

PARKS AND RECREATION COMMISSION MEETING

Thursday June 15, 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
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID# 2309 393 8791
- 4) Enter password: Parkscomm6-15

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2309 393 8791

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of the Minutes for May 25, 2023 (Roll Call)
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. 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. 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
- Request to use Institute Park for the Celebration of the Annual Proclamation of National Caribbean Heritage Month
- Request of City Councilor Sean Rose for the renaming of Indian Hill Park to Sara Robertson Park.

6. New Business

- Request of City Councilor Sean Rose for the renaming of Indian Hill Park to the Sara Robertson Sports Complex @ Indian Hill Park.
- Request of Geoffrey Killebrew to speak to the Commission.

7. Date of Next Meeting:

- 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)



PARKS AND RECREATION COMMISSION **MINUTES**

Thursday May 25, 2023 – 6:30 P.M.

If you choose to use the WebEx platform:

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2311 664 6879
- 4) Enter password: Parkscomm5-25

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2311 664 6879

Commissioners Present:

Scott Cashman
Nick Chacharone
Eric Stratton
Natalie Turner
Erin Zamarro

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Scott Morin, Maintenance Director (Virtual)
John Grant, General Foreman (Virtual)
Milagros Pacheco, Staff Assistant III

1. Meeting was called to order at 6:40 PM.
2. Attendance (Roll Call) – Five (5) Commission Members were present at the May 25, 2023, meeting.
3. Acceptance of the minutes for March 23, 2023 & May 4, 2023. There were no corrections or changes, 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. 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. 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 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. Assistant Commissioners Report (See Report Topics Below)

7. Old Business –

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

8. New Business –

8.1. Urban Forestry Master Plan which can be found here:

[Trees in the City - Right Tree, Right Place | City of Worcester, MA \(worcesterma.gov\)](#)

8.2. Urban and Community Forestry (UCF) Inflation Reduction Act Notice of Funding Opportunity which can be found here:

[Urban Forests | US Forest Service \(usda.gov\)](#)

9. Date of Next Meeting:

- May 25, 2023
- June 15, 2023
- September 28, 2023
- November 16, 2023
- December 14, 2023
- January 11, 2024
- February 29, 2024
- March 23, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

10. Meeting Adjourned (Roll Call)

ASSISTANT COMMISSIONER’S REPORT:

1. General:

- Lake View Playground Master Plan – Final Approval –
 - Assistant Commissioner Robert C. Antonelli Jr., gave a final presentation on the Lake View Master Plan. Commissioner Chacharone made a motion to approve the master plan. Second by Commissioner Turner. All were in favor. Motion was approved 5 – 0.

[City Parks | City of Worcester, MA \(worcesterma.gov\)](#)

- 149 Collaborative Conceptual Master Plan – Final Approval -

- Assistant Commissioner Robert C. Antonelli, Jr. gave a final presentation on 149 Collaborative Conceptual Master Plan. Commissioner Chacharone made a motion to approve the master plan. Second by Commissioner Stratton. All were in favor. Motion was approved 5 – 0.

[City Parks | City of Worcester, MA \(worcesterma.gov\)](http://www.worcesterma.gov)

- Request to allow alcohol on the Worcester Common for the 4th Annual Beats & Barbecue Community & Cultural Festival
 - Cyrus Alexander was present he gave a description of his event. Commissioner Turner made a motion to approve the event. Second by Commissioner Stratton. All were in favor. Motion was approved 5 – 0.
- Request to use Institute Park for the Celebration of the Annual Proclamation of National Caribbean Heritage Month. There was nobody present to represent event:
 - Commissioner Stratton made a motion to conditionally approve with details to be worked out by administration and the condition that the organization comes in front of the Commission on the June 15, 2023, meeting. Second by Commissioner Turner. All were in favor. Motion was approved 5 – 0.
- Request to use Green Hill Park for a Car Show.
 - Luis Diaz spoke on behalf of the Car Show. Commissioner Chacharone made a motion to approve. Second by Commissioner Turner. All were in favor. Motion was approved 5 – 0.
- Request of City Councilor Sean Rose for the renaming of Indian Hill Park to Sara Robertson Park after the past Mayor and Councilor Sara Robertson.
 - Assistant Commissioner Antonelli spoke about initial council order, which was adapted by Council, as well as a letter from Councilor Rose. There were some discussions by the Commission. Ms. Bonnie Robertson, daughter of Sara Roberston, was present and spoke regarding the park naming. Mr. Gordon Robertson, son of Sara Robertson, was virtually present and spoke on the naming of the park. Commissioner Chacharone made a motion to approve. Second by Commissioner Stratton.
- Review and approve the revised policy & procedure on Park Facility Naming.
 - Assistant Commissioner Antonelli requested approval of a revision to the Park Facility Naming. Commissioner Stratton made a motion to approve change. Second by Commissioner Chacharone. All were in favor. Motion was approved 5 – 0.
- Review of the current beach operating times of 12:00 noon to 7:00 PM from June 30, 2023, to August 20, 2023. Furthermore, review the recommended changes to the beach parking lot operating times of 12:00 noon to 8:00 PM.
 - Assistant Commissioner Antonelli explained why this recommendation is being submitted. Commissioner Chacharone made a motion to approve. Second by Commissioner Zamarro. All were in favor. Motion was approved 5 – 0.
- City Council item on Elm Park
- DPW & Parks Paul J. Moosey Employee of the Year winner
- 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 – NA
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – Update
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
 - Coes Pond – NA
 - Columbus Park –
 - NA
 - Cookson Park – NA
 - Cristoforo Columbo (East Park) –
 - NA
 - Crompton Park – NA
 - Dodge Park – NA
 - Elm Park – NA
 - Newton Hill - NA
 - Fairmont Park – NA
 - Farber Field – NA
 - Grant Square – Update
 - Great Brook Valley Playground – NA

- Green Hill Park Renovation – NA
 - Green Hill Farm
 - Community Gardens
 - 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
 - Walkway Design
 - 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 - NA
- 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 –
 - NA
- City Council Orders –
 - Request for a Parks Department Master Plan
 - Request to ensure, accessibility, safety and playability measures are taken at all City Fields.
 - Request for an update on a Conservation Restriction on the Newton Hill side of Elm Park.
 - Request of a status of the Harrington Way Master Plan
 - Request for a moratorium on the creation of new City Park. Commissioner Stratton voiced his opposition on the moratorium, he believes the Parks Division does an admiral job of trying to keep all parks upgraded and satisfactory maintained. He believes a moratorium creates an unnecessary burden if funding comes in or donation of land, this creates a restriction where then you would not be able to create that park. It creates a hurdle for problems that don't exist currently. He expressed that the Parks Division already maintains the existing parks, and if they had to wait until everything has been updated and completed, they may never create any new parks.
- City Council Petitions –
 - NA
- Forestry Operations –
 - Tree City USA - Update
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 26, 2024
- Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – Update
 - Capital Improvement Program – Update
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA
- Summer Youth Employment Program – Update
- Aquatics – NA
 - Christian's Law – NA
- Recreation Worcester - NA
- Holiday Tree – NA
- Worcester Common Ice-Skating Rink - NA
- Waterfowl in Park – NA
- Out-to-Lunch – NA
- Trash – NA
- ESCo – NA
- Park Permits –
 - NA
- Access/ ADA – NA
- Mobile Concession/ Food Truck - NA
- ATV – Recreational Vehicle – NA
- Veterans Memorials - NA
 - Misc. Information – NA

- Golf Course:
 - Fees & Policies - NA
 - Golf Course Donations - NA

- Date of Next meeting – June 15, 2023

- Commissioner Turner made a motion to adjourn. Second by Commissioner Stratton. All were in favor. Motion approved 5 – 0. Meeting adjourned at 7:52 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



ASSISTANT COMMISSIONER'S REPORT:

1. General:

- Request to use the Crompton Park Skate Park for an skateboarding event
- Request to use Worcester Common for an African American Festival
- 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
 - USDA Forest Service Grant – IRA - Submitted
 - Massport Grant – Park Steward Program - 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
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 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – Update
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground

- Coes Pond – NA
- Columbus Park –
 - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) –
 - NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
 - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – Update
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 - Walkway Design
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- Kendrick Field – NA
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- Korean War Memorial – NA
- Lake Park – NA
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- 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 Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - Elm Park “Art in the Park”
 - Forestry Operations –
 - Tree City USA - NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 26, 2024
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – Update
 - Capital Improvement Program – Update
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA
 - Summer Youth Employment Program – Update
 - Aquatics – NA
 - Christian’s Law – NA
 - Recreation Worcester - NA
 - Holiday Tree – NA
 - Worcester Common Ice Skating Rink - NA
 - Waterfowl in Park – NA
 - Out-to-Lunch – NA
 - Trash – NA
 - ESCo – NA
 - Park Permits –
 - NA
 - Access/ ADA – NA
 - Mobile Concession/ Food Truck - Update
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA
 - Misc. Information –
 - NA
- Golf Course:
 - Fees & Policies - NA
 - Golf Course Donations - NA

PARKS AND RECREATION COMMISSION MEETING

Thursday June 15, 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: JUSTICE PARK Today's Date: 03/17/23
 Name of Your Organization: AUTISTIC CARIBBEAN FOUNDATION Website: WWW.AUTISTICCARIBBEANFOUNDATION.ORG
 Name of Applicant: ANDREW SHARPE Email: FOUNDATION@AUTISTICCARIBBEANFOUNDATION.ORG
 Address: 25 WORCHESTER AVE City: BOSTON State: MA Zip: 02205

Cell Phone#: [REDACTED] Alternate Phone #: _____
 Event Date: JUNE 18 Rain Date: JUNE 19 Start Time: 12 PM End Time: 7 PM
 Set up Date & Start time: JUNE 18 8 AM - 11 AM Breakdown Date & End Time: JUNE 18 7 PM - 9 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: CELEBRATION OF THE ANNUAL PROCLAMATION OF NATIONAL CARIBBEAN HERITAGE MONTH

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 500

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 N/A 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.
 wpdpaydetailofficeemaillist@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: AS

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: THROWE DISPOS
* 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: 10x10 Number of Tents: 20 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.
- WE WANT ONE STAGE
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: AS

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 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.

11. **Water:** October 1st 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: AS

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: ANDREW SHARPE DATE: 03/17/23

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: AS

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: AS

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-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 74 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: 



Authentic Caribbean Foundation

25 Dorchester Avenue, Boston, MA 02205 or P.O. Box 52010, Boston, MA, 02205, USA Tel: (857)-271-6006
Email: foundation@authenticcaribbeanfoundation.org Website: www.authenticcaribbeanfoundation.org

CITY OF WORCESTER
2022 OCT 24 AM 9:04
PARKS, RECREATION AND
CEMETERY DEPARTMENT

October 10, 2022

Milly
Parks, Recreation & Cemetery
City of Worcester
50 Officer Manny Familia Wy,
Worcester, MA 01605

Dear Milly,

Please find enclosed application for 2023 Worcester Caribbean American Heritage Festival and deposit payment of US\$125.00.

We look forward to working with you again.

Best regards,

Andrew Sharpe
Chairman
Authentic Caribbean Foundation Inc.

Pacheco, Milagros

From: Authentic Caribbean Foundation Inc. <foundation@authenticcaribbeanfoundation.org>
Sent: Thursday, June 23, 2022 5:18 AM
To: Pacheco, Milagros
Cc: Fain, Yaffa
Subject: Re: FW:

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

Dear Milagros,

We want to say thanks for working with us in making the event a success. Although we expected a larger turnout, it was a great attendance for the first time.

We look forward to working with you next year on June 18, 2023.

Regards,

Andrew Sharpe
Chairman
Authentic Caribbean Foundation Inc.

On Wed, Jun 15, 2022 at 7:58 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Hi Andrew,

It was absolutely great meeting you! Please forward the entertainment license and sound permit and you will be all set. We have assigned staff to work your event, restrooms will be open electricity will be provided.

I hope it's a beautiful day and you have a great turnout!

Mily

From: Authentic Caribbean Foundation Inc. <foundation@authenticcaribbeanfoundation.org>
Sent: Tuesday, June 14, 2022 9:28 PM
To: Pacheco, Milagros <PachecoM@worcesterma.gov>
Cc: Fain, Yaffa <FainY@worcesterma.gov>
Subject: Re: FW:

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

Hi Millie,

It was really nice meeting you today and I will follow up with the other permits and we are good to go for Sunday.

Have a great day.

Andrew Sharpe

On Tue, Jun 14, 2022 at 10:32 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Hi Andrew,

Attached is a hard copy of your invoice, however, I also sent you a link from Worcester Parks & Recreation (not my email) in the event you want to pay by credit card.

Thank you,

Mily

From: Authentic Caribbean Foundation Inc. <foundation@authenticcaribbeanfoundation.org>
Sent: Tuesday, June 14, 2022 10:24 AM
To: Pacheco, Milagros <PachecoM@worcesterma.gov>
Subject: Re: FW:

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

Please do since I am not seeing it.

Andrew Sharpe

On Tue, Jun 14, 2022 at 10:20 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Thank you Andrew!

We will also need payment prior to the event. Would you like me to resend you the invoice?

From: Authentic Caribbean Foundation Inc. <foundation@authenticcaribbeanfoundation.org>

Sent: Tuesday, June 14, 2022 10:15 AM

To: Pacheco, Milagros <PachecoM@worcesterma.gov>

Cc: Fain, Yaffa <FainY@worcesterma.gov>

Subject: Fwd: FW:

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

Please see attached sign document from Lt. Sawyer for your record.

Regards,

Andrew Sharpe

----- Forwarded message -----

From: Sawyer, Mark J. <SawyerMJ@worcesterma.gov>

Date: Tue, Jun 14, 2022 at 7:26 AM

Subject: FW:

To: Authentic Caribbean Foundation Inc. <foundation@authenticcaribbeanfoundation.org>

Andrew...please see the attached signed application...I corrected the date for this Sunday...we'll get you over a sound permit today thanks

Mark

From: wpd1pdcl@worcesterma.gov <wpd1pdcl@worcesterma.gov>

Sent: Tuesday, June 14, 2022 7:22 AM

To: Sawyer, Mark J. <SawyerMJ@worcesterma.gov>

Subject:

Pacheco, Milagros

From: Authentic Caribbean Foundation Inc. <foundation@authenticcaribbeanfoundation.org>
Sent: Friday, May 26, 2023 10:28 AM
To: Pacheco, Milagros
Subject: Re: Parks Commission Meeting

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

Thanks for your email and I am hereby confirming June 15, 2023 attendance at the meeting. I will be in Worcester for the flag raising that same day.

Regards,

Andrew Sharpe

On Fri, May 26, 2023 at 10:10 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Hi Andrew,

We missed you at the meeting last night. I hope everything is ok.

Our next meeting before the Commission parts for the Summer is June 15, 2023. Please confirm that you will be at the June meeting for your event approval. After the June meeting the Commission doesn't meet until September.

Thank you,

Mily

Public and WebEx Virtual Meeting Invitation



The City of **WORCESTER**

City of Worcester DPW & Parks ;

Parks, Recreation & Cemetery Division

**Place: Green Hill Park
Parks & Recreation Commission
Meeting - Room A***
50 Officer Manny Familia Way
Worcester, MA 01605**

**Date: Thursday, June 15, 2023
Time: 6:30 PM**

If you choose to use the WebEx platform, you would:

1. go to www.webex.com
2. click the "join" button on the top right side of the screen
3. Enter meeting ID #: 2309 393 8791
4. Enter password: Parkscomm6-15

If you choose to attend via phone:

1. Call 1 - 415 - 655 - 0001
2. Enter meeting ID #: 2309 393 8791

*** This is scheduled for discussion as the First item on the meeting agenda

Renaming of Indian Hill Park

The presentation of a petition to rename Indian Hill Park to Sara Robertson Park was submitted to the Parks and Recreation Commission (WPRC) on Thursday, May 25, 2023. The upcoming hearing will allow residents to provide questions and comments on the renaming of the park. At the conclusion of the comment period, WPRC will vote on the proposed name change. Please submit any documentation or comments to WPRC by the end of day, June 12, 2023 via e-mail to parcs@worcesterma.gov, to be included on the agenda.

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 parcs@worcesterma.gov or phone (508) 799-1190 or the City ADA Coordinator at accessibility@worcesterma.gov. Call (508) 799-1294 in the event of severe weather, and for up-to-date meeting status.

cc2023may19111358

TO THE CITY COUNCIL OF THE CITY OF WORCESTER:

The undersigned person(s) most respectfully petitions your Honorable Board:

Request Indian Hill Park be renamed Sara Robertson Sports Facility at Indian Lake Park.

Councilor Sean M. Rose



The City of
WORCESTER

SEAN M. ROSE
District 1 City Councilor

488 Main Street
Worcester, MA 01608

Robert C. Antonelli Jr.
Parks, Assistant Commissioner
Parks, Recreation & Cemetery Division, City of Worcester
50 Officer Manny Familia Way
Worcester, MA 01605

May 12, 2023

I am writing to express my support for the renaming of Indian Hill Park to now be called Sara Robertson Park.

Sara Robertson's achievement in becoming the first female mayor of Worcester in 1982 inspires and motivates young women to pursue leadership roles in their communities. During a time when males dominated the local political scene, Sara becoming Mayor was no easy task. Nevertheless, she proved to everyone it was a possibility, ending 134 years of exclusively male mayoralties. During her tenure, Robertson used her role as mayor to promote Worcester throughout the state and New England, which had never been done before. She would deliver speeches about Worcester at seminars and conferences across the Northeast that she would attend out of her own pocket. Her doing so helped to share the word about Worcester during the appearances she made on Boston television talk and news shows. It is also worth noting that she served on the city council as the fourth female elected to the council in the city's history.

Sara was more than just a political figure. She was also involved in numerous community organizations as an active and engaged member of the Worcester community for many years. Naming Indian Hill Park after her would help celebrate her accomplishments and showcase a positive role model for future generations to look up to. The city of Worcester would not only be sending a message of inclusivity and diversity. It would also show that the city values and recognizes the contributions of all its citizens, regardless of their gender.

Worcester has only seen 2 female mayors so far, maybe it's third will be one of those children who enjoy using Indian Hill Park?

In closing, I would like to express how wonderful for the city as well as Sara's family it would be to see Indian Hill Park named after her. What a fitting tribute it would be for such an important woman in our city's history. If you have any questions, please don't hesitate to reach out to me at RoseS@worcesterma.gov. Thank you for your time and consideration.

Best,

Sean Rose, M.Ed.
District 1 City Councilor

Richford, Melissa

From: John Monfredo [REDACTED]
Sent: Sunday, June 11, 2023 1:27 PM
To: Parks
Subject: Re: Indian Hill Park

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

[REDACTED]
Worcester, Ma. 01606
June 9, 2023

To the Parks Department regarding the naming of Indian Hill Field:

On behalf of many of our neighbors in the area, we are opposed to changing the name of our Indian Hill Park. So many of us go back to the years when we took care of this field by ourselves in order for the children to have a playground. We were one of many people in the area that coached our children at Indian Hill Park and that was very special. It's all part of our living history in Worcester.

We lost our school years ago named Indian Hill and now we do not want to lose the identity of our park as well. Sara Robinson was a wonderful person, but she had no association with the field or with sports. Why not look to name a building after her?

There are so many children, now adults, who played and used that field. It would be unfair to take the name of the field away from them and away from the neighbors who continue to live in the area.

We strongly urge you to **turn down** this request! We apologize for not being there at the meeting but due to a prior commitment we will not be able to attend. Hope to hear from you soon.

Sincerely,

John and Anne-Marie Monfredo

The Most Important 20 Minutes of Your Day....Read With Your Child

Richford, Melissa

From: bob marzilli [REDACTED]
Sent: Monday, June 12, 2023 12:45 PM
To: Parks
Subject: indian hill park

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

I am a longtime resident of the Indian Hill neighborhood. I am against the naming of the park after Sara Robertson .I do not find any connection between her and the neighborhood. She grew up in California, went to college in Boston, and as far as I know she never lived in the neighborhood. I am in favor of keeping the name of Indian Hill Park or naming it after a Indian Hill resident who made positive contributions to the neighborhood.

Sincerely,

Robert Marzilli



June 15 mtg

2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: CROMPTON SKATEPARK Today's Date: 5/16/23
 Name of Your Organization: ROLLOUT Website: —
 Name of Applicant: CHRIS MICHELOTTI Email: CMICHELOTTI@FOOLISH PANDA GAMES.COM
 Address: 32 BAXTER ST City: WORCESTER State: MA Zip: 01602
 Cell Phone#: [REDACTED] Alternate Phone #: _____

Event Date: 8/6/2023 Rain Date: 8/12/2023 Start Time: 1:00PM End Time: 5:00 PM

Set up Date & Start time: 8/5/2023 @ NOON Breakdown Date & End Time: 8/5/2023 @ 5:30 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: SHOW IN THE BOWL, GIVING AWAY FREE SKATING EQUIPMENT, CONCERT + FOOD TRUCKS (FREE SHOW)

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 100

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 - 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: CM

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

Yes No

- X Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)
- X 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.)
- X Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)
- X Will you be renting portable restrooms? Please provide information on company: CRASE / HARRIS PORTABLE TOILETS
* 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.
- X 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: _____
- X 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.)
- X 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.
- X 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.)
- X 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: _____
- X 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: _____
- X Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.
- X Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4)
- X 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.
- X 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: CM

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 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.

- 11. **Water:** October 1st 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: CM

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: CHRIS MICHELOTTI DATE: 5/16/2023

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: CM

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: CM

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-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 within 45 days of the invoice date.

Initials: CM



The City of
WORCESTER
Department of Public Works & Parks

Department of Public Works & Parks
Parks, Recreation & Cemetery Division
50 Officer Mariny Faglia Way, Worcester, MA 01605
P | 508-799-1190 F | 508-799-1293
parks@worcestermma.gov

2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: Worcester Common + Franklin Street + Main Street Today's Date: Feb 22nd 2023
 Name of Your Organization: Massachusetts Organization of African Descendants Website: moad.org (under reconstruction)
 Name of Applicant: More Chinyer Dermoh Kanne Email: moad.org@gmail.com
 Address: 51 Orange Street City: Worcester State: MA Zip: 01605
 Cell Phone#: [REDACTED] Alternate Phone #: [REDACTED]

Event Date: August 5th 2023 Rain Date: August 12th 2023 Start Time: 8am End Time: 7pm
 Set up Date & Start time: August 5th 8am Breakdown Date & End Time: 7pm - 8pm August 5th
 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: Worcester African Festival to celebrate African cultures in Worcester. There will be vendors, food, music, etc.

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 1K-2K

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

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# We have fiscal sponsorship

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.
 wdpd-avd@alloffice@mail1st@worcestermma.gov - 508-799-8486

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 man will be required*

- 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: _____
* 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: 10 x 10 Number of Tents: 5000 Tent Company Name: N/A yet
- 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: JVR

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 construed 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 offense 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: Jermoh Kamara

DATE: 07-23-23

SIGNATURE OF APPLICANT/REPRESENTATIVE: J Kamara

Initials: JVK

- 18. 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 area 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 area 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 L38 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 miles) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
- 28. No group outings/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 those 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: JVK

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-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/UP TO 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 \$900.00. This fee is non-negotiable.

ADMINISTRATIVE CHARGE: A \$125.00 Administrative fee is included in the permit 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.

THE 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/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 Office of 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: JVC



Eric D. Batista
City Manager

CITY OF WORCESTER

cm2023jun08112357

Attachment for Item #

9.33 A

June 13, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

I am pleased to share that on June 2nd, my administration applied for a \$23,511,000, 5-year grant from the USDA Forest Service Urban & Community Forestry Program, funded via Inflation Reduction Act (IRA) . This is a fantastic opportunity to bring community together to grow and improve our urban tree canopy.

The requested funding will apply to the 26% of the land area of the city designated as Environmental Justice area by the EPA. This makes City eligible for a grant match waiver (with the grant covering the entire project costs, including administrative portion) since the proposed project is designed to deliver 100 percent of the funding/program benefits to this area.

While the time to develop and prepare the application was extremely limited, we couldn't allow the opportunity to pass. There is the unquestionable need for it, passionate community support, experience doing reforestation efforts at scale (post ALB infestation), structural support (DSR, Parks, Urban Forestry Tree Commission), and the educational opportunity to create entry-level jobs for forestry careers for our youth.

I am hopeful that the city's application will be awarded the amount requested. However, the scope and grant amounts may change, at the discretion of the grantor. Therefore, my administration will provide an update once the grant program response is received and then will provide relevant project details along with a request a resolution for the awarded amount to accept the funds.

Respectfully submitted,

Eric D. Batista
City Manager



To: Eric D. Batista, City Manager
From: John Odell, Chief of Department of Sustainability & Resilience
Date: June 13, 2023
Re: 2023 USDA Forest Service Urban & Community Forestry Grant - \$23,511,000

On June 2nd, 2023, the City of Worcester submitted a USDA Forest Service Urban & Community Forestry Grant, funded via Inflation Reduction Act (IRA). This is once in a generation opportunity to revitalize and expand our city's urban tree canopy.

While the typical annual USDA Forest Service Urban & Community Forestry Grant funding pool is \$50M annually country-wide, this grant, injected with the IRA funds, had \$1.5 Billion, and emphasizes Justice40 principles of targeting historically disinvested communities and areas. As such, the grant allows for a waiver from the 1:1 grant match requirement if the urban tree canopy planning and work occurs within environmental justice area per the Climate and Economic Justice Screening Tool (CEJST). That area covers 26% of the city's area, mostly within Council Districts 2 and 4 (Attachment A). The City chose to apply for funding for only the federal environmental justice area, as it significantly overlaps (83%) with the city's high risk heat island areas.

The project concept and application development was led by the Department of Sustainability and Resilience with engagement and input from other municipal departments, including the DPW&P Parks Division, the Worcester Public Schools (via Worcester Technical High School), the Department of Transportation & Mobility, and the Economic Development's Planning & Regulatory Services Division. In addition, many other community members and organizations provided valuable input into the proposal, such as the New England Botanical Garden, Mass Audubon, Regional Environmental Council, Clark University, Main South CDC, Ecotarium, and more. The grant requirement is that 80% of the grant funds will need to be distributed to Community Based Organization subrecipients¹.

Some of the proposed outcomes include the following:

- Planting approximately 3,000 trees on streets and public properties in the federally defined Climate and Economic Justice area
- Planting approximately 4,000 trees on private properties in the federally defined Climate and Economic Justice area
- Establishing a tree nursery (to address the longer term needs of the city and the projected near-term tree shortage)
- Assessing and maintaining the existing tree canopy in the federally defined Climate and Economic Justice area (young tree pruning, routing pruning, removal of diseased & hazardous trees and replanting, removal of invasive species and replanting, etc.)
- Installing green infrastructure

¹ From Notice of Funding Opportunity "For this funding opportunity, a "Community Based Organization" is defined as a public or nonprofit organization that supports and/or represents a community and/or certain populations within a community through engagement, education, and other related services provided to individual community residents and community stakeholders. A "community" can be characterized by a particular geographic area and/or by the relationships among members with similar interests and can be characterized as part of a broader national or regional community where organizations can be focused on the needs of urban, rural and/or tribal areas, and other similar groups."

- **Requiring an apprenticeship requirement for the Arborist Companies who will do the work (where heavy equipment is required and cannot be done by the community organizations)**
- **Expanding the existing the Urban Forest Academy Program located in Worcester Technical High School's Environmental Science Program**
- **Increasing educational opportunities about trees to the Worcester Public Schools and involving community members to assist with new tree maintenance**
- **Designing a portion of a future Greenway through the city located in the federal environmental justice area (an off-shoot from the ongoing Mobility Action Plan)**

The 4 principal strategies proposed in the grant application include:

- **Strategy 1: Establish a Well-Rounded Interdisciplinary Team to Do the Work**
- **Strategy 2: Develop Sustainable and Resilient Forest Planting Plans within Environmental Justice neighborhoods; Build Community Buy-In; and Invest in creating a Tree Nursery(s) to Enable Timely Plan Implementation**
- **Strategy 3: Planting and Maintaining Urban Forests in EJ Areas**
- **Strategy 4: Greenways Design**

A detailed Communication Plan will be developed with the assistance of the Community Engagement partners (subrecipients) and the Communication/Design Firm.

The project received seven letters of local support from city organizations as well as letters of support from all of the city's federal and state legislative representatives.

Sincerely,

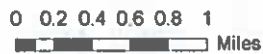
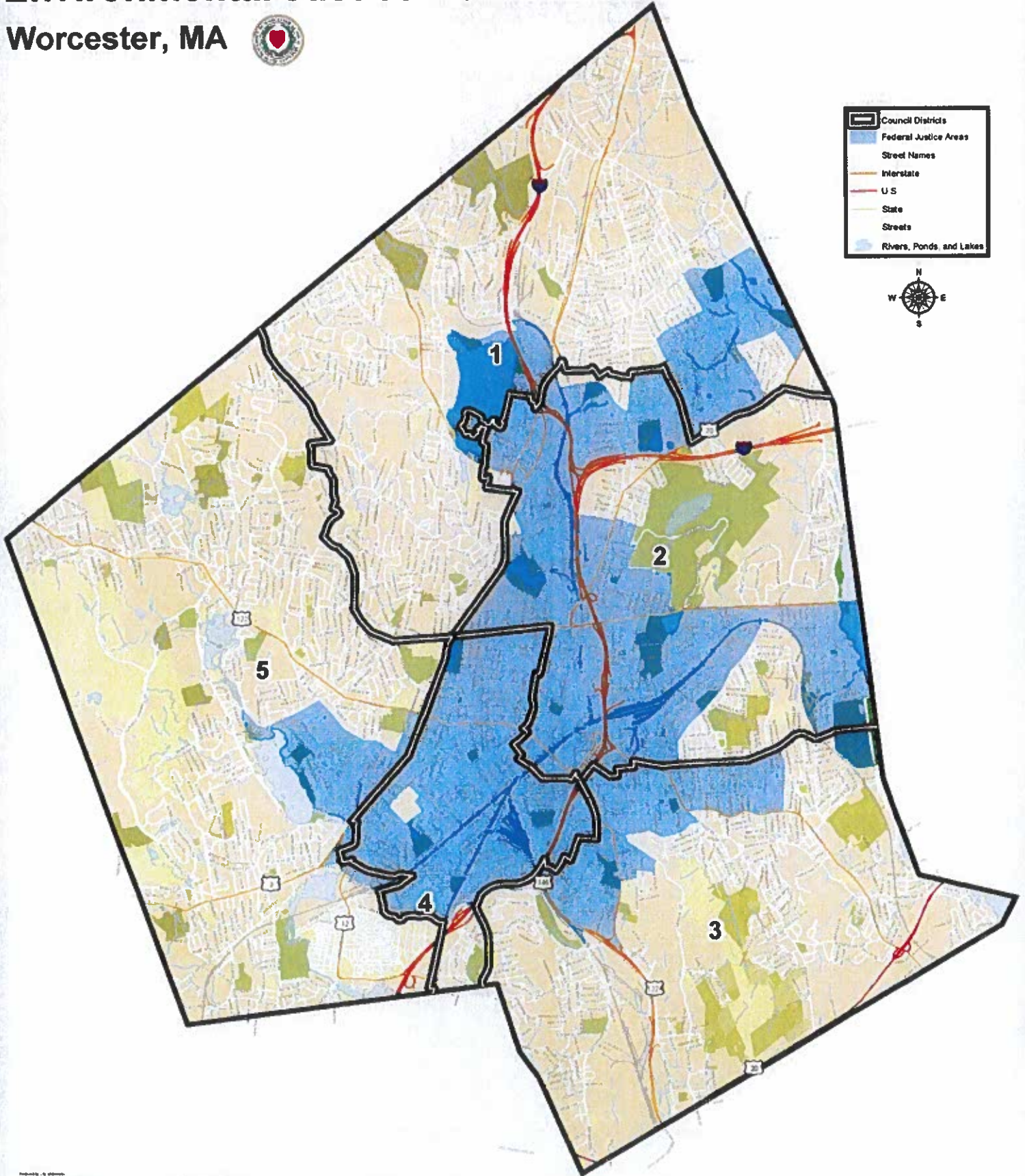
A handwritten signature in blue ink that reads "John Odell". The signature is written in a cursive, flowing style.

John Odell

Chief of Department of Sustainability & Resilience

City of Worcester Environmental Justice Communities

Worcester, MA



Map prepared by the City of Worcester, Massachusetts, Planning and Economic Development Department, 2010. All rights reserved. No part of this map may be reproduced without the prior written permission of the City of Worcester, Massachusetts. The City of Worcester, Massachusetts, Planning and Economic Development Department, 2010. All rights reserved. No part of this map may be reproduced without the prior written permission of the City of Worcester, Massachusetts.

Map prepared by the City of Worcester, Massachusetts, Planning and Economic Development Department, 2010. All rights reserved. No part of this map may be reproduced without the prior written permission of the City of Worcester, Massachusetts. The City of Worcester, Massachusetts, Planning and Economic Development Department, 2010. All rights reserved. No part of this map may be reproduced without the prior written permission of the City of Worcester, Massachusetts.

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL
PHONE (508) 799-1220

BID INVITATION
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

BID NO. CR-8001-M3

DATE: March 31, 2023

CITY OF WORCESTER
Christopher J. Gagliastro, MCPPO
Purchasing Agent

BUYER: Maureen McKeon

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

COMPLETE ORIGINAL COPY (including ALL required pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: April 19, 2023

TIME: 4:00 P.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK ENVELOPE "Bid No. CR-8001-M3 Vending/Concessions Services/DPWP"

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

GENERAL

1. This Bid Invitation covers: Vending/Concessions Services – provide food and/or novelties at various parks, playgrounds and bathing beaches, in accordance with the attached requirements and specifications of the City of Worcester Department of Public Works & Parks for a period from date of contract through October 31, 2023.
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ None must accompany this bid.
3. **NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ n/a of the total dollar award is required.
5. A payment bond in the amount of \$ n/a of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. Questions pertaining to this bid must be directed to: Maureen McKeon via email at mckeonmp@worcesterma.gov

Email responses to this bid are acceptable. Please email bids to mckeonmp@worcesterma.gov

8. The following meanings are attached to the defined words when used in this bid form.
 - (a) The word "City" means The City of Worcester, Massachusetts.
 - (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
 - (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at mckeonmp@worcesterma.gov). No changes will be considered or any interpretation issued unless request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. Conditional Bids Will Not Be Accepted.
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L.C.43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes, and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. Time reserved for award is ninety days.
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and The Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either or underlet the contractor, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City.

23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a Legal Holiday) from the date of the mailing of a notice from the City to him, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.
24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid is accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form when submitting a bid. Bidder must sign and return complete forms.
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants, or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. **COMMERCIAL GENERAL LIABILITY INSURANCE** – Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. **AUTOMOBILE LIABILITY INSURANCE** – Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limits, of \$ 1,000,000.00 (all owned, hired and non-owned autos).
29. **COMPENSATION INSURANCE** – Contractor shall furnish the City of Worcester with certificates showing that all of his or her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for any one of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the contracting officer certificates from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may be otherwise stated herein, the Contractor shall also carry bodily injury and property damage insurance in amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engage in this contract.

DISCOUNT

33. Prompt pay discounts will be considered when determining the low bid except when prompt pay discounts are for a period of less than 30 days. In this event prompt pay discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and/or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

DELIVERIES AND COMPLETION

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City, through its Purchasing Division, reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples, shall be given the opportunity, while sampling, to affix his signature to the delivery slip each item represented in his sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his proposal, the Purchasing Agent may at his option exercise his right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation; that no officer or agent of the City is directly or indirectly interested in this bid; and he proposes and agrees that if this proposal is accepted he will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or request for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a

"sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Chapter 6, Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership
Full names and addresses of all partners

Name	Address	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name _____

State of Incorporation _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____ TITLE _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* _____ TEL. NO. _____

NAME (PLEASE PRINT) *Contract Administrator* _____ TEL. NO. _____

FAX NUMBER _____ FAX # _____

E-MAIL (Customer Service Rep.): _____

E-MAIL (Contract Administrator): _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) _____
Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

PROPOSAL PAGE

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES NO

Delivery to be made to: Worcester, MA

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING

BIDDER TO COMPLETE ITEMS BELOW

Item No.	Description
1-27 parks	<p>Vending/Concessions Services – provide food and/or novelties at various parks, playgrounds and bathing beaches.</p> <p><i>Please complete pricing sheet on page 19 of this document.</i></p> <p>Quotes may be emailed to mckeonmp@worcesterma.gov or delivered to Purchasing Department, Room 201, City Hall, 455 Main Street, Worcester, MA 01608.</p>

TERMS, PROMPT PAY DISCOUNT _____ % 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN (AS REQUIRED) DAYS FROM TIME OF NOTIFICATION BY THE CITY.

(N.B. PLEASE REFER TO SECTION NO. 34 RELATIVE TO THE DELIVERY).

NAME OF BIDDER _____

CITY OF WORCESTER NOTICE TO BIDDERS

City of Worcester DPW & Parks, Recreation & Cemetery Division

VENDING/CONCESSIONS SERVICES– 2023 Bid #: CR-8001-M3

Completed bids for the following mobile concessions for the 2023 Season will be received at the Purchasing Department, Room 201, City Hall, Worcester, MA 01608. You may also email completed bid documents to mckeonmp@worcesterma.gov

Vending/Concessions Services – various parks & playgrounds

Note: For all Bid locations Special Events affiliated or sponsored by DPW& Parks, Recreation & Cemetery Division are excluded from this contract. The Division may sell items as it sees fit, during any special event.

State qualifications, references, and veteran status, also verified residence. Applicants must be 21 year of age or over. Specifications are available at the purchasing department, Room 201, City Hall, Worcester, MA. Including minimum bid acceptable.

Food bids (not limited to ice cream, hot dogs, drinks, etc.) and Novelty (not limited to wears and toys) bids are two separate bids.

The City of Worcester reserves the right to reject any and all proposals.

Proposals **must be delivered by 4 p.m. on Wednesday, April 19, 2023** either via email or in person at City Hall. Subject line of email or envelope should bear the following information: "Bid for Vending/Concessions Services"

PRICE LIST MUST BE INCLUDED WITH BID.

A bid submission stating "\$1.00 more than any other bid" is not permissible in a bid procedure and any bids submitted in this manner will be treated as non-responsive and rejected.

City of Worcester DPW & Parks, Recreation & Cemetery Division

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

SPECIFICATIONS

Vending/Concessions Services 2023

Green Hill Park - On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$600.00. Novelty bids will start at \$200.00
Location: Bidder must be located in one of the two parking lots within the core of the park.

Also Note: Concessionaire will not be allowed to sell any items on or around Green Hill Municipal Golf Course or Clubhouse at any time.

Crompton Park - On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division or fundraising events sponsored by Green Island Neighborhood or Oak Hill CDC. No food bid will be accepted for less than \$800.00. This includes opening of swimming pool. Novelty bids will start at \$200.00

Location: Parking Lot only.

Kendrick Park - On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. Joe Schwartz Little League has permission from the Parks and Recreation Commission to sell refreshments during the year, and this bid will not exclude them from selling. No food bid will be accepted for less than \$350.00. Novelty bids will start at \$200.00

Location: Parking Lot near basketball court.

**Christoforo
Columbo Park -**

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. Truck will only be allowed in the parking area by the splash pad. No other entry into the park will be allowed. No food bid will be accepted for less than \$800.00. Novelty bids will start at \$200.00

Location: Parking Lot

Lake Park -

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division, or refreshments sold by Baseball Leagues using the park. No food bid will be accepted for less than \$400.00. Novelty bids will start at \$200.00

Also Note: Concessionaire will not be allowed to sell at State High School District Games in June (Dates to be announced) or State and Regional Tournaments in July & August. (Dates to be announced) and/or other events approved by the Parks, Recreation & Cemetery Department.

Location: Upper parking lot

Also Note: Concessionaire will not be allowed to sell at State High School District Games in June (Dates to be announced) or State and Regional Tournaments in July & August. (Dates to be announced) and/or other events approved by the Parks, Recreation & Cemetery Department.

Location: Upper parking lot

Beaver Brook

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division, Ted Williams Little League & Worcester Vikings have permission from the Parks & Recreation Commission to sell refreshments during the year. No food bid will be accepted for less than \$400.00. Novelty bids will start at \$200.00.

Location: Mann St or Chandler St Parling Lot

Institute Park

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$300.00. Novelty bids will start at \$200.00.

Location: Salisbury St only

Elm Park

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$1,000.00. Novelty bids will start at \$300.00.

Location: Russell St

University Park

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Gates St or Illinois St

City Hall Common

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$1,000.00. Novelty bids will start at \$200.00.

Location: TBD once vendor is selected

Greenwood

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. Truck will only be allowed in the parking area by the splash pad. No other entry into the park will be allowed. No food bid will be accepted for less than \$400.00. Novelty bids will start at \$200.00

Location: Forsberg St near spray park

Blithwood

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Holmes Field

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Plantation St in parking cutout

Vernon Hill

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Parking Lot Ames St

Newton Hill

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Pleasant St near tennis courts

Knights of Columbus On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Great Brook Valley On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Mulchay On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Logan Field On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Mill St near main entrance

Indian Hill On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$200.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Farber Field On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

Location: Dedicated location on left side of park

Glodis Field

On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Phil O'Connell Field On or about April 1, 2023, and through October 31, 2023, during park operation hours, the DPW& Parks; Parks, Recreation & Cemetery Division has the right not to allow vending at permitted events or for any other special event scheduled by the Parks, Recreation, & Cemetery Division. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

Location: Grove St

BATHING BEACHES

Indian Lake Beach
Clayson Road -

On or about July 1, 2023, or when beaches officially open for the season through August 20, 2023, or when beaches officially close, from 11:00 am – 7:00 PM. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Coes Pond
Mill Street -

On or about July 1, 2023, or when beaches officially open for season through August 20, 2023, from 11:00 am – 7:00 PM No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

Location: Mill St

Shore Park Beach
Shore Drive -

On or about July 1, 2023, or when beaches officially open for the season through August 20, 2023, or when beaches officially close, from 11:00 am – 7:00 PM. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Bell Pond

On or about July 1, 2023, or when beaches officially open through August 20, 2023, from 11:00 am – 7:00 PM. No food bid will be accepted for less than \$500.00. Novelty bids will start at \$200.00.

Location: Parking Lot

Note:

For all the bid locations mentioned above, special events, organizations or leagues affiliated with or sponsored by the DPW& Parks, Recreation & Cemetery Division are excluded from this contract. The Division, organizations or affiliates may sell items as it sees fit during any special event or league games, when all authorizations have been secured. All concessionaires are responsible to ensure garbage is disposed of in proper containers. All concessionaires are required to have a trash disposal unit available for patrons use. All trash must be removed from site. The DPW& Parks, Recreation & Cemetery Division asks that all concessionaires limit trash by controlling what is given out.

Bid #: CR-8001-M3
Vending/Concessions Services (DPW & Parks)

Equipment

Mobile food trucks to be available to serve the public visiting the above areas.

Rules/Regulations

All successful bidders must complete the application and all paperwork required by the city upon award.

The successful bidder is responsible for maintaining and operating a clean and attractive food business with all proper documentation and permits as required by Federal, State and Local rules and regulations.

All refuse and rubbish must be removed at the expense of the lessee, and effort made to pick up the litter around the area in the park or beach where the mobile food trucks are stationed. No employees or equipment of the city are to be used by the successful bidder.

Concessions are not to be sublet.

Food bids are strictly for selling food/ drinks

Novelty bids are strictly for selling nonfood/drink items such as wares, toys, etc.

No alcoholic beverages shall be sold.

Due to the varying leisure hours of people in conjunction with organized and informal recreation programs, the successful bidder will confer with the Parks, Recreation and Cemetery Division as to the most suitable time and location for food service and Novelty Concession in keeping with good business practices.

The City of Worcester, DPW & Parks, Recreation & Cemetery Division has approved the free lunch program at all Parks.

The City of Worcester Parks may be under construction during this operating time. The city will not reduce bids in these cases.

The City reserves the right to reject any and all proposals

Bid Requirements

Certified checks or money orders must be submitted within five (5) days of notice of contract award.

Price list of all items to be sold must be submitted with bid.

A bid of \$1.00 more than any other bid is not permissible in a sealed bid procedure and any other bids submitted in this manner will be treated as conditional bids and rejected.

Bids are per location.

Pricing Page
Bid #: CR-8001-M3
Vending/Concession Services (DPW & Parks)

Bidder may bid any or all Items. Line item award.

Item	Park Location	Food Bid	Novelty Bid
1	Green Hill Park	\$	\$
2	Crompton Park	\$	\$
3	Kendrick Park	\$	\$
4	Christoforo Columbo Park	\$	\$
5	Lake Park	\$	\$
6	Beaver Brook	\$	\$
7	Institute Park	\$	\$
8	Elm Park	\$	\$
9	University Park	\$	\$
10	City Hall Common	\$	\$
11	Greenwood	\$	\$
12	Blithwood	\$	\$
13	Holmes Field	\$	\$
14	Vernon Hill	\$	\$
15	Newton Hill	\$	\$
16	Knights of Columbus	\$	\$
17	Great Brook Valley	\$	\$
18	Mulcahy	\$	\$
19	Logan Field	\$	\$
20	Indian Hill	\$	\$
21	Farber Field	\$	\$
22	Glodis Field	\$	\$
23	Phil O'Connell Field	\$	\$
	Bathing Beaches		
24	Indian Lake Beach (Clayson Road)	\$	\$
25	Coes Pond (Mill Street)	\$	\$
26	Shore Park Beach (Shore Drive)	\$	\$
27	Bell Pond (Belmont Street)	\$	\$

PLEASE BE ADVISED DUE TO fiscal constraints, the beach may not open during the summer of 2023 The concessionaire understands this and shall not seek any damages from the City of Worcester.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



April 4, 2023

To All Bidders:

Subject: **CR-8001-M3 Vending Concessions Services/DPWP**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **All successful bidders must comply with all of the City of Worcester, DPW & Parks, Recreation and Cemetery Division rules and regulations.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon
Assistant Purchasing Director



April 10, 2023

To All Bidders:

Subject: **CR-8001-M3 Vending Concessions Services/DPWP**

ADDENDUM NO. 2

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **DPW & Parks will accept a five (5) installment payment plan for all fees due the City. First payment would be due May 1 of each year with additional payments due on June 1, July 1, August 1 & a final/complete payment on September 1.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon
Assistant Purchasing Director



April 18, 2023

To All Bidders:

Subject: **CR-8001-M3 Vending Concessions Services/DPWP**

ADDENDUM NO. 3

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **BID DEADLINE EXTENDED to 4 pm on FRIDAY, APRIL 28, 2023.**
- **Please be aware that Addendum #4 will be posted soon with answers to various questions that have been received from potential vendors.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon
Assistant Purchasing Director



April 26, 2023

To All Bidders:

Subject: **CR-8001-M3 Vending Concessions Services/DPWP**

ADDENDUM NO. 4

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **Due to the loss of April and beginning of May, the City will reduce the minimum price, or the highest bidders, price by 1/8 and move the installments to June 1, July 1, August 1, & September 1 for the calendar year 2023 only.**
- **This bid is for 2023 only and will be rebid in 2024.**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Maureen McKeon
Assistant Purchasing Director



2023 Vending Permit

Name of Requested Facility: _____ Today's Date: _____

Name of Business: _____ Website: _____

Name of Applicant: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone#: _____ Alternate Phone #: _____

Date Registered as Business: _____ What City: _____

SS# or Fed. Tax ID: _____ Ma Tax#: _____

Have you ever held a vending license with the City Of Worcester, Parks, Recreation, Cemetery Division: _____ Yes _____ No

What products will you be vending? _____

Do you hold a valid state hawkers and peddlers license? _____ Yes _____ No (need to provide a copy of the license)

License # _____

Do you hold a valid SERV safe license? _____ Yes _____ No (need to provide a copy of the license) License # _____

Do you have licenses from Worcester health & human services-public health & code division? _____ Yes _____ No

(Need to provide a copy of all licenses)

Do you have insurance? _____ Yes _____ No (Need to provide binder)

Do you have photos of mobile/pushcart or vending items _____ Yes _____ No (Need to provide photos)

- Cori/Sori checks on all people vending at Parks
- Alcoholic beverages are NOT allowed in parks facilities (see item 21 on the rules and regulations)
- There is a fee for vendor permits. See Bid
- Vending can only be done between April 1 through October 31 of each year from 8am to dusk.
- NO Drones, radio control vehicles (Land, Air, or Water) without issued permit from the Parks administration office
- The City reserves the right to minimize or cancel use of facilities based on renovations and maintenance.
- Mobile/Pushcarts must be removed from the area at the end of each day.
- Must agree to keep area clean of refuse and rubbish. Must have trash receptacles available to patrons. Receptacle is to be removed at the end of each day.
- No Smoking in Parks and Open Spaces as per city ordinance
- Vehicles are prohibited in any park grass areas, on any sidewalks or on the Worcester Common.
- The City of Worcester DPW & Parks, Parks, Recreation & Cemetery 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, DPW & Parks, Parks, Recreation & Cemetery Division and Parks & Recreation Commission. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
- Event Permits will take precedent over vending permits. It will be the event organizers decision on who they want to use as vendors. Vending permits will be within the hours of sunrise & dusk. None after dark unless under an Event Permit with written consent.

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: _____

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: _____

This is a draft proposal for the city of Worcester. I have an economic and cultural plan that can bring in revenue for the city. The program could be supplemented by grants, sponsorships and fundraising. Help me do this and we can negotiate what portions of proceeds for the Parks Department could look like. We would like to partner with the Cultural Development Division, Department of Public Works and Parks similar to the one with Park Spirit 501c3 established in 1987. However, it is not meant to compete with them. We would work in conjunction with the city to reform City regulations to make public spaces more user-friendly for vending, busking, special events and for public art. This is in alignment with II.4.G of the City Of Worcester Cultural Development Plan. :

- [i] Simplified process and rules for use of parks and other public spaces
- [ii] Update and simplify public space scheduling process
- [iii] Work to remove barriers from successful implementation of public art initiatives such as the design ordinance and fees;
- [iv] Encourage busking in high pedestrian traffic areas
- [v] Facilitate street vending with simplified permitting

Worcester Renaissance Project

Mission

Our mission is to create easier access to rules and fees for greater transparency and equity in the vendor application process. Develop and inform new street vendor and busker applicants, then get them placed in high foot traffic areas managed by the city of Worcester so that they can be successful.

Vision

Develop, establish and promote Worcester as the best place in New England to start a business as a street vendor, performer and to host special events.

Suggested memorandum of understanding for City Of Worcester

Partner with us on our "Worcester Renaissance" project to develop new vendor and busker applicants, explain permit application process, terms and fees then place them in high foot traffic areas managed by the Parks Department, DPW, property management companies and first floor business owners in Worcester. We want to create pathways to partnership through creative collaboration. We want minority artists and entrepreneurs from redlined communities of Worcester to know that this is their home and that they have an opportunity to start a business bringing their culture, products and services directly to the streets in order to benefit from currently increasing gentrification. Our project that offers suggestions for 11.4.G of the City of Worcester Cultural plan, also serves as economic development with youth intervention. Proceeds from fees of approved applicants, grants, sponsorships, and fundraising through this project go to F.A.M. Jam! Event Group Inc. 501c3. A portion of the proceeds will go to the preservation of the parks, to support the development of more applicants, art and business education, and our special events. I am requesting a limited non compete agreement from the city to ensure viability.

Street Vendor Equity

- Develop and post rate/fee schedule. Grants, sponsors and funding could potentially cover fees and liability insurance of applicants as grants were given to street vendors of Worcester's Tercentennial Celebration.
- Publicly post and promote details of application process (bidding etc.)
- Post and promote details of what type of vending is permitted at each park
- Post and promote price per park
- Post process about resolving complaints and terms of probation
- Develop a website with a common online application specifically for vendors and buskers participating in "The Worcester Renaissance Project."

Educate

- Allow F.A.M. JAM! Event Group to host a series of training or fundraising events to develop new vendors and buskers at the Parks Department at no cost to us. Dates, times and frequency negotiable.
- Agree to a non-compete contract with F.A.M. JAM! on this project. Funds received from vendor/busker applicants who apply due to participation in this project would go to F.A.M. JAM! In a relationship similar to Park Spirit and the Parks Department.

- Reach out to all current parks/city vendors to invite them as collaborators on “The Worcester Renaissance Project” with a memorandum of understanding. We would add them to our marketing material and database.
- Designate a point person and create a database searchable for organizers who are looking for vendors and buskers, and for vendors and buskers that are looking for event organizers in the city of Worcester.
- Approve and help fund this program to educate applicants on the process of becoming a vendor or busker in the city of Worcester then placing them with a host in high foot traffic areas of the city like property managed by the Parks Department, Department of Public Works, property management companies or businesses owners on the street level who agree to collaborate.
- Approve and help fundraise for this program to place black and minority owned vendors and buskers in high foot traffic areas of the city managed by the Worcester Parks and Recreation Department, Cultural Development Division, Department of Public Works & Parks, private property managers and business owners, city lakes and pools. Applicants could then register their business at minimum as a sole proprietor or a structure of their choice according to the ordinances. The terms for property manager or business owner to host participating vendors and buskers would be up to an agreement between the property manager and applicant. We could provide a suggested memorandum of understanding.
- Program participants can enter a drawing to have us pay fees for hawkers and peddlers license for state of Massachusetts, city of Worcester to register their business, provided that application is approved by Worcester Police Department and licensing division in Boston. Transportation to Boston for hawkers and peddlers license for the state of Massachusetts could be provided based on funding. Fees for food permit, liability insurance, and operational expenses would be the responsibility of the participant unless there is a budget to supplement.
- Fees for approved applicants could be covered by funds raised from events, sponsors, grants, AARPA or from membership fees paid by applicants according to the rate schedule.
- Agree to participate in video tutorials about the process and or documentary about the history of Street Vending and Busking in the city of Worcester and promote Worcester as the best place to become a busker or vendor.

- Feature a guest speaker from the city who educates participants on the process to become a street vendor or busker and how to turn it into business.
- Feature city employees to talk about youth and family services and resources that the city offers.
- Pay educators to teach financial literacy to youth to navigate the financial world in the future as featured guests in rotation.
- Parks Dept, DPW or cultural development representative to meet and greet new applicants to answer questions.
- Offer orientation to new applicants twice per year or quarterly to cover application and vending/busking process.

Research and development

- Calculate square footage of high foot traffic areas managed by the Parks department and DPW to place vendors according to city ordinances. Modifications to spacing, pending approval by board. Estimate how many vendors could operate comfortably in those zones. Designate vending/busking spaces according to ordinances. I.e. 1 vendor /busker per block
- Start with one area of the city and implement incrementally across the city collecting data on impact.
- Survey interest for hosts (property managers/owners), vendors, buskers. Street teams go door to door recruiting applicants who may have a business idea (vendor) artist (busker) and offer the program, to apply for the festival, or be a collaborator on The Worcester Renaissance Project.

Marketing

- Permission to use Parks Department, DPW, City logos on our marketing material.
- Logos for sponsors and other community partners may be placed on markers of designated vendor and busker areas.
- Display brochures or marketing materials at the front desk of the Parks Department with information on how the public may participate in upcoming events as buskers or vendors.

- Display brochures and fliers in the Parks Department office and all other city departments. This is to help raise funds to reimburse collaborating educators and provide tools as awards to winners of our social media challenges in art, music and entrepreneurship. The goal is for the awards to carry a \$500 value.
- City officials involved in the application process may be requested to appear in commercials to promote the "Worcester Renaissance Project" in alignment with the mission and vision.
- Marketing material to be placed in locations frequented by tourists i.e Hotels, Airports, gas stations, convenience stores, grocery stores, restaurants, salons, barbershops, mechanics, colleges, non profit organizations, hospitals, WPS Schools, DCU Center, Hanover Theater, Mechanics Hall, Woo Sox Stadium, Palladium, local clubs and bars, music stores, music schools, dance studios etc.
- Be a drop off location for F.A.M. JAM! food drive, coat drive, toy drive, school supplies drive. Dates times TBD.
- Make introductions to property managers/business owners affiliated with the city who may be willing to host a street vendor or busker.
- Introduction to potential sponsors/donors/funding sources

Network

Compare to Boston application process (sources listed. Please click)

- <https://www.cityofboston.gov/procurement/events/Uploads/2181/2022-RFP%20Mobile%20Vending%20Final.pdf>
- <https://www.mass.gov/how-to/hawker-and-peddler-application>
- <https://www.bostonherald.com/2015/06/29/change-worries-boston-street-vendors/amp/>
- <https://www.mass.gov/how-to/transient-vendor>

- <https://www.cityofboston.gov/isd/sanitation/streetvending.asp>
- <https://busk.co>
- https://busk.co/blog/the-buskers-guide-launch/?utm_source=rss&utm_medium=rss&utm_campaign=the-buskers-guide-launch
- Boston's Busker Directory <http://www.buskersadvocates.org/saalist.html>

Youth intervention program

- Build relationships with Worcester Public Schools to recruit young artists and entrepreneurs from redlined communities who may be interested in being a street performer or vendor in the city of Worcester.
- Assist students in applying for hawkers and peddlers license similar to WPS approved work permits
- Recruit students to volunteer in street teams to gauge interest among other youth in underserved neighborhoods after school with surveys and marketing material to earn community service credits. Accompanied by CORI'd volunteer chaperone.
- Volunteers and chaperones may include family members, college students, teachers, and WPS students with CORI. (could be paid if funded)
- Offer after school workshops in arts, music, entrepreneurship, financial literacy, community service and S.T.E.A.M.
- WPS District is invited to participate in our annual summer festival held the last weekend of June and fall festival held the last weekend of September.
- Search for talent by hosting a series of auditions and pop-ups at schools within the district
- Permission to distribute backpack fliers in middle and highschool classroom
- Extend invitation to school bands and choirs to perform and participate in contests at festivals

Because of the setbacks I have experienced due to non-transparent processes, I have listed several asks below. Approving this agreement would give me the confidence needed to budget and promote my presence at Elm Park as a concession and novelty vendor in order to take care of my family and leave an inspirational legacy of creativity in the community.

My ask as a street concession and novelty vendor at Elm Park for 2023

- I am requesting that my permit to vend at Elm Park be extended to Dec, 31 2021 9am-9pm, then yearly going forward versus week to week or month to month. I would like to serve the Elm Park community with the same scheduling privileges as the Elm Park Food Truck owner who was able to retire after 20+yrs of service before me.
- In 2018 I was approved for 8am-9pm 8/3-12/31. In 2019 I was approved for 8am-9pm 8/5-9/5. In 2021, I was permitted 3p-8p 7/16-8/1, 8am-7pm 8/2-8/31, then again through 9/30.
- The same agreement the parks commissioner and I made in 2018, no vendor fee/donation for use of Elm Park **OR** accurate price according to a rate schedule from 2018 - 2022. I'm not finding that there was one. For 2023, there was no publicly posted rate schedule or announcement about a bidding process until April 3, which was 2 days after the season began and just 1 week before it was due. Thankfully the bid due date was pushed back but we still didn't get an information session from the Parks Department.
- First right of refusal for the next 10yrs or similar length that the previous vendor was there. The Parks Department informed me by email that the only vendor on record for Elm Park was "The Elm Park Food Truck" from 2009-2018. I was informed by Worcester residents and those who live in the Elm Park community, that there was a hotdog cart vendor there for 7 years before the food truck owner. Not confirmed yet. I was informed that prepared food is not currently allowed at Elm Park, but I'm not seeing where that rule is publicly posted.

Enforcement

- Reimbursement of the \$150 that I paid bi weekly for the "price probation." After the probationary period, I was informed that vendors are not required to change their price according to an email sent from the office. A bi-weekly review was not held. The Parks Commissioners were unsure of the probation process and whether they needed to convene bi-weekly.
- Elm Park Food truck owner refused to pay the fee to attend our festival in 2019 and attended anyway. Was not informed of what to do in this case. Was unsure of the process. Would be helpful if contact info for park vendors were provided to event organizers. As a vendor I was never directly contacted or invited by an event host.

Timeline of personal experience as a vendor

2018

- Elm Park Vendor application approved directly by commissioner/no fee this year. Only slime making allowed, no cars permitted.
- End of season given verbal permission by parks commissioner. to have only one day for cars. I chose summer 2019 for that day which turned into our F.A.M. Jam! Family Arts and Music festival for youth, artists and entrepreneurs.

2019

- Applied for festival and vendor permits. June 29th festival date approved.
- Personally informed the owner of Elm Park Food Truck of the festival and offered an application. He refused to pay.
- Festival rained out. Held following week July 4th.
- Elm Park Food truck appeared despite being informed beforehand and did not pay a fee.
- Kid cars added to seasonal permits after the festival. Approved directly by the Parks Commissioner.
- No fee assessed for vendor permit
- Permit was not renewed in September. No official explanation. After several emails and sitting in at the office, I was unofficially informed that a complaint was made about my price. I was told that a kid was screaming because a parent could not or did not want to pay for the kid's car rides. I had given rides away and would have been willing to do that for the individuals who filed the complaint.

2020

- Pandemic. I did not apply.

2021

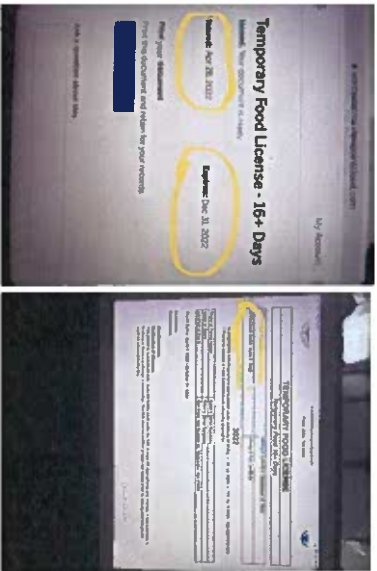
- I observed the Elm Park Food Truck was not present at the beginning of the season.
- The Parks Department unofficially informed me that the food truck owner retired.
- I obtained a food permit from the health dept.
- I requested an appearance before the commission for vendor permit and festival
- A quorum to approve the festival and vendor permit was not held until a few days before the festival. I postponed the festival to the last week of September.
- The only time I was charged a fee as a vendor was when I was put on probation because of 2 anonymous price complaints nearly 2 years after the complaint was made. The complaints were that 2 people couldn't afford or didn't want to pay my price for their kids to have rides. I was placed on probation by the parks commissioner and charged \$50 bi weekly for 6 weeks. I was advised to write my checks out to Park Spirit, a partnering non-profit organization. I was not clear if this was a punitive or

new fee for use of the park. I was not given a definitive start and end date of probation. I am not sure why these payments went to Park Spirit (non profit organization.)

- No follow up from meeting as chair members could not find reason for probation or complaint. Complaint was dismissed without answers to many questions because the parks commissioner was not there. I sent several emails to clarify the decision of the meeting.
- Received an email 10/8/21 from the office answering detailed questions about the history of the park and outcome of the meeting. Secretary stated that she would inform me of fee in spring of 2022 (See email)
2022
- I walked in to ask for an application on 3/1/22. Did not receive the new application until 4/8/22 by email. It had new changes including a shortened season to 4/1 - 10/31 each year. Melissa informed me the fee/donation would be \$500 by email. No mention of a payment plan or explanation of changes or charges.
- While waiting for the new application, I renewed my food permit effective 4/1/22 through 12/31/22.
- 5/26/22 At the Parks meeting, the Commissioner states that I could be on a payment plan for the \$500. However I had never been in a payment plan for the vendor fee because I was never charged a vendor to my knowledge. A payment plan was not offered in Melissa's email 4/8/22 nor is a payment plan publicly posted. I was only charged during the probationary period \$50 biweekly for 6 weeks. I was not sure if this was a punitive fee or the fee for use of the park. If a payment plan for \$500 was explained or publicly posted, I would have taken it. This would be \$71.43/mo from April to October.
- Jeff Tomaino mentioned that there was a current vendor at Elm Park during a special events licensing meeting I attended for F.A.M. JAM! festival. I asked for details. He said he wasn't sure, but would look into it.
- I applied for grant from Park Spirit to cover cost of festival fee for use of Elm Park (see email)
- Yaiffa informed me by email on 5/25/22 that the previous vendor, "Elm Park Food Truck" was paying/donating \$1,400. (See email)
- I was informed by a new mobile concession vendor applicant for the city, that there is now a bidding process. It was not public.
- Informed by the office that the food truck owner did not retire. I was previously informed in 2021, that he was, which is how I got my food permit for pre-packaged ice cream, snacks and drinks at Elm Park from inspectional services.
- 2 new ice cream trucks were seen at Elm Park by a friend
- 6/16 Chairman did not present any of his questions or findings. My agenda was tabled because I did not submit my questions prior to the meeting. I was not informed of who I should send them to. I was unsure if I should send them to the chairman, assistant parks commissioner or the Parks Department secretaries. Before I left the meeting, I handed printed emails with highlights, a copy of the grant and supporting documents to the chairwoman who sits to the far right. I was unsure if it was appropriate to contact the office about this matter until it was resolved on 6/16. I did not receive an email invite to confirm that

I was on this agenda as I have for past meetings or any follow up from the prior meeting. In good faith I appeared with 2 supporters. I was also not informed of what day/time any additional questions were due. On 10/6/21 I sent an email with questions on a PDF letterhead. It was never answered. Tabled again to 9/16/21. (See attached)

- 6/18/22 Moes ice cream truck informed me that he paid \$1,400 for the park and his permit expires in November. He was only there on weekends. He stated that he made his money back but that it wasn't worth it because there was "no money" at Elm Park. I believe he said his permit is from May until November. My permit for packaged ice cream, snacks and drinks was effective April 1st and expired December 31st 2022..



- I observed Moes truck at East Park on Shrewsbury St. 6/30/22
- Friend observed a kid selling lemonade at Elm Park with a full stand and sign. Found pics on FB. 7/6/22.
- Observed him again Sunday 7/10/2022

Impact of inconsistent seasons and process

- **Loss of sales**
- **Stress**
- **Anxiety**
- **Reputation**
- **Credibility**
- **Costs of supplies**
- **Return on investment**

- **Cost of research and development**
- **Monthly fees like insurance**
- **Storage rental \$150/mo**
- **Loss of cost for equipment**
- **Power Wheels Cars**
- **Tools**
- **Marketing and graphic design**
- **Impact of COVID and not being able to operate for 1yr**
- **Sweat equity in setting up equipment daily and keeping kids safe during activities.**
- **Consistent year for taxes, budgeting or projections**
- **We want to keep our commitments to the youth in our community. Our lack of confidence in this opportunity causes embarrassment when we must postpone events or not return as a vendor at all.**

Questions

Street Vendor fees and rate schedule

- **Do street vendor applicants pay a fee to the City of Worcester or give a donation to Park Spirit for use of Elm Park?**
- **Now that the bid process has started, where do funds go?**
- **How did Park Spirit come to be the partnering 501c3 to receive donations of fees?**
- **Who sets the fee/donation?**
- **Prior to Thursday 5/27/22, what rate schedule or metrics were used to determine the increase in fee/donation from no cost in 2018 to \$500 in 2022?**
- **Was the public made aware of the changes to the application, process and rules prior to Thursday 5/27/22 ?**
- **With yearly changes being made to the applications and process, how has the fee/donation rate schedule changed since 2002, in particular 2018 to 2022?**

- What will the new rate schedule be?

Price Probation

- Does the parks commissioner have the authority to place a street vendor on probation?
- How is that defined, what offenses and terms of probation are publicly posted?
- Were probation terms publicly posted prior to Thursday 5/27/22?
- As vendors are not required to change their price if someone complains, what was the purpose of the probationary period for me?
- Was this fee punitive according to the complaint or my fee for use of the park?
- Was this the start of being charged a fee/donation for use of the park? It was not made clear.
- How was the \$50/ bi weekly fee calculated/determined?
- Can you provide a fee schedule for complaints prior to Thursday 5/27/22?
- Are there variable probationary fees associated with levels of complaint, or is it \$50 regardless of the complaint?
- Is probation usually for 6 weeks? Could it be more or less? What would determine length?
- If I am not required to change my price, why would a complaint of my price warrant a probation, fee, appearance before the commissioners and non-renewal for the rest of 2019?
- What determined that my probation was completed? No further complaints of price? I was not obligated to change my price so I am unclear of the purpose of this process for me.

- If this was the fee for use of the park in 2021, why did it go to \$500 after the complaint in 2022? I had no further complaints.
- In an email, the Parks Department secretary said that I could be charged an annual fee of \$50 for use of the park for the year. I asked to clarify in a follow up email. She said that it could change.
- Is a list of violations and fines publicly posted for vendors to be aware of before applying?
- How long are typical probationary periods?
- Are there any that are shorter or longer periods based on level of complaint with a comparable fee?
- Are there various fee amounts per type of violation?

History of my vendor permit dates and hours of operation

- 2018: 8/3/19 - 12/31/19, 8am - 9pm - *no fee*
- 2019: 8/5/19 - 9/5/19, 8am - 8pm; 10/6/19 - 11/30/19, 8am - 6:30pm - *no fee*
- 2020: Did not apply due to COVID pandemic
- 2021: 7/16/21 - 8/1/21, 3p-8p; 8/2-8/31; 9/1/21-9/30/21 10/8 11/30 8am - 7pm /\$50 bi-weekly for 6 weeks due to probation

Shortened hours

- In 2018 my permitted hours were 8a-9p, 2019 8a-8p, then 8a-6:30p same year. In 2021 3p-8p, 8a-5p, then extended to 7:30 by email per Parks Commissioner. If the only complaint was my price, why were my hours of operation shortened at this meeting?
- Are shortened hours part of the typical probation? My hours were never cut as short as was initially offered at the meeting in 2021. We negotiated longer hours. Additional hours approved by email.
- Are shortened hours, as a consequence, publicly posted?
- I started in fall of 2018, would this not have been a "trial period" before the "probation" In 2021?
- How long is the typical trial period? Is this publicly posted?

Previous vendor (Elm Park Food truck)

- Prior to the bid process in 2023, what scope of permitting was afforded for \$50 vs. \$500 vs. \$1,000 donation?
- Would one have to donate more than \$50 to be permitted for the year?
- What process did the “Elm Park Food Truck” go through in order to be named after the park?
- What annual applications, review, and permitting did he have to go through to remain a vendor?
- What were his starting and ending dates?
- How much did he have to pay (donate) yearly to operate?
- What were his permitted hours and season dates?
- How many locations can one vendor be permitted annually?
- How much would it cost per park?
- Would you be able to provide a historical timeline of previous vendors at Elm Park?
- Would a complaint of price normally warrant an appearance before the board?
- What should one do if someone complains about pricing?
- Are there particular criteria or rubrics vendors must meet in customer satisfaction?
- What would they be?

- Are there specific violations or complaints that lead to a board appearance?
- What is the process of permitting for me going forward now that I have won the bid?
- Did the previous vendors Elm Park Food Truck or Moe's Food Truck start with a trial period? How long was it?
- Was Elm Park there 2009-2018 or was it actually longer?
- When did he officially retire from vending at Elm Park?
- Were there any complaints against him? How were they handled?
- How was his rate determined?
- Was it \$1,000 or \$1,400? An email from Milly said \$1,000. An email from Yaffa said \$1,400.
- Was his fee gradually increased from 2009-20018 or was it always the same?
- Did he ever have shortened hours?
- Was he ever on probation with the Parks Department?
- Was his presence on a daily basis considered tying up the park? This was a comment made to me about my proposed presence during my application process, that I would be tying up the park despite the large size of the park.
- Did he work well with other event holders and vendors? I have personal experience and others who have shared otherwise.
- I was informed that there was a vendor by the name of Carl Paisley who operated a hot dog cart for 7 yrs at Elm Park prior to Elm Park Food Truck. Can you confirm this?
- Do you have any information about Carl's experience? Fees, complaints, probation, schedule etc?

- Were hot dog carts previously permitted? What caused this to change? When did this change?
- Is it possible to allow prepared food like hot dog carts, icees or lemonade again at Elm Park and other parks or high foot traffic areas managed by the parks department?
- Could I offer fruit from my stand? What permit would I need?

Current vendors

- What was the process and fee for Moes truck to become a vendor? As I was following the parks department process to clarify where my price came from and consequently tabled, his application was approved.
- Which date was his application approved?
- Which dates were his park permit for?
- How many current vendors across the city does the Parks Department and DPW have?

Administrative vs Board vs Commissioner

- Who is part of the administration when administrative decisions are made, or is it only the parks commissioner? Could you list their names?
- Which decisions are handled by the board vs decisions by the commissioner?
- Who approves vendor applicants? The board, administrators or parks commissioner alone?
- Who determines vendor fee/donation and probation fees? The board, administrators or parks commissioner?
- Should the parks commissioner have made decisions about changes in permitting, probation and fees alone or should this have been a board decision?

- Was the anonymous complaint against me, probation, shortened hours and fees handled with *equity* by "administration?"
- Was the anonymous complaint against me, probation, shortened hours and fees handled *ethically* by the "administration?"
- As I was informed that donation/fees vary per park, could you please list the fee for each of the 60+ parks or locations in the city wherever vendors and buskers are permitted?

Permitting at additional parks

Prepared food at approved parks, pools, ponds and lakes

- Could you please list which parks allow food to be cooked/prepared by vendors with a permit from the Health Department?
- Which parks allow only prepackaged food with a permit from the Health Department?
- Which parks allow fruit cart/stand? Price/Process?
- Which parks allow food/drinks/icecream to be prepared onsite?
- In regards to my specific vendor offerings, which of the 60 parks could I be permitted for besides/in addition to Elm Park?
- Are there any parks that allow more than one vendor?
- As a vendor at Elm Park, could I have a calendar of events and contact info for organizers annually/monthly?
- Where are the high foot traffic areas of the city that the parks department controls outside of the parks? i.e Worcester Common. If we calculate square footage per city ordinance, we could safely place vendors according to their offerings so as not to compete or obstruct walkways .

Business structure

- Was the Elm Park Food Truck an LLC or Sole proprietor?

- Is it mandatory for vendors to be registered as a sole proprietor or can they be an LLC?
- Could buskers be registered as a business entity?
- Could they sell with a hawkers and peddlers license?

Employees

- Did the previous vendor have employees?
- Could I be able to have someone operate in my absence?
- I was informed by the licensing division in Boston that I could have other vendors permitted under me instead. This could create job opportunities for youth in the summer and empower them with their own hawkers and peddlers license for the state of Massachusetts and Worcester. Even if they didn't have a business idea at the moment they could be permitted and learn how to do it for the future.
- Could we sub contract?

2023 Concession and Novelty Bidding process

- Will there be another opportunity to bid this year?

Busking

- At a public meeting on May 26, 2022, the assistant parks commissioner said that busking is not allowed in the parks.
- According to the City of Worcester – Revised Ordinances, written permission is required of the Parks Department.
- According to the Buskers Guild Project from 2013, Elm Park was named as a place for busking amongst other city parks.
- <https://www.schoolandcollegeisings.com/US/Worcester/346262818794015/iamtheprocess-studios>
- <https://www.telegram.com/story/news/local/east-valley/2013/09/26/taking-music-to-streets/42911281007/>
- According to this site ([click here](#)), a permit is required and it costs \$1. The new regulations were adopted on August 31, 1995.
- A community member/musician was informed that they would need an itinerant musician permit required from city hall. I was informed by the Worcester Police Department that it is not.
- Is a permit required to be a street performing busker?
- Could busking in the parks be allowed without written permission by the parks department going forward?
- Or granted to approved participants of "The Worcester Renaissance Project?"

Pools and lakes

- Can we organize an event to launch the announcement of the kayaks being available at Coes Pond and with specific promotion to Lakeside youth and families for attendance?
- Could this event include vendors and buskers?
- Could you allow busking or vendors to be placed at Bennet Pool, Vernon Pool or any of the public pools managed by the parks department?
- What does it take to set up a small concert/ band or busking musicians to play at the new Coes pond facility?

Beach activities and beach vendors, beach themed music or the same lakes and pools

- Musicians or a DJ could keep the music at a minimum level to be in compliance and not a distraction from whistles being heard. There has got to be a way that the Bennet pool should have programming more than just using the pool. There is an opportunity to engage with the community by having vendors (makers/family services) and performers in the park next to it or in the parking lot. Or something in the pool area. They don't even have swimming lessons. They should at least have swimming lessons scheduled by appointment. But they could also have a vendor on site that sells food, drinks and snacks.

Park Spirit

- Could I see a copy of the agreement and terms?
 - When was this agreement signed?
 - By whom?
- ### **Demographics of approved/denied applicants**
- Could you provide a list of approved and denied concession vendor applicants over the last 5 yrs?

- Could you provide a list of approved and denied novelty vendor applicants over the last 5 yrs?
- Could you provide a list of approved and denied busking applicants over the last 5 yrs?

Previous questions answered by email from the Parks Department which I feel show discriminatory practices

1. **How many complaints were made? – There were two complaints not this year**
2. **When were the complaints made? Date/Time? – The complaints were made the first year you started vending unfortunately it was phone calls and we did not keep a record of it.**
3. **By whom were the complaints made? Multiple people? Anonymous? – The complaints were made by phone no information was taken on the people that made the complaints.**
4. **Could you list the details of each complaint? – Parents were upset that their kids left the park crying because they couldn't afford to pay for the car rides, and since it's next to the playground it entices kids to want to ride the cars.**
5. **What was the process used for receiving these complaints? Email/Phone Call/Walk-in/Word of mouth/Confidentially? - Phone**
6. **Why was I not made aware of these complaints in writing immediately? It has taken 2 years to resolve this matter. – We didn't wait 2 years fact of the matter is that Covid happened and we did not have meetings for a long time, and once you made the new**

request for the new year and we started having meetings we brought you in.

7. In the future, could I be made aware of complaints immediately in writing, then given a chance to address and repair incident with person/people making the complaint? – **We can notify of there is a complaint but we can't give out people's information unless they want us to.**
8. Would a complaint of price normally warrant an appearance before the board? – **No, prices are set by the vendor**
9. What should one do if someone complains about pricing? Would I be required to change my price? – **Pricing is up to you, you will not be required to change any pricing**
10. Are there specific violations or complaints that lead to a board appearance? What are they? – **Any complaints can lead to going in front of the Parks Commission**
11. How many locations can one vendor be permitted at annually? – **I believe the max has been 2 but fees will apply separately for each location**
12. How much would it cost per park? – **Fees vary based on the location and duration**
13. Would you be able to provide a historical timeline of previous vendors at Elm Park? I would like to make a documentary on the history of vendors and only this department would have that information. As an entrepreneur and community organizer, this is a very unique and historic opportunity that I take with sincerity. I have been researching the history of the park and Worcester. – **Looking at what we have available there's only been one Food vendor at Elm Park and he was there**

from 2009 to 2018.

14. Will my new \$50 annual renewal donation offered in the previous email change again? I have donated a total of \$150 during the probationary bi-weekly review due to the alleged complaint about my pricing, whereas I was not required to donate before. Given the opportunity, this is very reasonable, I just want to be certain that it will not change again going forward. -- **As I stated before fees vary and I believe the \$50 fee was based on the fact that you had limited days and times.**

15. The pandemic has had a major impact on the mental health of children and families in our community. The socially distant outdoor activities I offer provide a creative outlet and opportunity for them after the general working hours of 9am-5pm. I disinfect the cars between rides as pictured on the cover of the T&G. I provide free hand sanitizer and wipes to customers. I follow gathering guidelines as announced publicly and welcome customers to wear masks as they approach my area. I am personally vaccinated. I noticed that the hours of the new permit were reduced to 5pm. Could I be permitted until least 7:30p? -- **I agree and I understand, and I think it's wonderful that you are protecting yourself and others. I will speak to my boss to see if there is a possibility of extending it until 7:30 PM**

We negotiated 5 hrs daily from 3pm-8pm. I have not been assessed a fee to date. The permit was approved without a fee. A fee of \$50 every 2 weeks comes to \$100 a month. I would be willing to pay this for the assurance that I could operate during Elm Parks open hours in the fair weather months outlined in the application. In order to cover the cost of insurance, supplies, hawkers peddlers license and the park fee, I would need to be permitted daily during the park's open hours. This is important to keep in mind for when it rains and I am unable to work. **1) We did not negotiate anything, the Parks Commission approved you for 5 hours. 2) The fee is not negotiable if you can pay it for the dates and times approved you may have a permit if you can't we will not get a permit.**

We agreed that if another event organizer is permitted, the parks department would have them reach out to me to see if we could work together. I would be happy to work with any other permit holder as I only occupy space next to the playground. **1) We did not agree to reach out to you every time there is a permit it will be up to you to reach out to us and the event organizers to ask for permission to be part of their event.**

I work during the school year as an instructional assistant at Burrcoat Middle School while pursuing a degree in education. I am newly engaged and expecting a son in December. Operating daily throughout the fair weather months gives me the opportunity to provide for

my family in a unique way while having a positive impact in the community. Additionally, I have the potential to offer summer jobs to youth in the community. **This is all great, Congratulations, but it does not affect the standard vending permit process.**

Being the first minority vendor in the last 20 years, despite the challenges, is historic in and of itself while at the first city park in the United States. It also serves as a way to promote Fam Jam - Family Arts and Music Festival which annually supports artists and entrepreneurs in underserved communities like those around Elm Park. I want to show my daughter, other youth and families in the community that they can accomplish their dreams through creative collaboration, being patient with people and persistent with the given process. **I understand all of this and that is also great, but we have a standard process that we follow and we want to be consistent with that to make it fair for anyone applying. We are not saying no you can't use the park we are saying you have been approved for the two week trial and thereafter a review not by the Parks Commission board but by our department.**

That being said, we will give you a vending permit for you to start the two weeks on Friday and once the two weeks are up we will internally review and reassign another two weeks if deemed permissible.

