

**CITY OF WORCESTER DEPARTMENT OF  
PUBLIC WORKS & PARKS; PARKS,  
RECREATION, AND CEMETERY DIVISION**

**2024 PERMIT APPLICATION FOR EVENT IN A PARK**



# **PARKS & RECREATION ADMINISTRATIVE OFFICE CONTACT INFORMATION**

50 Officer Manny Familia Way (Green Hill Park)

Worcester, MA 01605

Main Office # (508) 799-1190

Office Fax # (508) 799-1293

[Parks@worcesterma.gov](mailto:Parks@worcesterma.gov)

# HOW DO I GET A PERMIT APPLICATION FOR EVENT IN PARK?



- City Website [www.worcesterma.gov/parks/permits-licensing](http://www.worcesterma.gov/parks/permits-licensing)
- Contact the Parks Administration Office at (508) 799-1190
- Request a Parks Permit or Questions: [Parks@worcesterma.gov](mailto:Parks@worcesterma.gov)
  - In-Person (Parks Administration Office)

## Parks Administration Office Hours

Monday - Friday: (Excluding Holidays) 9:00 AM to 3:30 PM



# PERMIT APPLICATIONS

- PARKS APPLICATION FOR EVENT IN PARK
  - PORTABLE STAGE APPLICATION
  - STEARNS TAVERN APPLICATION



# PERMIT APPLICATION FOR EVENT IN A PARK SCHEDULING

Scheduling Priority will be the following

<b>City of Worcester Special Events</b>
<b>Previous or Annual Special Events</b>
<b>Non-Profit Resident</b>
<b>For-Profit Resident</b>
<b>Non-Profit Non-Resident</b>
<b>For-Profit Non- Resident</b>

# **TIME FRAME FOR SUBMITTING APPLICATION**

**Permit Applications should be submitted at a Minimum of three (3) months before event date**

**Please allow up to 30 Days for permit to be processed**

**Allow enough time to have required approvals completed and payments made to City Divisions**



# OVERVIEW OF THE DIFFERENT PERMIT APPLICATIONS

Permit Application for Event in Park ■ Portable Stage Application ■ Stearns Tavern Application

The image shows a screenshot of a permit application form titled "2024 PERMIT APPLICATION FOR EVENT IN A PARK". The form is from the City of Worcester, Department of Public Works & Parks, Parks, Recreation & Cemetery Division. It includes fields for requester information, applicant details, event specifics, and contact information. A prominent note states: "Please allow up to 30 days for permit to be processed".

**The City of WORCESTER**  
Department of Public Works & Parks  
Parks, Recreation & Cemetery Division  
63 Essex Street, Worcester, MA 01602  
P | 508-795-1100 F | 508-796-1200  
lark@worcesterma.gov

**2024 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of Requester/Entity: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Name of Your Organization: \_\_\_\_\_ Website: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
Residential Address of Applicant: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_  
Event Title: \_\_\_\_\_ Park Name: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
Set-up Date & Time: \_\_\_\_\_ Breakdown Date & Time: \_\_\_\_\_  
Scheduling will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.  
**Please allow up to 30 days for permit to be processed**

Description of event in detail: \_\_\_\_\_

**DAY OF EVENT CONTACT PERSON (IF DIFFERENT FROM ABOVE APPLICANT)**

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

Are you advertising/promoting this event? Yes \_\_\_ No \_\_\_ How are you advertising/promoting? \_\_\_\_\_

Have you ever had a date for permit? Yes \_\_\_ No \_\_\_ Estimated amount of people to attend: \_\_\_\_\_

Will you be charging admission or selling any items at this event? (You may need a Vendor & Proctors License) Yes \_\_\_ No \_\_\_

Are you a non-profit organization with a 501(c)(3)? Yes \_\_\_ No (Please provide copy of certified 501(c)(3) ID)

Liability Insurance Policy Number: \_\_\_\_\_ (Please supply a copy of the contract/COI)

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[www.worcesterma.gov/parks/permits-licensing](http://www.worcesterma.gov/parks/permits-licensing)

# PERMIT APPLICATION FEE REVIEW

- Discounts do not apply for staff cost for Non-profit or For-profit organizations
- Discounts may apply for Non-profit organizations that submit their 501C3 Application
- \$125.00 non-refundable down payment will be required at the time of request
- Electrical Fee: \$30.00 per hour. If a staff electrician is needed the fee will be an additional \$60.00/HR with a minimum of 4 hours (**No discounts for staff fees**)

**Resident Permit Fee Starts at \$365.00**

(\$125 down payment & \$240.00/Park Staff)

**Non-Resident Fee Starts at \$490.00**

(\$250.00 down payment & \$240.00/Park Staff )



# DPW & PARKS DIVISION STAFF FEES

- \$60.00 per hour for staff – minimum 4 hours per staff
- **Electrical Fee**: \$30.00 per hour. If a staff electrician is needed the fee will be an additional \$60.00/HR with a minimum of 4 hours
- **Portable Stage**: Stage is not accessible. Stage Size is 24' (L) x 24' (D) x 4' (H) Stage Fee: \$960.00 for setup & breakdown *(No fees waived for staff or Portable Stage)*

## Trash Removal & Disposal

- The trash removal and disposal fee will start at \$400.00 and will increase based on the size of the tournament. This fee does not include facility clean-up
- An additional minimum fee of \$240.00 will be charge for City staff to pickup trash throughout the facility depending on event size
- Additional fees will apply if trash is left behind and not removed from the park if you specified on the permit, you were removing your own trash
- It is the responsibility of the organizations/individual holding the park permit to ensure the facility is clean and presentable at all times

# **PERMIT PAYMENTS OPTIONS**

## **PAYMENTS**

The Parks Administration Office accepts checks, money orders, and credit cards. (NO CASH) Credit Card payments can be made by phone or online.

## **BALANCES**

Any remaining balances must be paid in full before any new park permits will be issued. Also, if you/organization had a remaining balance both the balance and new permit invoice must be paid in full.

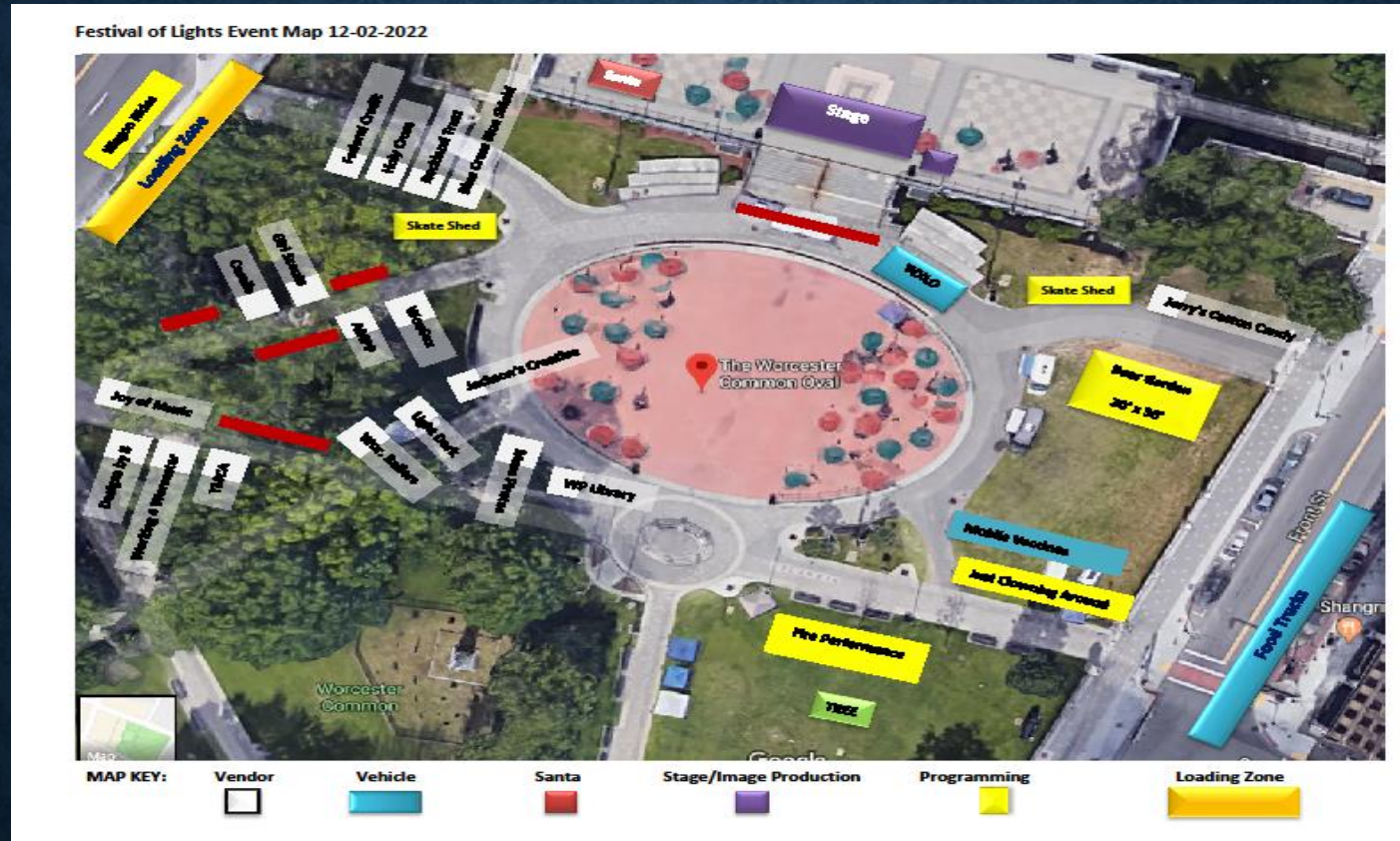


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# **CANCELLATION POLICY**

- A 24-hour written cancellation notice (email acceptable) is required to avoid additional fees. A \$125.00 or 10% of the total fee whichever is higher will be charged for cancellations and must be confirmed/approved by the DPW & PARKS DIVISION STAFF
- All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to your event and must be confirmed/approved by the DPW & PARKS DIVISION STAFF
- Confirmation/Approval is deemed confirmed when the event representative receives a written confirmation from the Parks Division Administrative Office. Refunds will not be given to anyone who does not follow the cancellation policy
- A rain date will be given at the time of request not after and it will only be honored if cancelled and rescheduled in time

# MAP MUST BE SUBMITTED WITH PERMIT APPLICATIONS



Permit Applications should be submitted at a Minimum of (3) three months before event date. Also, PLEASE ALLOW UP TO 30 DAYS FOR PERMIT TO BE PROCESSED

# EVENT PARKING PLAN

It is the responsibility of the organization/individual holding the park permit to address this issue (if any) with all participants, spectators and staffing.

A parking plan will be required with your permit application.



- Vehicles are prohibited in any/all open spaces (grass areas), pedestrian or maintenance pathways and sidewalks
- Vehicles are prohibited from parking along park roadways or other locations identified as no parking areas



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# **PARKS SECURITY**

Contact Information: Mobile # (508) 612-1121

Email: [parkssecurity@worcesterma.gov](mailto:parkssecurity@worcesterma.gov)

## Hours of Operation

7 days week/ Monday – Thursday from 3:30 P. M. to 12:00 Midnight

Friday from 1:00 P. M. To 12:00 Midnight

Saturdays & Sundays from 7:30 A.M. to 12:00 Midnight

Permits / Parking/ Field Lighting/ Emergency Situations

# FACILITY REQUEST

## ELECTRIC:

- All request for electricity use must be specific in nature (What will it be used for) not all facilities have access to electricity

## FOOD:

- Food permit is required through the Department of Public Health

## PORTABLE RESTROOMS:

- Accessible Portable Restroom - there must be a minimum of 1 (one), or 5% of the total number of portable restrooms provided
- Accessible Portable Restroom - a minimum of 1 (ADA) accessible unit is required at each cluster (when more than one cluster is available)
- Accessible Portable Restroom - must be placed off an accessible surface for ease of use

# DPW & PARKS DIVISION POLICY

- **EVENT SET UP & BREAKDOWN**: City staff are required to be on site for event setup and breakdown. Do not start until staff are on site
- **ACCESSIBLE ROUTES**: All events must have accessible routes of at least 36” in width along paths of travel
- **ADA ACCOMMODATION, THE WORCESTER ADA COORDINATOR:**  
(508) 799-8483





# DPW & PARKS DIVISION POLICY

- **Inflatable's**: (No Stakes) Alternatives: Sandbags, water weights, etc.
- **Tents**: (No Stakes) Tents larger than 20 x 20 may require a permit, please check with the Inspectional Services Department
- **Alcoholic Beverages**: All alcoholic beverages as defined in Chapter 138 Section 1 of MGL are prohibited (Worcester Common can be petitioned) No smoking in Parks ( That includes E- Cigarettes, any form of tobacco products including chewing tobacco and marijuana)
- No dogs on the Worcester Common, Athletic Fields, Athletic Courts, Playgrounds, Skate Parks, Pools, Spray Parks and beaches (Memorial Day to Labor Day)
- Dogs are allowed in City Parks on leashes only. Dogs are allowed on beaches from Labor Day to Memorial Day
- No drones or radio control aircraft (land, air, or water) allowed in Parks (Refer to Federal Aviation Administration Regulations - FAA )

# GOOD NEIGHBOR PRACTICES

- **WORCESTER SOUND ORDINANCE:** Any amplified sound shall not be plainly audible at a distance of 50 feet or more from said public park, playground, and playing field (City of Worcester Ordinance Chapter 9-Sec 1A)
- A permit will be required for amplified sound from the Worcester Police Department at (508) 799-8686 (Information List on Parks Application (Permits))
- Water Supply Alert: There is no current Alert – but depending on weather one can be implemented at any time



# PERMIT REMINDERS



- Facility availability will not be given over the phone or via email
- All 501C3 non-profit requests will be completed before any other permit request
- Parks & Recreation Commission (Policies & Regulations)
- Permit application address (Use an address where mail is check regularly)
- Permits will only be given between the hours of 9:00 AM to 3:30 PM (Monday-Friday- Excluding Holidays)



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**THANK YOU**

**QUESTIONS**