



## Special Events Permit Application

Office of the City Manager  
 455 Main Street, Worcester, MA 01608  
 P: 508-799-1175 F: 508-799-1208  
[specialevents@worcesterma.gov](mailto:specialevents@worcesterma.gov)  
[www.worcesterma.gov](http://www.worcesterma.gov)

Upon receipt of this completed application, you will be contacted by the Events Coordinator for the City of Worcester. Please obtain a copy of the **Special Events Guidebook** for additional regulations. This application and the guidebook can be downloaded at [www.worcesterma.gov](http://www.worcesterma.gov). This application must be received 60-90 days prior to the event. Please note that submission of this application should in no way be construed as final approval or confirmation of your request. Final approval will require sign-off by the Special Events Committee and filing of and payment for all required permits.

<b>Date of Application</b>	
<b>Permit Application No.</b>	
<b>Applicant Information</b> <i>(name, address, phone no.)</i>	
<b>Event Category</b> <i>(please check any and all that apply)</i>	<input type="checkbox"/> Block Party <input type="checkbox"/> Carnival <input type="checkbox"/> Circus <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Farmers' Market/Sidewalk Sale or Fair <i>(with multiple vendors)</i> <input type="checkbox"/> Fine Arts Exhibits <input type="checkbox"/> Parades/Procession <input type="checkbox"/> Rental of a Public Building or Facility <input type="checkbox"/> Road Race/Walk <input type="checkbox"/> Other _____
<b>Event detail</b> <i>(name and short description)</i>	
<b>Proposed date and location</b> <i>(please refer to Special Events Guidebook for a list of public venues)</i>	<p><i>*For road races or walks, please include start/finish locations and proposed routes.</i></p>

<b>Event Starts:</b>	<i>*Your event may require pre-inspection by City staff on the day of the event.</i>
<b>Event Ends:</b>	
<b>Event Contacts</b> (include organizer, name, address, phone, e-mail, and web site, if applicable)	
<b>EVENT FEATURES</b> Please answer all that apply.	
Will you serve or sell alcohol?	<b>Y or N</b> If yes, how many vendors?
Will you serve or sell or give away food?	<b>Y or N</b> If yes, how many vendors?
Will you sell or give away merchandise?	<b>Y or N</b> If yes, how many vendors?
Will your event use, close, or block any of the following?	<input type="checkbox"/> City streets <input type="checkbox"/> City sidewalks <input type="checkbox"/> City parking lots and or street meters <input type="checkbox"/> City parks <input type="checkbox"/> City rights of way <input type="checkbox"/> City fire hydrants
Will your event require any of the following?	<input type="checkbox"/> Tent/s If yes, how many? _____ If yes, please provide name of vendor _____  <input type="checkbox"/> Electrical Services/Generators If yes, please provide name of vendor _____  <input type="checkbox"/> Portable toilets If yes, please provide name of vendor _____ If yes, will you provide handicapped-accessible toilets? <b>Y or N</b>  <input type="checkbox"/> Temporary Fencing  <input type="checkbox"/> Amplified Sound (live music or deejay)  <input type="checkbox"/> Public dance floor  <input type="checkbox"/> Stage If yes, what size? _____ If yes, please provide the name of vendor _____

Will your event include any of the following?	<input type="checkbox"/> Open Flames or Cooking/Propane <input type="checkbox"/> Carnival or Amusement Rides <input type="checkbox"/> Inflatable amusements <input type="checkbox"/> Games <input type="checkbox"/> Live animals <input type="checkbox"/> Raffle <input type="checkbox"/> Special Effects <input type="checkbox"/> Exterior lighting <input type="checkbox"/> Pyrotechnics/fireworks
<b>ATTENDANCE</b>	Will you charge an admission fee? <b>Y or N</b> How many people do you expect to attend (per day)?
<b>PUBLICITY</b>	Will you post signs or banners at the event? <b>Y or N</b>
<b>PARKING PLAN</b> <i>(please provide description)</i>	
<b>CLEAN-UP PLAN</b> <i>(include trash removal/clean-up plan, and name of vendor, if applicable.)</i>	
<b>EVENT SECURITY</b>	<i>Upon review of your application, you may be required to use and pay additional fees for police officers and/or emergency medical services personnel.</i>
<b>INSURANCE</b>	<i>Please note that you may require a certificate of insurance.</i>

The application process begins when you submit this completed **SPECIAL EVENTS PERMIT APPLICATION** to the City of Worcester. Please note that submission of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application, the City's Events Coordinator will help guide you through the permit process. Copies of your application will be forwarded and reviewed by members of the Special Events Committee, which is comprised of various City departments and divisions. You will also have an opportunity to speak before the Special Events Committee to explain your event and learn more about the permit process. If your event requires additional permits, licenses, certificates, site inspections, or police detail, you will be notified. In some cases, costs are associated. Upon receipt of all required permits, you will receive a final Special Events Permit.

NAME (please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_