Submit your Special Events Permit Application (with all maps, diagrams and attachments as required) at least 60 days before the event.
- ✓ Provide a Schedule of Events along with a Site Plan which addresses:
 - ✓ The location of the event on the property
 - ✓ For road or walk race, a detailed map of the route
 - ✓ Features and attractions
 - ✓ Participant circulation
 - ✓ Proposed parking including how you will handle overflow parking
 - ✓ Any proposed road closures
 - ✓ Location of trash receptacles and dumpsters
 - ✓ Location of temporary toilet facilities
 - ✓ Accessible routes for the disabled
 - ✓ Locations, size and number of any tents, trailers or temporary structures
 - ✓ Location, size, and description of any signage or banners
- ✓ If food will be served or sold at the event, you must contact the Groveland Health Department to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
- ✓ If Police Details and/or Firefighters/EMTs will be required, contact the Groveland Police Department and Groveland Fire Department to secure services. Only Police Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit.
- ✓ Provide a Certificate of Insurance to the Finance Director's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance.