



## PARKS AND RECREATION COMMISSION MEETING

Thursday March 23, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

**If you choose to use the WebEx platform:**

- 1) Go to [www.webex.com](http://www.webex.com)
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID# 2308 752 4511
- 4) Enter password: Parkscomm3-23

**If you choose to attend via phone:**

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2308 752 4511

### AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of the Minutes for March 2, 2023 (Roll Call) & February 2, 2023 (Table)
4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at [Parks@worchesterma.gov](mailto:Parks@worchesterma.gov). Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a [Parks@worchesterma.gov](mailto:Parks@worchesterma.gov). Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial \*3.

6. Assistant Commissioners Report (See Report Topics Below)

5. Old Business

- Community Preservation Act Memo to the City Council 1-24-23

6. New Business

- NA

7. Date of Next Meeting:

- May 4, 2023 (Revised Date)
- May 25, 2023
- June 15, 2023
- September 28, 2023
- October 26, 2023
- November 16, 2023
- December 14, 2023
- January 11, 2024
- February 1, 2024 (Event & Sports Permit Meeting)
- February 29, 2024
- March 21, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

8. Meeting Adjourned (Roll Call)

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## PARKS AND RECREATION COMMISSION **MINUTES**

Thursday – March 2, 2023 – 6:30 P.M.

### If you choose to use the WebEx platform:

- 1) Go to [www.webex.com](http://www.webex.com)
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2301 900 0500
- 4) Enter password: Parkscomm3-02

### If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2301 900 0500

#### Commissioners Present:

Scott Cashman  
Brian Dardy  
Eric Goldstein  
Eric Stratton  
Erin Zamarro

#### Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner  
Jeffrey Tomaino, Recreation Coordinator

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1. Meeting was called to order at 6:30 PM.
  2. Attendance (Roll Call) – Five (5) Commission Members were present at the March 2, 2023, meeting.
  3. Acceptance of the minutes for June 16, 2022, September 8, 2022, and November 17, 2022 & January 19, 2023. All of the above minutes were approved.
  4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at [Parks@worcesterma.gov](mailto:Parks@worcesterma.gov). Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a [Parks@worcesterma.gov](mailto:Parks@worcesterma.gov). Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
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Participation” section of this meeting, you may join us directly within the 50 Skyline Drive Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user, you may dial \*3.

6. Committee Reports

1. Golf Course Subcommittee – None
2. Policy Subcommittee – None
3. Naming & Land Use Subcommittee – None

7. Assistant Commissioners Report (See Report Topics Below)

8. Old Business

- a. Mr. Geoff Killebrew Question Review – Commissioner Chacharone made a motion to file. Second by Commissioner Zamarro. All were in favor. Motion was approved 5 – 0.

9. New Business

- a. Noise Ordinance
- b. Handball Court Fence

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**ASSISTANT COMMISSIONER’S REPORT:**

1. Referral to Policy Subcommittee: NA
2. Referral to Naming/ Land Usage Subcommittee: NA
3. Referral to Golf Course Subcommittee: NA
4. General:
  - Community Preservation Act Memo to the City Council 1-24-23
    - Assistant Commissioner Antonelli explained that there will be a Community Preservation Act Board, he stated what the makeup of this new board is composed of and explained that one of the Parks & Recreation Commission Committee would have to be elected to be a member of this board. Moving this item to Old Business.
  - 149 West Boylston Street Drive Master Plan Meeting Invite – March 6, 2023 – 6:00 PM
  - Grant Applications –
    - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
    - Outdoor Recreation Legacy Partnership Grant – Tacoma St. Playground – Awarded
    - Land & Water Conservation Fund Grant – University Park – Awarded
    - Land & Water Conservation Fund Grant – Great Brook Valley - Submitted
    - PARC & LAND Grant Program – Sever Street - Awarded
  - Economic Development Initiatives –
    - NA
  - Cultural Events-
    - NA
  - Park Vandalism & Graffiti – NA
  - Donations –
    - NA
  - Capital Improvement Programs
    - Apricot Street Playground - NA

- Ball Property - NA
- Banis Street Playground - NA
- Beaver Brook Park - NA
- Bell Pond – NA
- Bennett Field – NA
- Betty Price Playground – NA
- Blackstone Gateway Park – NA
- Blithwood Park – Update
- Boynton Park – NA
- Burncoat Park – NA
- Burncoat Playground – NA
- Cascades Park – NA
- Castle Park – NA
- Coal Mine Brook – Updated
- Common – NA
- Coes Park (Knife) – NA
  - 1) Stearns Tavern
  - 2) Playground
- Coes Pond – NA
- Columbus Park –
  - 1) NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) –
  - 1) NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
  - 1) Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – Under construction
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
  - 1) Green Hill Farm
  - 2) Community Gardens
  - 3) WWI
- Greenwood Park – NA
- Hadwen Park – NA
- Harrington Field – NA
- Harry Sherry Field (S. Worcester) - NA
- Holland Rink - NA
- Holmes Field - NA
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – NA
  - 1) Walkway Design
  - 2) Salisbury Pond - Update
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA

- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- South Worcester Park – Getting ready to award bid
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Artwork in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
  - Keep Worcester Clean –
    - 1) NA
  - City Council Orders –
    - 1) NA
  - City Council Petitions –
    - 1) NA
  - Forestry Operations –
    - 1) Tree City USA - NA
    - 2) ALB (Asian Longhorned Beetle)
    - 3) EAB (Emerald Ash Borer)
    - 4) Arbor Day – April 28, 2023
  - Budget – Operational & Capital - NA
    - 1) Parks, Recreation & Cemetery Division – NA
    - 2) Capital Improvement Program – NA
    - 3) City Five Point Financial Plan – NA
    - 4) City Auditor Communications - NA
  - Summer Youth Employment Program – Update on flyer with barcode
  - Aquatics – NA
    - 1) Christian’s Law – NA
  - Recreation Worcester - NA

- Holiday Tree – Friday December 2, 2022
- Worcester Common Ice-Skating Rink – Update
- Waterfowl in Park – NA
- Out-to-Lunch – NA
- Trash – NA
- ESCo – NA
- Park Permits –
  - 1) A couple of organizations that were not able to attend the Sports & Events Meeting on February 2, attended this meeting instead. Commissioner Cashman asked that the presentation be sent to them to review.
- Access/ ADA – NA
- Mobile Concession/ Food Truck - NA
- ATV – Recreational Vehicle – NA
- Veterans Memorials - NA
- Misc. Information –
  - 1) NA
- Golf Course:
  - Fees & Policies - NA
- Golf Course Donations: NA
- New Business:
  - Noise Ordinance:
    - 1) A request for a review to the noise ordinance was requested at the last meeting. Assistant Commissioner Antonelli stated the 6-page noise ordinance was included in package. Commissioner Goldstein made a motion to file this item. Second by Commissioner Stratton. All were in favor. Motion was approved 5 – 0.
  - Handball Court:
    - 1) A request for a review of the letter sent to the City Manager’s Office on fencing at the Green Hill Park Handball Courts. Assistant Commissioner Antonelli included a copy of the letter, which was sent to the City Manager’s Office by the Commission. Commissioner Stratton made a motion to file this item. Second by Commissioner Goldstein. All were in favor. Motion was approved 5 – 0.
- Date of Next meeting – March 23, 2023
- Commissioner Goldstein made a motion to adjourn. Second by Commissioner Zamarro. All were in favor. Motion approved 5 – 0. Meeting adjourned at 7:02 PM.

**A copy of this full meeting will be available to view and listen to at:  
[www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes](http://www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes)**





**ASSISTANT COMMISSIONER'S REPORT:**1. General:

- Request to allow alcohol on the Worcester Common for the Black Music Festival
- Request to allow alcohol on the Worcester Common for the Craft Brew 5K Road Race & Festival
- Lake View Playground Master Plan
- 149 Collaborative Conceptual Master Plan – Final design to be submitted to the Commission in May 2023
- Grant Applications –
  - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
  - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
  - Land & Water Conservation Fund Grant – University Park - Awarded
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  - PARC & LAND Grant Program – Sever Street - Awarded
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- Cultural Events-
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- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
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- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
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- Golf Course:
  - Fees & Policies - NA
  - Golf Course Donations - NA

# **PARKS AND RECREATION COMMISSION MEETING**

Thursday March 23, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

Virtual with WebEx

## **ASSISTANT COMMISSIONER'S REPORT**

**GENERAL**



**2023 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of Requested Facility: City Hall Today's Date: 3/10/23

Name of Your Organization: The Uncommonwealth Group Website: \_\_\_\_\_

Name of Applicant: Charles Luster Email: \_\_\_\_\_

Address: 120 Cataract ST City: Worcester State: MA Zip: 01602

Cell Phone#: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Event Date: 6/24/23 Rain Date: 6/25/23 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set up Date & Start time: 9 am Breakdown Date & End Time: 7 pm

Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: Black Music Festival live music, DJ's, food, and vendors

Have you ever had a similar permit?  YES  NO Estimated amount of people to attend: 700

Will you be charging admissions or selling any items at this event? (You may need a Hawker & Peddlers license)  YES  NO

If the event is located at the Common: Are you requesting to serve alcohol?  Yes  No.  
(Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)

Are you a non-profit organization with a 501C3?  Yes  No (Please provide copy of certificate) ID# \_\_\_\_\_

Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)?  Yes  No  
(You will need a Sound Permit from the Police Department, please see below.)

**This section must be completed by the Police Department ONLY**

Anyone requesting a Park Permit will need to notify the Police Department Off-Duty Office and have them complete and sign below in reference to Police Supervision and/or Sound Permits. The Police will determine the need for Police Supervision, if any, and the number of officers required. There is no exception to this requirement.

[wpdpaydetailofficeemailist@worcesterma.gov](mailto:wpdpaydetailofficeemailist@worcesterma.gov) - 508-799-8686

Will this event require Police Supervision?  Yes  NO If Yes, number of Officers: \_\_\_\_\_

Does the event require a Sound Permit?  Yes  No

Has a Sound Permit been obtained?  Yes  No (A copy of the permit must be attached)

Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_

11. **Water:** October 1<sup>st</sup> of each year, all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
12. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
13. **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
14. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
15. **Beaches/Water bodies:** Events held at beach facilities or public waterways may require compliance with "Christian's Law". Personal flotation devices/US Coast Guard certified Life Jackets for beach facilities. The permittee shall be responsible for meeting and exceeding all requirements of "Christian's Law" which includes the following:
  - a. Provide a properly-sized and snug fitting type I, II, or III PFD to all minor children determined to be either a non-swimmer or an at-risk swimmer.
  - b. Ensure that all minors are swim tested at the first swimming session.
  - c. Allow parents or legal guardians to provide their own fitting personal flotation device (PFD) to their child if they choose.

\*A Copy of this State law is available on the City of Worcester website and at the Parks Office.\*

16. **Set-up map:** Please submit a set up map showing location of tents, tables, chairs, grill etc. You may use a Google maps aerial view of the location, or you may hand draw your own set up map.
17. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
18. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
19. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other City documents

**Below is a list of phone numbers for your assistance in the permit process:**

Special Events Committee: 455 Main Street .....	508-799-1400
Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square.....	508-799-8606
Inspectional Services- Food, Portable toilet permits – 25 Meade Street.....	508-799-8539
Inspectional Services – Tents, Generators – 25 Meade Street.....	508-799-1198
Fire prevention – Open flame permits – 141 Grove Street.....	508-799-1822
License Commission – Flea Markets/selling of items/serving alcohol – 455 Main Street.....	508-799-1400
EMS.....	508-421-5728
Parks Security.....	508-612-1121

Initials:   C.L.L.

**Please see Important notes below:**

1. **Events:** All events charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the event date. The proposal is to include all event details, and meet requirements as set forth by the Parks & Recreation Commission. A Special Events application may need to be completed and submitted to the Special Events Committee. All new events, as well as large scale events, will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events occurrence.
2. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environment impact, safety of wildlife, and the debris that is left. A fine may be assigned to those who disregard this rule.
3. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division requires staff at all event/permits for the duration of the event including event set up and breakdown times, this and other requirements will be determined on a case-by-case basis. Staff fees will apply at \$60 per hour minimum of 4 hours per day, per staff assigned. A non-refundable down payment of \$125.00 will be required at the time the application is submitted to reserve the date. Fees will vary based on event types, needs for additional staff, electricity, hours, trash pickup fee, and magnitude of event. Final payment will be due at least one (1) month prior to the event day. Payments made less than one month prior will have to submit a certified payment such as a bank check or a money order. Union rules requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
4. **Refunds:** Refunds will NOT be given unless is not cancelled in writing within the required timeframe. A 24-hour written cancellation notice is required to avoid additional fees; emails will be accepted as a written form of notification. Weekend cancellation notices must be received by noon (12:00 PM) on the last business day prior to your event and must be confirmed and approved by DPW & Parks – Parks & Recreation Division staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration. A full fee will be charged to those who do not cancel on time. Rain dates are available at the time of request, not after and will only be honored if cancelled and rescheduled in a timely manner according to this policy. An email sent to [parks@worcesterma.gov](mailto:parks@worcesterma.gov) will also be accepted as a written cancellation with a follow up call to 508-799-1190.
5. **Special Events:** Some organizations will be required to contact the Special Events Committee based on the location and the scale of the event. Please call 508-799-1400. It is your responsibility to obtain all necessary permits from other City divisions as applicable to your event and submit copies to Parks Administration along with your completed application. A Parks Permit will not be issued until all necessary permits are obtained (e.g., Tent Permit, Food Permits, Sound Permits, Entertainment License, etc.). If an admission fee is being charged, you may need a permit from License Commission.
6. **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester. Some events may require a higher Limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
7. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 21 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division, (Exception: Worcester Common).
8. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
9. **Facility Clean-up:** Cleanup of park at completion of event is expected. The park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
10. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that do not have parking lots. Illegal parking, such as but not limited to, parking on sidewalks or grass areas will not be allowed, Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.

**Please answer the questions below and see notes \* A set up map will be required\***

- Yes No
- Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)
- Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)
- Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)
- Will you be renting portable restrooms? Please provide information on company: Slimes.  
\* All events with portable restroom must have a minimum of 1 accessible unit in each cluster.  
\* Each accessible unit must be placed with entrance facing an accessible surface/walkway.
- Will you be requesting the use of our electricity? (Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day.)  
If using a multi-media/sound company, please provide name & phone number: \_\_\_\_\_
- Will you be using a generator? (A permit from Inspectional Services will be required, contact information page 4 (Copy of the generator permit will be required by Parks.)
- Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for contact information.) Copy of the food permit will be required by Parks. Oil will not be allowed to be disposed of in sewer drains, a disposal plan must be submitted with the application.
- Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department. Contact information available on page 4. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)
- Will you be using Tents? (All tents must be **stake-less**. A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for Contact Information.)  
Size of Tents: \_\_\_\_\_ Number of Tents: \_\_\_\_\_ Tent Company Name: \_\_\_\_\_
- Will there be any inflatable devices/bouncy houses? (All devices must be **stake-less**, and approval will be based on current public health guidance. Company: \_\_\_\_\_
- Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.
- Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4)
- Will you be using any banners? (No nails or staples allowed, only rope or tape. Large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location.
- Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00 the size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.)

Initials: CLL



**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Human Rights Policy. It is the policy of the City to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.


The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

**PENALTIES:** Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: Charles Luster DATE: 3/10/23  
SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: CLL

## City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. To destroy, misuse or about park property, or to injure or climb trees, lawns, shrubs, plants in any park playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
2. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
3. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, or fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
4. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
5. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
6. To throw, deposit or leave any litter or rubbish any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown/dumped into any park or park container.
7. To feed waterfowl & animals is prohibited in any park, playground, or beach.
8. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
9. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
10. To operate a phonogram, bullhorns, radio loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorn, radio, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property of building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
11. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tobacco, alcohol, medication, drugs, or pornographic material.
12. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
13. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
14. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
15. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any car road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
16. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.

17. To play any active ball games in any park, playground, or beach except in areas set aside for such games. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
18. To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
20. **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
21. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
22. **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
23. **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
24. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
25. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
26. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
27. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
28. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
29. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
30. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
31. Drones (UAS) and other aircraft: Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces; unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations.
32. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
33. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00

The above Rules and regulations have been approved by the Parks & Recreation Commission

Initials: CEL

## PARKS & RECREATION

### FEES & CHARGES POLICY 2023

- Fees will be charged for field use permits issued to youth groups/organizations that are city residents under the age of 18, to include but not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, Lacrosse, handball, tennis, cricket, field hockey, Street Hockey or any other sport). This fee can be reduced or waived if the youth league is a 501C3 Non-profit and/or completes regular maintenance on their field. (Discounts do not apply to staff costs)
- Fees will be charged to organizations/leagues that are for profit – No discounts will apply.
- There is a two (2) hour per day minimum for all permits.
- **OFF PEAK HOURS** for fields/rinks/courts are 8:00 AM – 6:00 PM.
- **PEAK HOURS** for fields/rinks/courts are 6:00 PM – 10:00 PM (All fields close at 10:00 PM unless approved by the City, if additional hours are approved the fees will be based on peak hour cost.)

#### SPORT PERMITS:

1. Field and court fees are as follows for **non-profit organizations** - \$18.00/Hr./Field for off peak hours prior to 6:00 PM - \$36.00/Hr./Field for peak hours after 6:00 PM.
2. Field and court fees are as follows for **for-profit organizations** - \$36.00/Hr./Field for off peak hours prior to 6:00 PM - 72.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost or to for-profit organizations).
3. **All synthetic fields may require staff at games. The fee is \$125.00 per hour minimum of two hours per day.**

#### EVENT PERMITS:

1. Individuals or groups (This permit is for a location, in a specific park at a set time between dawn and dusk.)
2. 8:00 AM – 6:00 PM - \$250.00/UPTO FOUR (4) HOURS/PARK.
3. A discount of up to 50% will be given to City of Worcester Residents application fee, once verification is submitted (Discount does not apply to staff cost, For-profit organizations, or Non-Residents).
4. Trash removal/disposal fee will start at \$400.00 and will increase based on the size of the event. This fee does not include facility clean up a minimum of \$240.00 will be charged for trash picked up throughout the facility.
5. Electrical fee \$30.00 per hour of electric use, if the electrician is needed the fee will be an additional \$60.00 per hour minimum of 4 hours.
6. Staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division at a rate of \$60.00 per hour, minimum of 4 hours per day, per staff assigned. There will be **NO** discounts given for this fee.

#### COMMUNITY BUILDINGS:

1. Rentals: Non-profit groups/organizations - \$250.00/4 hours. Additional fees may apply for staff.
2. Private groups/organizations/individuals - \$350.00/4 hours. – Additional fees may apply for staff.
3. A discount of up to 50% will be given to City of Worcester residents – Discounts do NOT apply to staff cost or to For Profit organizations.
4. \*Note: Additional fee for staff will be charged for opening/closing of said facility. The City reserves the right to waive the permit fee for meeting/events that is in the best interest of the City of Worcester. Staff fees will not be waived.

#### METAL DETECTING PERMITS:

1. Metal detecting is not allowed at any city park or sports fields due to irrigations, electrical or plumbing lines.
2. Metal detecting will only be allowed at the beaches with a permit.
3. Permit fee is \$100.00 for 10 dates – 4 hours per date.
4. Applicant shall restore a disturbed area to it's original condition by removing all devices of digging and/or probing.
5. All trash/litter or other debris uncovered must be removed and placed in an approved trash receptacle.
6. Any trash left behind will be cleared by parks staff at a rate of \$60.00/hr minimum of 4 hours per staff (this fee may change).

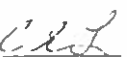
**SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:** Organizations/groups/individuals requesting a permit for events/tournaments will be charged fees as determined on an individual basis (Staff, utilities or needs as required by Department) based on Departmental and Parks & Recreation Commission requirements.

**PORTABLE STAGE FEE:** The fee for delivery, setup, breakdown, and pickup of the portable stage within the City of Worcester is \$960.00. This fee is non-negotiable.

**ADMINISTRATIVE CHARGE:** A \$125.00 Administrative fee is included in the permit fee to cover staff, secretarial costs, office supplies, mailings, utility costs, etc. An additional \$125.00 fee will be charged for any changes made to your permit that have been finalized.

**REFUND POLICY:** City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not issue any refunds permits due to weather conditions. All will be determined on an individual basis. The City of Worcester will work with event organizers to set rain dates at the time the application is submitted. Sports organizations will be given the opportunity to call and change the date 24 hours prior to the assigned date.

**FEE STRUCTURE:** \$125.00 Non-refundable down payment will be required at the time of request. Fees will be applied to each individual event as per each individual's/organizations/league's needs, as well as sports fees will be applied as per each organization's needs. Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need approval from the Parks & Recreation Commission for future requests. A 2% Late fee will be assessed to all leagues/organizations each month if the invoice is not paid withing 45 days of the invoice date.

Initials: 



**2023 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of requested Facility: Worcester Common Oval Today's Date: 11/23/2022

Name of your organization: Preservation Worcester Website: \_\_\_\_\_

Name of Applicant: Deborah Packard, Claire Akin (representative) Email: \_\_\_\_\_

Address: 10 Cedar St City Worcester State MA Zip 01609

Cell Phone# \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Event Date: 05/06/2023 Rain Date: none Start Time: 10am End Time: 4pm

Set up Date & Start time: Friday 05/05/23 Breakdown Date & End Time: Saturday 05/06/23 4-6pm

Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: This is a 5k road race around the Worcester Common area finishing by Commerical St entrance  
Inside the Oval and on the mezzanine we set up 10x10 pop up tents for beer festival.

Have you ever had a similar permit? yes YES \_\_\_\_\_ NO \_\_\_\_\_ Estimated amount of people to attend: 1500

Will you be charging admissions or selling any items at this event? You may need a Hawker & Peddlers license yes- admission YES \_\_\_\_\_ NO \_\_\_\_\_

If the event is located at the Common. Are you requesting to serve alcohol? yes Yes \_\_\_\_\_ No \_\_\_\_\_  
(Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)

Are you a non-profit organization with a 501C3? yes Yes \_\_\_\_\_ No (Please provide copy of certificate) ID# \_\_\_\_\_

Are you having amplified sound? (Microphones, speakers, blowhorns, radios, sound system) yes DJ speakers Yes \_\_\_\_\_ No \_\_\_\_\_  
(You will need a sound permit from the Police Department, please see below)

**This section must be completed by the Police Department ONLY**

Anyone requesting a park permit will need to notify the Police Department Off-Duty Office and have them complete and sign below in reference to Police Supervision and/or Sound Permits. The Police will determine the need for Police Supervision if any and the number of officers required. There is no exception to this requirement.

Will this event require Police Supervision? \_\_\_\_\_ Yes \_\_\_\_\_ NO \_\_\_\_\_ If Yes, number of Officers \_\_\_\_\_

Does the event require a Sound Permit? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Has a sound permit been obtained? \_\_\_\_\_ Yes \_\_\_\_\_ No (A copy of the permit must be attached)

Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_

**Please answer the questions below and see notes – A set up map will be required**

- Yes**  **No**
- yes**  Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight)
- no** Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)
- no** Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms)
- yes**  Will you be renting portable restrooms? (Please provide information on company \_\_\_\_\_)  
\* All events with portable restroom must have a minimum of 1 accessible unit in each cluster  
\* Each accessible unit must be placed with entrance facing an accessible surface/walkway.
- yes**  Will you be requesting the use of our electricity? Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day. If using a multi-media/sound company, please provide name & phone number \_\_\_\_\_
- yes**  Will you be using a generator? (A permit from Inspectional Services will be required, please see page 4 for their phone number and address) Copy of the generator permit will be required by parks.
- yes**  Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for their phone number and address) Copy of the food permit will be required by parks. Oil will not be allowed to be disposed of in the sewer drains, a disposal plan will have to be submitted with the application.
- no** Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department, phone number, and address available on page 4) If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.
- yes**  Will you be using Tents? (All tents must be **stake-less**) (A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for phone number and address)  
Size of tents: 10x10 Number of Tents: about 20 Tent Company Name: \*depends on wind. In 2022 we didnt use them
- yes**  Will there be any inflatable devices/bouncy houses? (All devices must be **stake-less**, and approval will be based on current public health guidance) Company \_\_\_\_\_
- yes**  Will you be using tables and chairs? (The city does not supply tables or chairs, please show location on set up map)
- yes**  Will you have EMS services available? (This is not mandatory, but it is recommended, phone number is on page 4)
- no** Will you be using any banners? (No nails or staples allowed only rope or tape, large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location)
- no** Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00) (The stage is 24' x 24', it can also be used open halfway with a back, this stage is not accessible)

Initials: \_\_\_\_\_

**Please see important notes below**

1. **Events:** All events charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the event date. The proposal is to include all event details, and meet requirements as set forth by the Parks & Recreation Commission. A special events application may need to be completed and submitted to the Special Events Committee. All new events as well as large scale events will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events life.
2. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environment impact, safety of wildlife, and the mess that is left. A fine may be assigned to those who disregard this rule.
3. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division requires staff at all event/permits for the duration of the event including event set up and breakdown times, this and other requirements will be determined on a case-by-case basis. Staff fees will apply at \$60 per hour minimum of 4 hours per day, per staff assigned. A non-refundable down payment of \$125.00 will be required at the time the application is submitted to reserve the date. Fees will vary based on event types, needs for additional staff, electricity, longer hours, trash pickup fee, magnitude of event. Final payment will be due at least one (1) month prior to the event day. Payments made less than one month prior will have to submit a certified payment such as a bank check or a money order. Union rules requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
4. **Refunds:** Refunds will NOT be given if event is not cancelled in writing within the required timeframe. A 24-hour written cancellation notice is required to avoid additional fees, emails will be accepted as a written form of notification. Weekend cancellation notices must be received by noon (12:00 PM) on the last business day prior to your event and it must be confirmed and approved by DPW & Parks – Parks & Recreation Division staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration. A full fee will be charged to those who do not cancel in time. Rain dates are available at the time of request not after and will only be honored if cancelled and rescheduled in a timely manner according to this policy. An email sent to [parks@worcesterma.gov](mailto:parks@worcesterma.gov) will also be accepted as a written cancellation with a follow up call to 508-799-1190.
5. **Special Events:** Some organizations will be required to contact the Special Events Committee based on the location and the scale of the event. Please call 508-799-1400. It is your responsibility to obtain all necessary permits from other city divisions as applicable to your event and submit copies to Parks Administration along with your completed application. A parks permit will not be issued until all necessary permits are obtained (e.g., tent permit, food permits, sound permits, Entertainment license, etc.). If an admission fee is being charged you may need a permit from License Commission.
6. **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement with indemnifies and holds harmless the City of Worcester. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
7. **Alcohol:** Alcoholic Beverages are not allowed in city parks (See item 21 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. (Exception: Worcester Common)
8. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces as per city ordinance is not allowed.
9. **Facility Clean up:** Cleanup of park at completion of event is expected. The Park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
10. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that don't have parking lots. Illegal parking such as but not limited to parking on sidewalks or grass areas will not be allowed Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.

11. **Water:** October 1<sup>st</sup> of each year all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
12. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
13. **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
14. **Transferring of permits:** There shall be **No** transferring of permits from one permittee to another.
15. **Beaches/Water bodies:** Events held at beach facilities or public waterways maybe require to be in compliance with Christian’s Law. Personal flotation devices/US Coast Guard certified Life Jackets for beach facilities: The permittee shall be responsible for meeting and exceeding all requirements of “Christians Law” which includes the following:
  - a. Provide a properly sized and snug fitting type I, II, or III PFD to all minor children determined to be either a non-swimmer or an at-risk swimmer.
  - b. Ensure that all minors are swim tested at the first swimming session.
  - c. Allow parents or legal guardians to provide their own fitting personal flotation device (PFD) to their child if they choose.

\*A Copy of this State law is available on the City of Worcester website or at the Parks Office\*

16. **Set up map:** Please submit a set up map showing location of tents, tables, chairs, grill etc. You can use a google maps aerial view of the location or you may hand draw your own set up map.
17. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
18. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
19. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

**Below is a list of phone numbers for your assistance in the permit process:**

Special Events Committee: 455 Main Street .....	508-799-1400
Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square.....	508-799-8606
Inspectional Services- Food, Portable toilet permits – 25 Meade Street.....	508-799-8539
Inspectional Services – Tents, generators – 25 Meade Street.....	508-799-1198
Fire prevention – Open flame permits – 141 Grove Street.....	508-799-1822
License Commission – Fleas Markets/selling of items/serving alcohol.....	508-799-1400
EMS.....	508-799-8606
Parks Security.....	508-612-1121

Initials: \_\_\_\_\_



**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Human Rights Policy. It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

**PENALTIES:** Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_

Initials: \_\_\_\_\_


City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. To destroy, misuse or about park property, or to injure or climb trees, lawns, shrubs, plants in any park playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
2. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
3. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, or fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
4. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
5. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
6. To throw, deposit or leave any litter or rubbish any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown/dumped into any park or park container.
7. To feed waterfowl & animals is prohibited in any park, playground, or beach.
8. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
9. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
10. To operate a phonogram, bullhorns, radio loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorn, radio, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property of building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
11. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tabaco, alcohol, medication, drugs, or pornographic material.
12. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
13. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
14. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
15. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any car road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
16. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.
17. To play any active ball games in any park, playground, or beach except in areas set aside for such games.

18. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
20. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
21. **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
22. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
23. **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
24. **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
25. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
26. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
27. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
28. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
29. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
30. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
31. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
32. Drones (UAS) and other aircraft: Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces; unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations.
33. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
34. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00  
 The above Rules and regulations have been approved by the Parks & Recreation Commission Initials: 

**PARKS & RECREATION  
FEES & CHARGES POLICY 2023**

- Fees will be charged for field use permits issued to youth groups/organizations that are city residents under the age of 18, to include but not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, Lacrosse, handball, tennis, cricket, field hockey, Street Hockey or any other sport) This fee can be reduced or waived if the youth league is a 501C3 Non-profit and/or completes regular maintenance on their field. (Discounts do not apply to staff costs)
- Fees will be charged to organizations/leagues that are for profit – No discounts will apply
- There is a two (2) hour per day minimum for all permits
- **OFF PEAK HOURS** for fields/rinks/courts are 8:00 AM – 6:00 PM
- **PEAK HOURS** for fields/rinks/courts are 6:00 PM – 10:00 PM (All fields close at 10:00 PM unless approved by the city, if additional hours are approved the fees will be based on peak hour cost.)

**SPORT PERMITS:**

1. Field and court fees are as follows for **non-profit organizations** - \$18.00/Hr./Field for off peak hours prior to 6:00 PM - \$36.00/Hr./Field for peak hours after 6:00 PM
2. Field and court fees are as follows for **for-profit organizations** - \$36.00/Hr./Field for off peak hours prior to 6:00 PM - 72.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost or to for-profit organizations).
3. **All synthetic fields may require staff at games. The fee is \$125.00 per hour minimum of two hours per day.**

**EVENT PERMITS:**

1. Individuals or groups (This permit is for a location, in a specific park at a set time between dawn and dusk.)
2. 8:00 AM – 6:00 PM - \$250.00/UPTO FOUR (4) HOURS/PARK
3. A discount of up to 50% will be given to City of Worcester Residents application fee, once verification is submitted (Discount does not apply to staff cost, For-profit organizations, or Non-Residents)
4. Trash removal/disposal fee will start at \$400.00 and will increase based on the size of the event. This fee does not include facility clean up a minimum of \$240.00 will be charged for trash picked up throughout the facility.
5. Electrical fee \$30.00 per hour of electric use, if the electrician is needed the fee will be an additional \$60.00 per hour minimum of 4 hours.
6. Staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division at a rate of \$60.00 per hour, minimum of 4 hours per day, per staff assigned. There will be **NO** discounts given for this fee.

**COMMUNITY BUILDINGS:**

1. Rentals: Non-profit groups/organizations - \$250.00/4 hours. Additional fees may apply for staff.
2. Private groups/organizations/individuals - \$350.00/4 hours. – Additional fees may apply for staff.
3. A discount of up to 50% will be given to City of Worcester residents – Discounts do NOT apply to staff cost or to For Profit organizations.
4. \*Note: Additional fee for staff will be charged for opening/closing of said facility. The City reserves the right to waive the permit fee for meeting/events that is in the best interest of the City of Worcester. Staff fees will not be waived.

**METAL DETECTING PERMITS:**

1. Metal detecting is not allowed at any city park or sports fields due to irrigations, electrical or plumbing lines.
2. Metal detecting will only be allowed at the beaches with a permit.
3. Permit fee is \$100.00 for 10 dates – 4 hours per date.
4. Applicant shall restore a disturbed area to its original condition by removing all devices of digging and/or probing.
5. All trash/litter or other debris uncovered must be removed and placed in an approved trash receptacle.
6. Any trash left behind will be cleared by parks staff at a rate of \$60.00/hr minimum of 4 hours per staff (this fee may change).

**SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:** Organizations/groups/individuals requesting a permit for events/tournaments will be charged fees as determined on an individual basis (Staff, utilities or needs as required by Department) Based on Departmental and Parks & Recreation Commission requirements.

**PORTABLE STAGE FEE:** The fee for delivery, setup, breakdown, and pickup of the portable stage within the City of Worcester is \$960.00. This fee is non-negotiable.

**ADMINISTRATIVE CHARGE:** A \$125.00 Administrative fee is included in the permit fee to cover staff, secretarial costs, office supplies, mailings, utility costs, etc. An additional \$125.00 fee will be charged for any changes made to your permit that have been finalized.

**REFUND POLICY:** City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not issue any refunds permits due to weather conditions. All will be determined on an individual basis. The City of Worcester will work with event organizers to get rain dates at the time the application is submitted. Sports organizations will be given the opportunity to call and change the date 24 hours prior to the assigned date.

**FEE STRUCTURE:** \$125.00 Non-refundable down payment will be required at the time of request. Fees will be applied to each individual event as per each individual's/organizations/league's needs, as well as sports fees will be applied as per each organization's needs. Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need

approval from the Parks & Recreation Commission for future requests. A 2% Late fee will be assessed to all leagues/organizations each month if the invoice is not paid within 45 days of the invoice date.

Initials: CMH

## **Craft Brew Races Worcester 2023 Security and Management of Alcohol**

We request this malt beverage liquor permit to host this fan favorite, local event and celebration of craft beer. This will be the 7th time we have hosted this event.

We have product delivered on Friday, May 5<sup>th</sup> between 9am-12pm, and stored in a locked refrigerator truck on Franklin St. This product is then distributed among the vendors on Saturday, May 6<sup>th</sup>, to their respective booth for their brewery representatives to pour for attendees. The 5k begins at 12pm and the festival opens up at 12:30pm for folks to enjoy until 4pm. Last call at 3:50pm and everyone vacates the premise for breakdown at 4pm.

The entire event and festival is 21+ and is fenced in and secured by private security. Liquor is served where on attached the map it says "vendors".

## WORCESTER LICENSE COMMISSION



### Special (One – Day) License Multiple Event – Application Request Application Guide

Planning & Regulatory Services Division • 455 Main St., Room 404, Worcester, MA 01608 • Phone: 508-799-1400 ext 31440  
Office Hours: 8:30 a.m. – 5:00 p.m.

**STEP 1: Obtain application from the City's website: [www.worcesterma.gov](http://www.worcesterma.gov) (Quick Find → Forms), or contact the Division of Planning & Regulatory Services.**

**STEP 2: THE FOLLOWING ITEMS MUST BE INCLUDED OR YOUR APPLICATION WILL NOT BE ACCEPTED. PLEASE CHECK EACH BOX TO ENSURE THAT YOU HAVE ALL REQUIRED ITEMS.**

- One (1) copy of application.
- Letter of permission to have alcohol on the premises from the owner of the location where event will be held.
- Complete all columns in Table 1 for each event at which alcohol will be either stored or served. Alcohol must be purchased from a Licensed Wholesaler. A list is attached of approved wholesalers.
- A management and security plan:
  - shall be included for each scheduled event by reference number found in Table 1:
  - shall include the reason for your request, a description of the security measures that will be used and include a plan showing the location where alcohol will be served.
- A check made out to the City of Worcester for the entire amount of the application fee:
- Fee: \$100 per day (max of 30 events per applicant per year).
  - Amendments that reduce the number of events, or change an event date are free of charge.
  - Amendments that provide for additional events are required to pay the fee.
- Copy of Server Training Certificate for each person who will be serving alcohol.
- Any change regarding the information you provide in this application requires an amendment to this special license.

**STEP 3: File and appear before the License Commission.**

- ◊ File your application at the Division of Planning & Regulatory Services (see above for location times)
- ◊ You will be notified of the date of the License Commission meeting at which your application will be heard.
- ◊ Initial application and amendments must be filed at least 30 days prior to any regularly scheduled License Commission meeting. It is highly recommend that you file at least 60 days prior to event in order to make sure your application has time to be reviewed by all the appropriate departments. Please refer to the License Commission's meeting schedule and application filing deadlines for details.

If you plan to have entertainment at your event you are required to file a separate entertainment application.

**WORCESTER LICENSE COMMISSION**



**Special (One – Day) License  
Multiple Event – Application Request**

Planning & Regulatory Services Division • 455 Main St., Room 404, Worcester, MA 01608 • Phone: 508-799-1400 ext. 31440  
Office Hours: 8:30 a.m. – 5:00 p.m.

**APPLICANT INFORMATION:**

NAME OF APPLICANT:

**Matthew Gray, Claire Akin**

NAME OF BUSINESS/PERSON HOLDING THE EVENT:

**GMM/Preservation Worcester**

APPLICANT PHONE #:



APPLICANT EMAIL:



**IMPORTANT NOTICES & REQUIREMENTS:**

- A special license cannot cover any portion of a premise currently licensed.
- The Local Licensing Authorities may issue a special license for the sale of wines and/or malt beverages to any enterprise, however special licenses for the sale of all alcoholic beverages may be issued only to non-profit organizations.
- All liquor that is not used during event must be returned to wholesaler. It is illegal to store liquor on premises to be used for future events unless indicated in your application (for example the day before an event).
- The License Commission shall, at its discretion, establish requirements for police coverage for each event.
- Special license holders cannot purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone.
- Any change regarding the information you provide in this application requires an amendment to the special license.

**CERTIFICATION:**

I Claire Akin hereby certify that the person applying for this license does not have a pending section twelve liquor application before the License Commission and that I will comply with M.G.L c.138 and the License Commission's Rules and Regulations relative to the sale and delivery of alcoholic beverages.



Signature of \_\_\_\_\_

Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Table 1: Event Date, Times and Name of Wholesaler (please complete for all events with alcohol).**

In the table below please indicate the name and address of the authorized wholesalers found on the attached list you will purchase alcohol from. All applicants *must* purchase alcoholic beverages from a licensed wholesaler found on the attached list. Events cannot occur more than one-year from date of application.

Reference Number	Event Location (Address)	Date(s) Alcohol Stored <sup>1</sup>	Date Alcohol Served	Hours Alcohol Served	Est. Number of People Expected	Name of Licensed Wholesaler
1	Worcester Common	5/5/23, 5/6/23	5/6/23	12:30-4pm	1500	Quality Bev
2						Atlantic Bev
3						Atlas Distributing
4						Craft Brewers' Guild
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

<sup>1</sup> To allow for proper delivery, storage and disposal of all alcoholic beverages purchased please apply for all dates alcohol will be on the premises. This extension will ensure that one-day licenses comply with all storage requirements under M.G.L. c. 138. License fees will only be charged for day of actual event.

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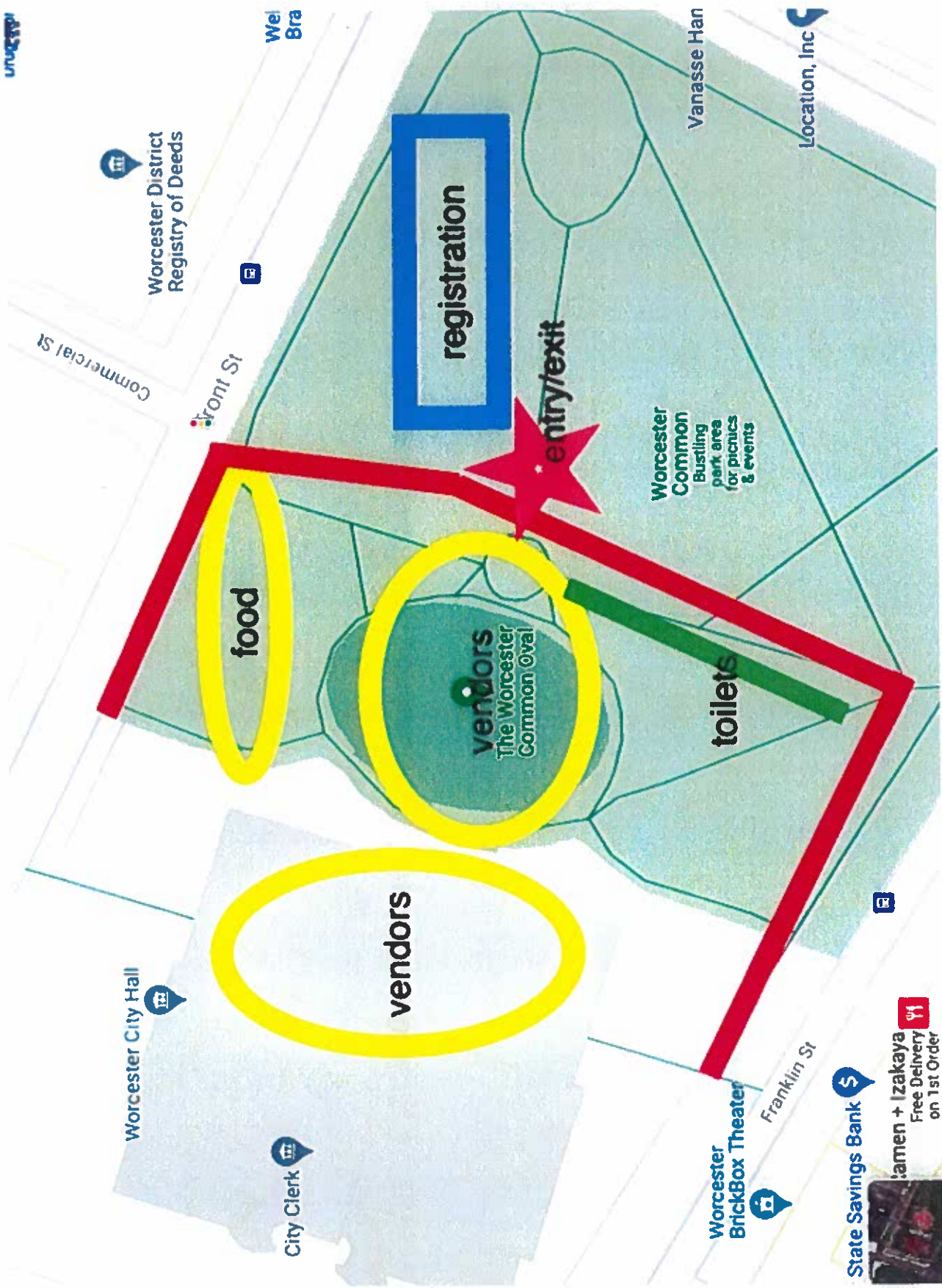
**Table 1 (cont.): Event Date, Times and Name of Wholesaler (please complete for all events with alcohol).** In the table below please indicate the name and address of the authorized wholesalers found on the attached list you will purchase alcohol from. All applicants *must* purchase alcoholic beverages from a licensed wholesaler found on the attached list. Events cannot occur more than one-year from date of application.

Reference Number	Event Location (Address)	Date(s) Alcohol Stored <sup>2</sup>	Date Alcohol Served	Hours Alcohol Served	Est. Number of People Expected	Name of Licensed Wholesaler
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						

<sup>2</sup> To allow for proper delivery, storage and disposal of all alcoholic beverages purchased please apply for all dates alcohol will be on the premises. This extension will ensure that one-day licensees comply with all storage requirements under M.G.L. c. 138. License fees will only be charged for day of actual event.

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registration

entry/exit

food

vendors  
The Worcester  
Common Oval

toilets

vendors

Worcester City Hall

City Clerk

Worcester District  
Registry of Deeds

Front St

Worcester  
BrickBox Theater

Franklin St

State Savings Bank

Ramen + Izakaya  
Free Delivery  
on 1st Order

Vanasse Han

Location, Inc

Wel  
Bra

Commercial St

UNUSUAL

CITY OF WORCESTER LICENSE COMMISSION



ONE-DAY ENTERTAINMENT LICENSE APPLICATION

Division of Planning & Regulatory Services
City Hall, 455 Main Street, Room 404, Worcester, MA 01608
Phone: (508) 799-1400 x 31440 – Fax: (508) 799-1406 – E-mail: License@worcesterma.gov

1. Event Name: Craft Brew Races in Worcester

2. Event Address/Location: Worcester Common Oval - 455 Main St, Worcester, MA 06108

3. Dates, Times, and estimated number of attendees:

Date: 05/06/2021 Rain Date: n/a, rain or Time (Start): 10am-5:30 (End): Est. Attendance: 1500

Date: Rain Date Time (Start): (End): Est. Attendance:

Date: Rain Date Time (Start): (End): Est. Attendance:

Date: Rain Date Time (Start): (End): Est. Attendance:

Date: Rain Date Time (Start): (End): Est. Attendance:

4. Indoor or Outdoor Event [ ] Indoors [x] Outdoors

5. Description of the Event Venue

Please provide a complete description of the event premises, including the location of all entrances/exits, seating areas, restroom facilities, stage/entertainment locations, etc. Attach a floorplan (indoors) or sketch (outdoors).

Use of oval and mezzanine for vendors, fenced in area of park for festival and registration on the far side. Security will be on site keep premises secure and direct folks around the festival, if they are not attending. Attendees will be ID'd braceletd, and checked in via Eventbrite confirmation.

6. Will alcohol be served? [x] Yes [ ] No

Note: A Special One-Day Alcohol License (separate application) is required to serve alcohol if the event location is not entirely within the licensed area of an existing licensed premises.

7. Type of entertainment requested (check all that apply)

- Jukebox
- Dancing by patrons
- Live music
- Moving picture show
- Theatrical exhibition
- Any other audio or visual show, whether live or recorded specifically (please describe):
- Television
- Dancing by entertainers
- Amplification system
- Floor show
- Karaoke
- Radio
- Recorded music
- Play
- Light show

Other Description: \_\_\_\_\_

8. Parking and Access

Describe accommodations for parking and other means of access (walking, biking, transit, etc).

\_\_\_\_\_  
\_\_\_\_\_

9. Neighborhood Impacts

Describe proximity to residences, businesses or other uses who may be impacted by the event (e.g. – noise, crowds, etc.), and any measures that will be implemented to reduce and manage potential neighbor impacts,

\_\_\_\_\_  
\_\_\_\_\_

10. Security Plan Details

Describe security measures (attach additional pages, if necessary).

We will have private security keeping the presmise secure and helping with crowd control. We will have WPD details for the race and some for the festial, if available.

9(a). Will there be a Police Detail provided?

- No
- Yes, \_\_\_\_\_ # officers
- Unknown

11. Applicant's Name: Claire Akin

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: 87 Col. Chris. Greene Rd City: Portsmouth, RI Zip: 02871

The applicant's signature certifies that the above information is true and accurate to the best of his/her knowledge. The applicant confirms that they are aware that a license may be withheld or revoked when the use is conducted in manner that does not conform to all provisions of law, including ordinances and rules and regulations of the City of Worcester. Grant of a license is not confirmation of compliance with zoning or other pertinent regulations.

M. Claire Akin \_\_\_\_\_ Date: 02/21/2023 \_\_\_\_\_

*Applicant's signature*

12. Name of event manager (if different than applicant): Matthew Gray \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

13. Owner Name: (if different from Applicant) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Signature certifying that the above information is true and accurate to the best of his/her knowledge:  
(Required if the Applicant is not the same as the Owner; signed letter of permission is an acceptable substitute)

\_\_\_\_\_ Date: \_\_\_\_\_







Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023mar10083427

Attachment for Item # 10.9 A

March 14, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to the Master Plan Initiative for improvements to Lake View Playground, as received from Jay J. Fink, P.E., Commissioner, Department of Public Works & Parks, is forwarded for the information of your Honorable Body.

The first of two informational public hearings on the Lake View Playground Master Plan have been scheduled and will be posted with the City Clerk and on the City's web site. DPW & Parks will be working closely with the Worcester Public School Department (Lake View School), neighborhood group and individuals on the proposed plans. Additionally, invitations will be sent to interested parties including property owners who live within 1,500 feet of Lake View Playground.

***Lake View Playground Master Plan:***

**LOCATION:** Lake View School  
133 Coburn Ave  
Worcester, MA 01604

**DATE & TIME: Monday March 13, 2023 @ 6:00 PM**

**LOCATION:** Lake View School  
133 Coburn Ave  
Worcester, MA 01604

**DATE & TIME: Monday April 10, 2023 @ 6:00 PM**

Respectfully submitted,

Eric D. Batista  
City Manager

OFFICE OF THE CITY MANAGER, CITY HALL, WORCESTER, MA 01608

TELEPHONE (508) 799-1175 | FAX (508) 799-1208

EMAIL: [citymanager@worcesterma.gov](mailto:citymanager@worcesterma.gov)



**To:** Eric D. Batista, City Manager  
**From:** Jay J. Fink, P.E., Commissioner  
**Date:** March 13, 2023  
**Re:** Lake View Playground Master Plan

The Department of Public Works and Parks has scheduled the first and second Master Plan public meeting for Lake View Playground. This is submitted for your consideration and to forward to the City Council to add to their respective schedules.

The DPW&P has contracted with Earth Design, Inc. to complete a Master Plan Initiative at Lake View Playground. Earth Design has experience in Worcester with the current improvement program at Mulcahy Field.

This planning process will include stakeholders' input in creating a roadmap for future enhancements to the existing park. The park presently has maintenance challenges due to the age and condition of the amenities. This plan will provide a final design which will include a cost and construction timeline to bring the enhancements to fruition based on funding.

The DPW&P will complete two public hearings on Lake View Playground. Meetings will be posted with the City Clerk and on the City's website. Invitations will be sent to interested parties including property owners who live within 1,500 feet of Lake View Playground. The Department will also work closely with the Worcester Public School Department (Lake View School), local neighborhood groups and organizations to promote these meetings.

The Master Plan process will culminate with approval from the Parks & Recreation Commission at a regularly scheduled meeting. The final plan will assist the City in

defining the future of Lake View Playground by developing a plan that maximizes its full potential. The plan will be designed to meet the needs, wants, and desires of the neighbors, citizens, and organizations that currently use park facilities. This plan will become a community endorsed guidebook for Lake View Playground that will include a synthesized plan of phased improvements based on funding.

The location and date of the first public hearing is as follow.  
***Lake View Playground Master Plan:***

**LOCATION:** Lake View School  
133 Coburn Ave  
Worcester, MA 01604  
**DATE & TIME: Monday March 13, 2023 @ 6:00 PM**

**LOCATION:** Lake View School  
133 Coburn Ave  
Worcester, MA 01604  
**DATE & TIME: Monday April 10, 2023 @ 6:00 PM**

We look forward to working with the Lake View School, neighbors, organizations, and users of Lake View Playground to finalize this guidebook that will identify future improvements to this park. All are invited and encouraged to attend.

Please review and advise if there are any questions.

Sincerely,



Jay J. Fink, P.E.  
Commissioner, Department of Public Works & Parks

Attachment

# Invitation Lake View Playground Master Plan Public Meeting # 1



The City of  
**WORCESTER**

**City of Worcester DPW & Parks**

**Place:** Lake View School  
133 Coburn Ave.  
Worcester, MA 01604  
**Date:** Monday, March 13, 2023  
**Time:** 6:00 PM

## Topics to include:

Informational Public Meeting to help the Department of Public Works and Parks; Parks, Recreation and Cemetery Division to better understand and ascertain the needs, wants and desires of the neighbors, citizens, Lake View School and organizations that will and currently use the facility. The information and public comments will be synthesized to develop a Master Plan, to guide the Phase 1 and future Phased improvements.

## All are Invited and Encouraged to Attend.

**Phone:** (508) 799-1190

**Fax:** (508) 799-1293

**E-Mail:** [parks@worcesterma.gov](mailto:parks@worcesterma.gov)

**Call (508) 799-1294 in the event of severe weather, for up-to-date meeting status.**

The City of Worcester does not discriminate on the basis of disability. The Parks, Recreation and Cemetery Division will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request. Please contact the Parks Division at [parks@worcesterma.gov](mailto:parks@worcesterma.gov) or phone (508) 799-1190 or the City ADA Coordinator at [humanrights@worcesterma.gov](mailto:humanrights@worcesterma.gov).

**PARK FEATURES**

- ACCESSIBLE WALKING PATHS INCLUDING MARKED 1/4 MILE LOOP
- PLAYGROUND AREA
- FITNESS AREA
- PICNIC AREA
- VIEWING PLATFORMS/FISHING PIERS
- ENHANCED INTERIOR LANDSCAPING
- SHADE TREES, LAWN, AND MEADOW
- INVASIVE SPECIES REMOVAL
- ENHANCED BUFFER LANDSCAPING
- DECIDUOUS AND EVERGREEN TREES AND SHRUBS
- PUBLIC ART/MURAL WALL
- NEW PERIMETER FENCING
- LIMITED SITE LIGHTING AND SECURITY
- LIMITED PARKING



INTERSTATE ROUTE 190

**COLLABORATIVE CONCEPTUAL MASTER PLAN**  
**149 W. BOYLSTON DRIVE WORCESTER, MA**

IN COLLABORATION WITH UNIVERSITY OF MASSACHUSETTS AMHERST  
 2022 LANDSCAPE ARCHITECTURE DESIGN STUDIO



SCALE: 1"=30'  
 MARCH 2023

# INDIAN LAKE PARK: COMMUNITY ENGAGEMENT AND EDUCATIONAL SPACES



## PURPOSE

The park's design purpose is to create outdoor rooms for community engagement and education. These active spaces include a community garden, compost site, history mural, and varying levels of gathering spots. A series of curving pathways organize and connect these spaces while improving accessibility to Indian Lake's shoreline and acknowledging adjacent residential concerns. Swales direct stormwater runoff towards the natural low point and all surfaces use permeable materials, namely ADA-compliant gravel, concrete pavers, and grass lawn. All plantings are native, including a section featuring oak-hickory hardwood forest, and provide connective wildlife habitats.

## PARTI DIAGRAMS



CONCEPT DESIGN



NOISE LEVEL



VEGETATION CONTINUITY

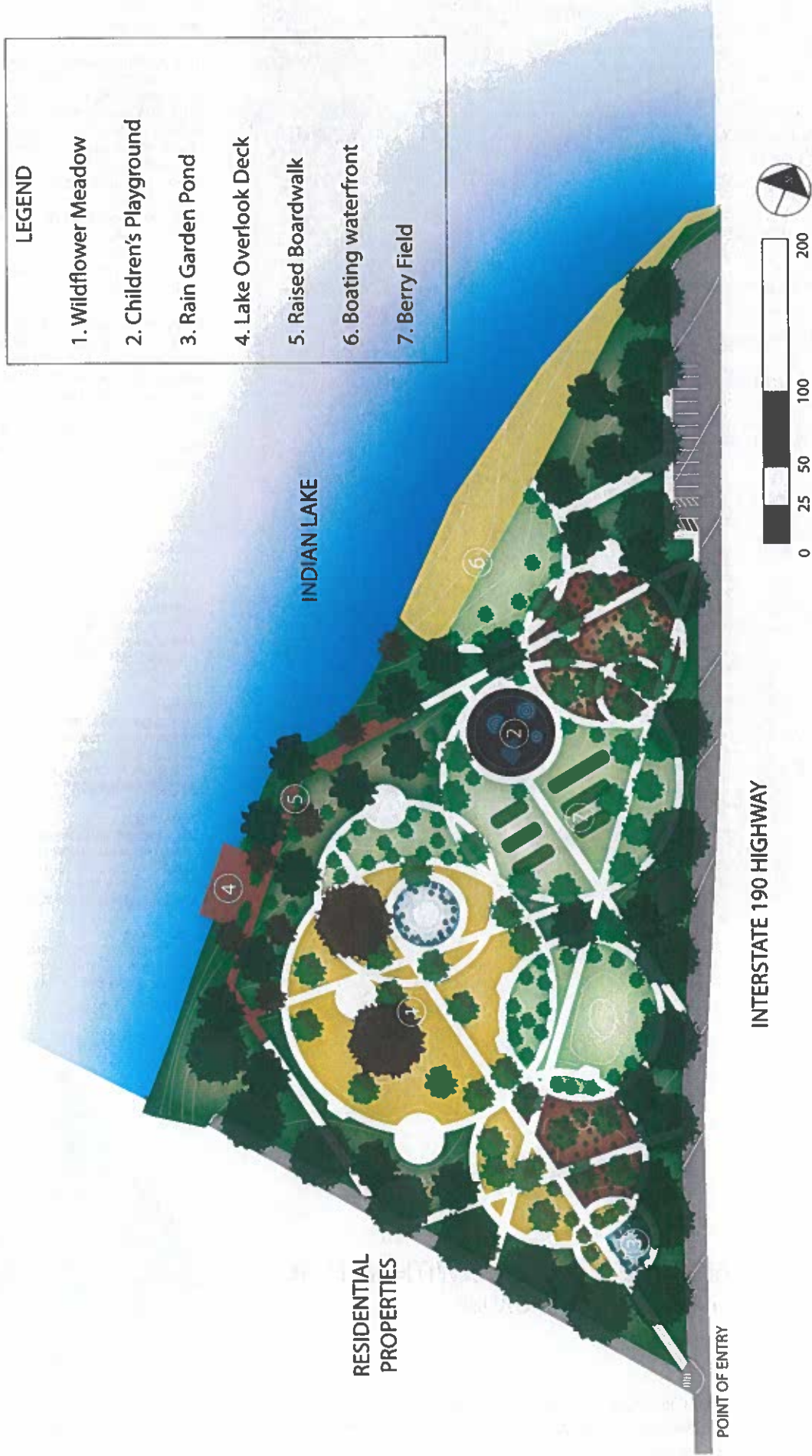
## CONNECTION TO INDIAN LAKE LOOP



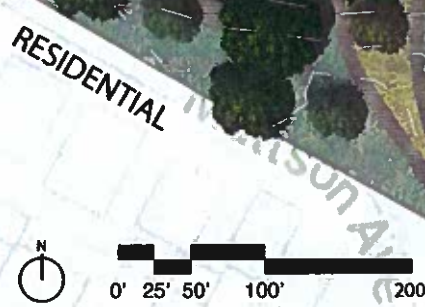
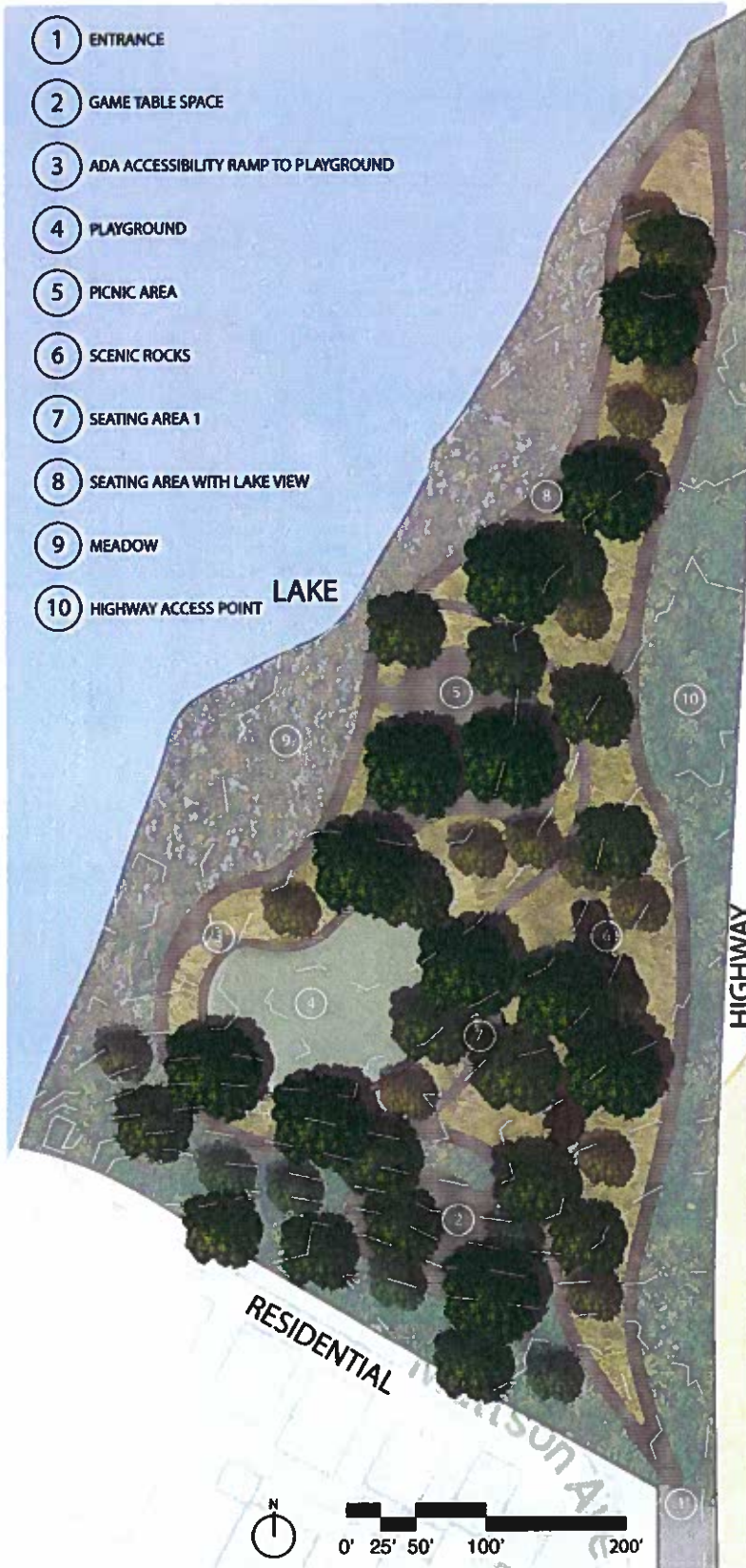
# CIRCULAR MEADOWS PARK ON INDIAN LAKE

MATT VELASQUEZ, KEEGAN O'KEEFE, VIKTOR SCHNEIDER

WORCESTER, MA



- 1 ENTRANCE
- 2 GAME TABLE SPACE
- 3 ADA ACCESSIBILITY RAMP TO PLAYGROUND
- 4 PLAYGROUND
- 5 PICNIC AREA
- 6 SCENIC ROCKS
- 7 SEATING AREA 1
- 8 SEATING AREA WITH LAKE VIEW
- 9 MEADOW
- 10 HIGHWAY ACCESS POINT



**SITE INTRODUCTION:**

THIS SITE DESIGN USES NATURAL, LOCALLY SOURCED MATERIALS THAT REFLECTS THE NATURAL ENVIRONMENT.

THERE ARE THREE MAIN SPACES, WHICH INCLUDE AN AREA WITH GAME TABLES, A PASSIVE PLAYGROUND SPACE AND PICNIC AREA. THERE ARE TWO SEATING AREAS ALONG THE PATHS, THAT PROVIDE PEOPLE WITH OPPORTUNITIES FOR RESTING. THE ENTIRE SITE IS ADA ACCESSIBLE WITH WALKWAYS THAT ARE 6' WIDE. THE PLAYGROUND HAS A RAMP WITH A 2% SLOPE INTO THE SPACE AND THE INNER PORTION OF THE AREA IS MADE FROM PERMEABLE POURED IN PLACE RUBBER. THE PICNIC AREA HAS NATURAL WOOD TABLES WITH WOODEN SEATS AND SPACE FOR WHEELCHAIRS AND STROLLERS.

SEATING IS SEEN ALONG THE BOARDWALK, WHICH HAS GAPS BETWEEN BENCHES FOR ADA ACCESSIBILITY.

THE PATHS ARE RAISED WOODEN BOARDWALKS 2' ABOVE GROUND LEVEL TO ACCOUNT FOR THE SITE BEING A FLOODPLAIN. THE PATHS ARE BIOMORPHIC TO REFLECT A NATURAL FORM. ALONG THE HIGHWAY, THERE IS A 30' BUFFER FOR HIGHWAY MAINTENANCE WITH HARDY, DURABLE GROUND-COVER IN THAT ZONE. THERE ARE SCENIC ROCK STRUCTURES BETWEEN THE HIGHWAY AND PLAYGROUND SPACE, WHICH AIM TO REDUCE NOISE WITHIN THE SITE.

**PLANTING LIST:**

- GROUND COVERS & GRASSES**
- NEW ENGLAND WILDFLOWER MIX
  - FESTUCA RUBRA, RED FESCUE
  - ELYMUS CANADENSIS, CANADA WILD RYE
  - HELIOPSIS HELIANTHOIDES, OX EYE SUNFLOWER
  - PACHYSANDRA TERMINALIS, PACHYSANDRA

- SHRUBS**
- ILEX GLABRA, INKBERRY
  - ILEX VERTICILLATA, WINTERBERRY HOLLY
  - MYRICA PENNSYLVANICA, NORTHERN BAYBERRY
  - CLETHRA ALNIFOLIA, SWEET PEPPERBUSH
  - AESCULUS PARVIFLORA, BOTTLEBRUSH BUCKEYE

- SMALL TREES**
- AMELANCHIER CANADENSIS, SERVICEBERRY
  - CORNUS FLORIDA, FLOWERING DOGWOOD
  - MALUS 'ADIRONDACK', CRABAPPLE MEDIUM TREES - ACER NEGUNDO, BOX ELDER
  - NYSSA SYLVATICA, BLACK TUPELO

- LARGE TREES**
- GYMNOCLADUS DIOICUS, KENTUCKY COFFEE TREE
  - QUERCUS ALBA, WHITE OAK
  - BETULA NIGRA, RIVER BIRCH



**INDIAN LAKE: RECONNECTING WITH NATURE**  
 BY AMBER RACHELE & SARAH DAUBE

LANDARCH397A FALL 2022

CONCEPT STATEMENT: INVOLVE THE PUBLIC IN AN EDUCATIONAL, INCLUSIVE, AND INTERACTIVE SPACE, WHICH IS ACCESSIBLE TO ALL COMMUNITY MEMBERS AND RESIDENTS OF WORCESTER; TO CONNECT THE COMMUNITY TO NATURE



# Boylston Park: A Functional Community Gathering Expans

1. Playground
2. Paved Seating Area
3. Great Lawn
4. Orchard
5. Boardwalk/ Launch
6. Mural Wall



# Indian Lake Park Site Plan



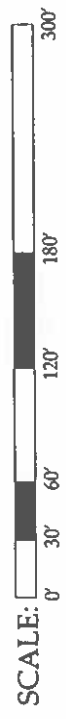
DeWitt Tanch McColgan

# KEY

- 1 PIER DECK
- 2 GENERAL PLAZA
- 3 PLAYGROUND AREA
- 4 COMMUNITY GARDEN
- 5 LAWN
- 6 RAIN GARDEN DEPRESSION
- 7 BRIDGE PLAZA



# SITE PLAN







Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023jan31092705

Attachment for Item #

8.9 A

February 7, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to "Save the Date" for the 2023 Arbor Day Celebration, as received from Jay J. Fink, P.E., Commissioner, Department of Public Works & Parks, is forwarded for the information of your Honorable Body.

The City of Worcester will be celebrating Arbor Day on the morning of Friday, April 28, 2023. This event will include the planting of a tree and speaking program. In addition to this tree planting on Arbor Day, there are over 250 trees scheduled to be planted during the Spring of 2023. The DPW&P will coordinate and collaborate on this event with the Worcester Horticultural Society (Tower Hill Botanic Garden); Worcester Chamber of Commerce Green Corp; Commonwealth of Massachusetts Department of Conservation and Recreation Urban and Community Forestry Program; USDA; National Grid and other partners. Additional information will be forwarded as it becomes available.

I'd like to express my appreciation to the organizations that have dedicated their time and energy to assist the City in replanting trees in our parks and neighborhoods. The enhancement of our City's urban forest is not only aesthetically appealing, it also promotes a healthier and more ecologically balanced environment.

Respectfully submitted,

Eric D. Batista  
City Manager

OFFICE OF THE CITY MANAGER, CITY HALL, WORCESTER, MA 01608

TELEPHONE (508) 799-1175 | FAX (508) 799-1208

EMAIL: [citymanager@worcesterma.gov](mailto:citymanager@worcesterma.gov)



**To:** Eric D. Batista, City Manager  
**From:** Jay J. Fink, P.E., Commissioner  
**Date:** February 7, 2023  
**Re:** Transmitting Informational Communication Relative to Arbor Day 2023

The Department of Public Works & Parks has tentatively scheduled the 2023 Arbor Day Celebration for Friday, April 28, 2023 and provides this "Save the Date" memo for submission to the City Council.

The City of Worcester is planning a celebration to honor Arbor Day on the morning of Friday, April 28, 2023. Plans for this event include a speaking program and the planting of a tree. Additionally, more than 250 trees will be scheduled to be planted during the Spring of 2023. The DPW&P is coordinating and collaborating this event together with the Worcester Horticultural Society (Tower Hill Botanic Garden); the Worcester Chamber of Commerce Green Corp; Commonwealth of Massachusetts Department of Conservation and Recreation Urban and Community Forestry Program; USDA; National Grid and other interested partners. A plan and schedule of events are currently being developed for the celebration on that Friday. Planning also includes an event set to take place over the following weekend to celebrate our urban forest and to acknowledge the environmental impacts trees have on our community. Additional information will be shared as the date approaches. In the meantime, we invite and encourage all to attend; please save the date!

Sincerely,

Jay J. Fink, P.E.  
Commissioner, Department of Public Works & Parks