

SPECIAL EVENT  
PERMIT APPLICATION  
INFORMATION  
SESSION 2025



# OUR TEAM



Yaffa  
Fain

Assistant  
Cultural  
Development  
Officer

Cultural  
Development



Meg  
O'Rourke

Administrative  
Assistant

Cultural  
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Melissa  
Richford

Customer  
Service  
Representative

Parks Division

## Special Event Committee

Cultural Development  
Diversity Equity and Inclusion  
DPW Engineering  
DPW Parks  
Department of Transportation  
Emergency Management  
Fire Department  
Inspectional Services  
License Commission  
Police Department  
Public Facilities  
Worcester EMS



# ABOUT SPECIAL EVENTS

## Plan an Event

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From meetings and conventions, to sporting events, to festivals and parades, the City of Worcester is proud to support and host a variety of special events that contribute to the spirit and vitality of our City.

Worcester offers many unique public and private venues to accommodate all kinds of events and the support staff to help guide organizers through the municipal permit process and event coordination.

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# BY THE NUMBERS

145+



Special Event Permit Applications and Parks Permit Applications reviewed and coordinated between January 2024 and December 2024.

70+

Unique digital inquiries to [SpecialEvents@WorcesterMA.Gov](mailto:SpecialEvents@WorcesterMA.Gov). Dozens of walk-in's and phone calls from prospective event organizers since January 2024.

18

Number of permit fees being waived and/or eliminated in 2025 in partnership with the City Manager's Office.

95+

Special Event Permit Applications submitted for 2025 in the Spring of 2025.







City of Worcester

# ANNOUNCEMENT

## SPECIAL EVENTS PROCESS ENHANCEMENTS

- ✓ Consolidated Application
- ✓ Improved Coordination
- ✓ Fewer Permits and Fees
- ✓ Further Improvements to Come

The following changes are being made to permits and fees:

- Special Event Application Fee: waived
- Parks Permit Application Fee: waived
- Parks/Facilities Electrical Usage Fee: waived
- Parks Administrative Charge: waived
- Street or Sidewalk Obstruction/Closure Fee: waived
- Temporary Signage Fee: waived
- Portable Heater Permit Fee: waived
- Special Effects Permit Fee: waived
- Fireworks Permit Fee: waived
- Dumpster Permit Fee: waived
- Propane Storage Permit Fee: waived
- Temporary Building Permit Fees for Special Events: waived
- Temporary Body Art Practitioner Permit: waived
- Late Charges: eliminated
- Portable Toilet Permit: eliminated
- Parade Permit: eliminated
- Sound Permit: eliminated
- Permit to Exhibit, Raise, or Keep Animals: eliminated





# SPECIAL EVENT PERMIT PROCESS

## 2025 Update

There is now a single application for all Special Events, which is received and processed by the Cultural Development Division (CDD). For events of a time-sensitive, spontaneous nature there is a separate Expressive Event Application.

## Special Events – Events in Public Space/Parks and/or Requiring City Services

Events on City property, including City Parks, and/or events that require City services or authorization necessitate the Special Event application process. Events will be reviewed through the Special Event Permit process.

Examples: Road Races, Block Parties and events in City owned parks/parking lots, garages and other infrastructure.

## Expressive Event– Event of a Time-Sensitive Nature

An Expressive Event of a time-sensitive nature is a spontaneously planned event in response to a recent occurrence, including but not limited to rallies, protests or vigils addressing current political, religious, or social issues, when the organizer(s) could not have reasonably anticipated their need for such event in advance of the permitting timeline established by the City's Special Events regulations. The City provides an expedited permitting process to facilitate this type of event.

Examples: Vigils, Rallies, Protests

# TYPES OF SPECIAL EVENTS



## SPECIAL EVENT PERMIT

Event on a City property,  
including Parks,  
and/or requiring  
City Services



## EXPRESSIVE EVENT PERMIT

Event of a time sensitive  
nature (e.g., Vigil, Rally,  
Protest, etc.)



## ~~PARKS PERMIT~~

Eliminated: The former Park's  
Division "Event in a Park"  
application has been eliminated.  
Applicants will complete the  
Special Event Permit to submit a  
request for an event in a City  
park.

Depending on the nature of the event, organizers may need to attend  
a Parks Commission and/or Special Event Committee meeting, as assigned.



# PERMIT TIMELINE

## Begin Permits

Permit application will be reviewed by Special Event Committee and/or Parks Division on a rolling basis. Scheduling is First Come – First Serve.

Submit Special Event Permit application at least 3 months prior to proposed event date. Exception for Expressive Event Permits.

## Review

Attend a Special Event Committee or Parks Commission meeting, if required. Special Event Committee meets 1st Wednesday of each month at 1pm. Parks Commission meets monthly on Thursdays at 6:30pm.

## Meet

Complete supplementary permits and follow-up with City departments on specific event needs.

## Follow-Up

## Event

Host event and update the City team of any post-event concerns or challenges to maintain open lines of communication.





## Special Event Permit Application

The City of Worcester is proud to support and host a variety of Special Events that contribute to the spirit and vitality of our city. Please refer to the Special Events Planning Guidebook, to aid in the completion of your application. Please fully complete all application information; incomplete applications will be returned. For inquiries, contact [SpecialEvents@WorcesterMA.gov](mailto:SpecialEvents@WorcesterMA.gov).

Please note the following information:

- Special Event Applications should be submitted at least 90 days prior to the requested date of event.
- If event qualifies as an Expressive Event of a Time Sensitive Nature, complete the **Expressive Event Permit Application**: [www.worcesterma.gov/plan-an-event](http://www.worcesterma.gov/plan-an-event).
- To display a cultural flag at City Hall, complete the **Request to Display a Cultural Flag**: [www.worcesterma.gov/human-rights/cultural-flags](http://www.worcesterma.gov/human-rights/cultural-flags).
- After staff review of application, all additional permit fees must be submitted to obtain approval of application. Fee schedule for all permits may be found in the Special Events Guidebook.
- Additional event permits must be approved 14 days prior to event, except in extenuating circumstances.

### SPONSORING ORGANIZATION

Select Type of Organization:

☐ Commercial (for profit) ☐ Individual ☐ Nonprofit with 501(c)(3) exemption ☐ Other

Organization:  Event Coordinator:

Address:

City, State, Zip Code:

Business Phone:  Cellphone:

Email Address:  Website:

Contact Person(s) On-site:  Cell Phone :

*Note: This person must be in attendance for the duration of the event and be immediately available to City Officials at all times.*

# SPECIAL EVENT PERMIT APPLICATION

## Deadline

Submit at least 90 days prior to requested event date via email to [SpecialEvents@worcesterma.gov](mailto:SpecialEvents@worcesterma.gov).

## Applicant

Ensure applicant is appropriate contact for all event correspondence.

## Customization

Application should be completed, but some fields will not be relevant depending on event format.

## Supplementary Materials

Include simple event map as attachment.

Please list any professional event organizer or event service provider hired by your organization, authorized to work on your behalf, to produce this event.

Professional Event Organizer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

## EVENT SUMMARY

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event hours from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

(if applicable) Event day 2: \_\_\_\_\_ Event hours from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

(if applicable) Event day 3: \_\_\_\_\_ Event hours from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Set-up/Assembly/Construction:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_ am/pm

Breakdown:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completion Time: \_\_\_\_\_ am/pm

Location(s): \_\_\_\_\_

Specify property type: ☐ Public Park ☐ Street Block ☐ Multiple Streets ☐ Private

☐ Other: \_\_\_\_\_

Number of Participants/ Spectators: \_\_\_\_\_ Number of Personnel/Staff: \_\_\_\_\_

Total Anticipated Attendance: \_\_\_\_\_

*Note: The number of attendees at your proposed event will determine what type of Proof of Liability Insurance you will need. Attendance numbers will also be utilized to determine if Police and/or Fire Detail are required.*

Type of Event (Please check all that apply):

☐ Block Party

☐ Carnival

☐ Circus

☐ Concert

☐ Farmers Market/Fair

☐ Festival

☐ Fine Arts Exhibit

☐ Picnic

☐ Parades /Procession

☐ Rental of Public Building or Facility

☐ Run/Walk

☐ Other – Please describe below:

Please describe the scope of your setup/assembly work/breakdown (**specific details**). Use additional pages if necessary.

## EVENT PLAN - TEMPORARY STRUCTURES

Will your event have any of the following (please check all that apply)?

☐

Fencing

☐

Signs, banners, decorations

☐

Special Lighting

☐

Staging

☐

Tents larger than 20'x20'

## EVENT PLAN - VENDORS AND CONCESSIONS

Are you requiring admission fees / donations to enter your event?

☐

Yes / if yes, cost of admission: \_\_\_\_\_

☐

No

What kind of barriers will be used to close off the area?

Will there be vending? ☐ Beverage ☐ Food ☐ Goods ☐ Services Total # Vendors: \_\_\_\_\_

Will food be sold, served, sampled or given away? ☐ Yes ☐ No

Will there be food trucks/trailers?

Yes, if YES, estimated number: \_\_\_\_\_ ☐ No

Will items or services be sold at the event? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Will the event involve the sale or use of alcoholic beverages? ☐ Yes ☐ No

If yes, Location(s): \_\_\_\_\_

Will the event include open flames, heaters, cooking/propane, pyrotechnics/fireworks/flame effects, fire performers or cannon firing? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

## EVENT PLAN - ENTERTAINMENT AND ACTIVITIES

**Entertainment:**

Are there any musical entertainment features related to your event? ☐ Yes ☐ No

What type of live Entertainment will be featured at your event?

☐ Bands

☐ Dance

☐ DJs

☐ Jugglers

☐ Other: \_\_\_\_\_

Please describe: \_\_\_\_\_



Number of Stages: \_\_\_\_\_ Number of Bands: \_\_\_\_\_

Sound Amplification: Start Time: \_\_\_\_\_ am/pm - Finish Time: \_\_\_\_\_ am/pm

Sound Checks prior to event: Start Time: \_\_\_\_\_ am/pm - Finish Time: \_\_\_\_\_ am/pm

Please describe the sound equipment that will be used for your event:

Name of Sound/Production Company: \_\_\_\_\_

Will you be requesting the use of the Parks Department's Portable Stage? ☐ Yes ☐ No

Will any Body Art and/or Temporary Tattoos be offered on site? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Will there be any inflatable games/bouncy houses? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Any Petting Zoos, Exhibition of Animals, Hayrides? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Please state whether as part of the entertainment any person will be permitted to appear on the premises or depicted in any motion picture or television screen, in any manner or attire so as to expose to public view any portion of the pubic area, anus, or genitals, or any stimulation thereof, of whether any female person will be permitted to appear on the premises in any manner or attire as to expose to the public view any portion of the breast below the top of the areola, or any simulation thereof. ☐ Yes ☐ No

#### Electrical Services:

Will your event require Generators? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

Will your event require electricity from a city-owned facility? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

### EVENT OPERATION - SANITATION AND WASTE MANAGEMENT

#### Sanitation:

If your event will have portable toilets, please complete the following section.

Name of Portable and/or Permanent Toilet Facilities Company: \_\_\_\_\_

Delivery Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am/pm

Pick-up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am/pm

Number of Portable Toilets: \_\_\_\_\_ Number of ADA Accessible Toilets: \_\_\_\_\_

Permanent Toilet Facilities: \_\_\_\_\_

Will your event require public restrooms at a City-owned facility:

If yes, please explain: \_\_\_\_\_

Describe your plan for cleanup and removal of waste and garbage during and after the event:

Clean-up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am/pm

*NOTE: You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. City cleaning and street sweeping services may incur additional costs. If your event will take place in a city park, please indicate above if you are requesting the Parks Department to clean and remove your trash. Additional fees may apply.*

### EVENT OPERATION – PARKING AND STREET CLOSINGS

#### Street Closures:

Will your event use, close or block any of the following?

☐ City Streets ☐ City Sidewalks ☐ City Parking Lots and/or Street Meters ☐ City Rights of Way

List any street(s), sidewalks, parking lots, or rights of way requiring closure for this event.

Street Name	Date	Time of Closing	Time of Re-Opening

Does this event involve a moving route of any kind along streets, sidewalks or highways? ☐ Yes ☐ No

If yes, attach a detailed site map showing all streets impacted by the event (if available).

#### Parking Plan/ Shuttle Plan/ Mitigation of Impact:

Are you requesting access to municipal garage(s) or parking lot(s)? ☐ Yes ☐ No

Municipal Lot / Garage Location(s): \_\_\_\_\_

Are you requesting use of municipal parking spaces / street metered space? ☐ Yes ☐ No

Please provide a detailed description of your parking and shuttle plans, including Handicapped Parking:

Please describe your plans to notify all residents, businesses and churches impacted by the event:



**Location(s)/Staging Area(s) on private property:**

Please list all event locations on private property.

**DIAGRAM COMPONENTS**

*Please attach a diagram or event map showing the overall layout and set-up locations for the following items listed below:*

- ☐ Admissions Gate(s)
- ☐ Booths, Exhibits, Displays or Enclosures
- ☐ Canopies or Tent Locations
  - ☐ Number of Canopies or Tents
  - ☐ Size(s) of Canopies or Tents
- ☐ Fencing, Barriers and/or Barricades
- ☐ First Aid Facilities and Ambulance Locations
- ☐ Food Concession and/or Food Preparation Area(s)
- ☐ Gas Tanks (i.e., helium, propane, etc.)
- ☐ Generator Locations and/or Source of Electricity
- ☐ Platforms, Stages, Grandstands or Related Structures
- ☐ Portable Toilets, Restroom Facilities
- ☐ Trash Containers and Dumpsters
  - ☐ Number of Trash Cans
  - ☐ Dumpsters w/covers
- ☐ Vehicles and/or Trailers
- ☐ Other Related Event Components not covered above

**Please return application and all attachments to:**  
City of Worcester – Cultural Development Division  
Worcester City Hall, 455 Main Street, Room 409  
Worcester MA, 01608  
(508) 799-1400 ext. 31415  
[SpecialEvents@WorcesterMA.gov](mailto:SpecialEvents@WorcesterMA.gov)

**SPECIAL EVENT  
APPLICATION INFORMATION**

Events on City property and/or events that require City services or authorization necessitate the Special Event Permit. An event requiring an application will most likely require the coordination of multiple City departments to obtain the necessary permits, licenses, and inspections. Once your Special Events application has been received and reviewed by staff within the Cultural Development Division, staff members will inform you of any additional permits and or licenses that will be required for your event. Staff members within the Cultural Development Division will serve as your point of contact and provide you with the necessary directions on applying for any additional permits or licenses. Examples of events that may need an application are festivals, parades, runs/walks, farmers' markets, and other planned group activities. Events typically reviewed through the Special Event Permit process may involve street closures, service of alcohol, on-site cooking, food and merchandise sales, large temporary structures, and/or a variety of other programmatic elements.

1-5000 people at an event requires proof of liability insurance in the amount of One Million Dollars (1,000,0000) and a policy endorsement which indemnifies and holds harmless the City of Worcester and its employees and/or agents, DPW & Parks, Parks and Recreation and Cemetery Division, and Parks & Recreation Commission. Over 5000 people at an event requires proof of liability insurance in the amount of Five Million Dollars (\$5,000,0000) and a policy endorsement which indemnifies and holds harmless the City of Worcester and its employees and/or agents, DPW & Parks, Parks and Recreation and Cemetery Division, and Parks & Recreation Commission.

The application must be filled out completely and dated by the Applicant. If the Event is sponsored or produced by an entity, a person legally authorized to bind the entity must fill out and date the application.

Special Events on City Property are **required** to meet the American with Disabilities Act (ADA) standards for accessibility. Plan to make your event universally accessible to everyone.

- Your event must have a Clear Path of Travel throughout the event venue.
- If your event will consist of parking, you must develop a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services).
- A minimum of 5% of portable restrooms at your event need to be accessible.
- All signage provided will need to be in highly contrasting colors and placed so pedestrian flow will not obstruct its visibility.
- If an information center is provided at your event. Customer Service Representatives will need to be available to assist disabled individuals.
- An evacuation plan must be developed and account for those with service animals, mobility impairments, vision or hearing loss.
- You must develop an alert/notification plan in the event of an emergency for all.
- You must provide passenger loading zones with access aisles at least 5' wide and 20' long, adjacent and parallel to the vehicle pull up space.
- If offering valet parking, you must provide a passenger loading zone on an accessible route to the entrance.
- You must have a plan to brief all staff members or volunteers on Service Animal Etiquette.
- You must provide a designated relief area for Service Animals.

If you are unable to comply with the ADA standards listed above, you are **required** to provide the Cultural Development Division with alternative event accommodation arrangements.

If any of the submitted information changes after submission of an application, the Applicant must immediately provide the city with any information that will amend, supplement or change any of the information originally provided in the application.



## Grounds for Denial of Application for Permit

The City will approve an application and grant a Permit unless there is a basis for denial of the application. The following grounds will constitute a sufficient basis for denial of an application for an Event Permit under:

1. The application for a Permit (including any required attachments and submissions) is incomplete;
2. The application for a Permit contains a material falsehood or misrepresentation;
3. The Applicant has not tendered the required application fee;
4. The proposed Event conflicts or interferes with a previously scheduled, annual, or otherwise regularly held event or ceremony that is sponsored by or on behalf of the City or any other person or entity at the same City Property for the same date and time;
5. A prior application for a Permit for the same City Property and for the same date and time has been received, and a Permit has been or will be granted to a different Applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular City Property or part thereof;
6. The property sought to be used for the Event is closed or partially closed for construction, renovations, or other reasons, and use of the City Property will pose a threat to the safety of participants or will impose an adverse impact upon the natural environment of the City Property;
7. The Event will substantially or unnecessarily interfere with traffic in the area contiguous to the activity, and will unreasonably disrupt movement or circulation of vehicular or pedestrian traffic, unless there are readily available at the time of the proposed Event sufficient City resources to mitigate any interference or disruption;
8. There are unavailable at the time of the Event a sufficient number of Police Officers to police and protect lawful participants in the Event and non-participants from traffic related hazards in light of the other demands for police protection at the time of the proposed Event;
9. The concentration of persons, vehicles, or things at the assembly and disbanding areas and along the route of the Event will prevent proper fire and police protection or Emergency Medical Service;
10. The City has revoked a Permit which was previously issued to the Applicant or for an Event that was previously sponsored by the Event Sponsor;
11. The proposed route of any march or parade to be conducted in connection with such Event will proceed in a direction that is opposite of the normal flow of vehicular traffic on such route, unless the direction of the march or parade, or the location thereof, was inextricably intertwined with the purpose of the Event;
12. The City Property cannot safely accommodate the expected number of participants in the Event without an undue adverse impact upon the natural environment of the City Property;
13. The Event cannot reasonably be accommodated with the customary recreational and other uses and policies attendant to the City Property, e.g., a neighborhood park;
14. The Event for which the Applicant has requested the provision of services from the City will place an undue burden on the personnel resources of the City;
15. The Event will have an undue adverse impact on the landscaping, planting, or natural environment of the City Property;
16. The Event will have an undue adverse impact on the public health or safety of the Applicant, other users of the City Property, City employees, or the public (e.g., the Event will unreasonably interfere with the movement or service capability of police vehicles, fire-fighting equipment, or emergency medical or ambulance services);
17. The Event will unreasonably interfere with the customary functions and uses of, and ingress and egress to and from, buildings that are immediately adjacent to the City Property;
18. The Applicant, or the person on whose behalf the application for a Permit was made, has on prior occasions damaged City Property and has not paid in full for such damage;

19. The Applicant, or the person on whose behalf the application for a Permit was made, has not reimbursed the City for requested City personnel or requested City equipment utilized in connection with a previously issued Permit;
20. The Event is prohibited by law, including applicable City ordinances and regulations;
21. The City Property requested is a limited public forum and the expressive activities of the Event do not fall within the designated category of expressive activities for which the limited public forum has been opened;
22. The City Property requested is a non-public forum that has not been opened for expressive activity to the general public.



PERMIT FEE SCHEDULE			
Type of Permit	Permit Fee	Inspection Status	Department
<b>Auctioneer Permit</b>	\$25/Day	No Inspection	City Clerk
<b>Raffle &amp; Bazaar License</b>	\$10/Year from date of issuance	No Inspection Required	City Clerk
<b>Parks Fees</b>	\$65 / Hour / Parks Staff Member and/or Parks Electrician *Minimum of 4 hours / per event / per day (\$260 minimum charge)  \$400 trash removal fee  \$1,040 Parks Portable Stage fee for the delivery, setup, breakdown, pickup and transportation of Parks Stage	No inspection required	DPW/ Parks
<b>Street Closure / Obstruction Permit</b>	Fee Waived	Pre and post inspection required	DPW&P Engineering
<b>Parking Signage</b>	Fee Waived	No Inspection Required	Department of Transportation & Mobility
<b>Event Garage / Lot Rentals</b>	\$500 Municipal Lot \$500 Municipal Garage per Level	No Inspection Required	Department of Transportation & Mobility
<b>Temporary Building Permit</b>	Fee Waived	City and State inspection required	Inspectional Services
<b>Temporary Permit to Practice Body Art</b>	Fee Waived	Inspection required	Inspectional Services
<b>Electrical Permit</b>	Fee Waived	Inspection required	Inspectional Services
<b>Food Permit</b>	\$0 Farm Stand (Defined by the State as: Unprocessed fruits and vegetables, eggs, honey and maple syrup) \$25 Farmers' Market with retail Seasonal (Semi-Annual) (May include pie, cakes, cookies, breads etc.)  \$50 Farmers' Market with Food Preparation (Annual)	Inspection required	Inspectional Services
<b>Temporary Food Permit</b>	\$60/Permit	Inspection required	Inspectional Services

<b>Food Truck/Trailer Inspection Permit</b>	Fee Waived, embedded in Temporary Food Permit	Inspection required	Fire Prevention
<b>Food Permit (Bundle)*</b> *(Bundle rate eligible to non-profits at discretion of Inspectional Services)	\$150—1-12 Vendors \$300—13-24 Vendors \$500—25+ Vendors	Inspection required	Inspectional Services
<b>Plumbing Permit</b>	\$125 + \$15 per each additional fixture	Inspection required	Inspectional Services
<b>Entertainment License</b>	No fee Monday through Saturday, \$50 to City of Worcester and \$100 to Commonwealth of MA on Sundays	No inspection required	License Commission
<b>Liquor License</b>	\$100 per day	No inspection required	License Commission
<b>Hawkers and Peddlers Permit</b>	\$62	Inspection required	Police
<b>Police Detail</b>	\$60/hour per officer with a 4 Hour Minimum	No inspection required	Police
<b>Dumpster Permit</b>	Fee Waived  Permit required for size 6 yard or greater  Same day delivery/removal do not necessitate permit	Inspection required for more than one day use	Fire
<b>Fireworks Permit</b>	Fee Waived	Day before and day of event inspection	Fire
<b>Propane Storage</b>	Fee Waived	Inspection required one week prior to event	Fire
<b>Fire Detail</b>	Detail rate is 1.5 times staff members normal rate, 4 hours minimum, up to 8 hours	No Inspection Required	Fire
<b>Public Facilities Staff</b>	\$60 / Hour / Staff member		Public Facilities
<b>City Hall Restroom Access</b>	\$56.25/Hour After 5PM (Mon.-Fri.) and After 8AM (Weekends) \$100.00/Hour Prior to 8AM (7 days a week)		Public Facilities



## CONTACT INFORMATION

For your reference, the following is a list of contacts you may need in acquiring all necessary permitting for your event. For the Special Event Committee, please contact [specialevents@worcesterma.gov](mailto:specialevents@worcesterma.gov).

### **Executive Office of Diversity Equity and Inclusion**

51 Sever St. Third Floor  
Worcester, MA, 01609  
Phone: (508) 799-1995  
[EODEI@worcesterma.gov](mailto:EODEI@worcesterma.gov)

### **Cultural Development Department**

455 Main Street, Room 409  
Worcester, MA, 01608  
Phone: (508) 799-1400  
Fax: (508) 799-1406  
[culture@worcesterma.gov](mailto:culture@worcesterma.gov)

### **Department of Public Facilities**

50 Officer Manny Familia Way,  
Room 101  
Worcester, MA 01605  
Phone: (508) 799-8588  
[publicfacilities@worcesterma.gov](mailto:publicfacilities@worcesterma.gov)

### **Department of Public Works**

20 East Worcester Street  
Worcester, MA, 01604  
Phone: (508) 799-1300  
Fax: (508)-799-1448  
[dpw@worcesterma.gov](mailto:dpw@worcesterma.gov)

### **Department of Public Works & P Engineering Division**

20 East Worcester Street  
Worcester, MA, 01604  
Phone: (508) 929- 1450  
[DPWpermits@worcesterma.gov](mailto:DPWpermits@worcesterma.gov)

### **Department of Transportation and Mobility**

76 East Worcester Street  
Worcester, MA 01606  
Phone: (508) – 929-1300  
[mobility@worcesterma.gov](mailto:mobility@worcesterma.gov)

### **Division of Emergency Communication**

2 Coppage Drive  
Worcester, MA, 01603  
Phone: (508) 799-1400  
Fax: (508) 799-1406  
[communications@worcesterma.gov](mailto:communications@worcesterma.gov)

### **Division of Emergency Management**

2 Coppage Drive  
Worcester, MA, 01603  
Phone: (508) 799-1840  
Fax: (508) 799-1389  
[emergencymgt@worcesterma.gov](mailto:emergencymgt@worcesterma.gov)

### **License Commission**

25 Meade Street, Room 205  
Worcester, MA 01610  
Phone: (508) 799-1400  
Fax: (508) 799-1406  
[license@worcesterma.gov](mailto:license@worcesterma.gov)

### **Inspectional Services Department**

25 Meade Street  
Worcester MA, 01610  
Phone, Food inquiries: (508)-799-1198 ext. 33030  
Phone, Portable Toilets/Housing inquiries: (508)-799-1198 ext. 33012  
Fax: (508) 799-8544  
[inspections@worcesterma.gov](mailto:inspections@worcesterma.gov)

### **Office of the City Manager**

455 Main Street, Room 306  
Worcester, MA, 01608  
Phone: (508) 799-1175  
Fax: (508) 799-1208  
[CityManager@worcesterma.gov](mailto:CityManager@worcesterma.gov)

### **Parks Department**

50 Officer Manny Familia Way  
Worcester, MA, 01605  
Phone: (508) 799-1190  
Fax: (508) 799-1293  
[parks@worcesterma.gov](mailto:parks@worcesterma.gov)

### **Public Health Department**

25 Meade Street  
Worcester, MA, 01610  
Phone: (508) 799-8531  
Fax: (508) 799-8572  
[health@worcesterma.gov](mailto:health@worcesterma.gov)

### **Worcester Police Department**

9-11 Lincoln Square  
Worcester, MA, 01608  
Phone: (508) 799-8600  
Fax: (508) 799-8680  
[wpd@worcesterma.gov](mailto:wpd@worcesterma.gov)

### **Worcester Fire Prevention Office**

25 Mead Street, Room 100  
Worcester, MA, 01610  
Phone: (508) 799-1822 ext. 33100  
[Prevention@worcesterma.gov](mailto:Prevention@worcesterma.gov)

### **City Clerk**

455 Main Street, Room 206  
Worcester, MA, 01608  
Phone: (508) 799 – 1121  
Fax: (508) 799 – 1194  
[clerk@worcesterma.gov](mailto:clerk@worcesterma.gov)



# EXAMPLE EVENT MAP

- Admissions Gate(s)
- Booths, Exhibits, Displays or Enclosures
- Canopies or Tent Locations
- Number of Canopies or Tents
- Size(s) of Canopies or Tents
- Fencing, Barriers and/or Barricades
- First Aid Facilities and Ambulance Locations
- Food Concession and/or Food Preparation Area(s)
- Gas Tanks (i.e., helium, propane, etc.)
- Generator Locations and/or Source of Electricity
- Platforms, Stages, Grandstands or Related Structures
- Portable Toilets, Restroom Facilities
- Trash Containers and Dumpsters
- Number of Trash Cans
- Dumpsters w/covers
- Vehicles and/or Trailers

Event Title – Event Date

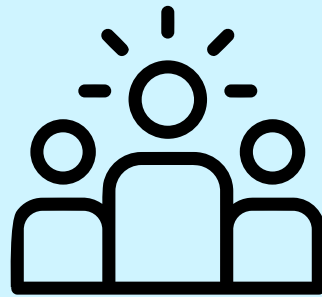


- Stage
- Light Sculptures
- Trailers
- Programming
- Emergency Tent
- Vendors (Craft, Nonprofit & Sponsors)
- Portable Toilets
- Vehicles
- Fire Pit



# SPECIAL EVENT COMMITTEE MEETING

Upon Special Event Permit Application submission, organizer will be invited to attend a Special Event Committee meeting hosted 1st Wednesday of the Month at 1pm (on Zoom).



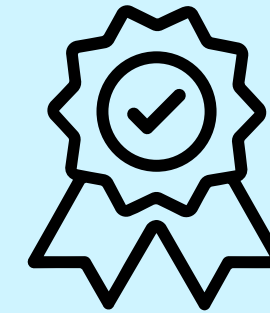
## Attend Meeting

Prepare brief overview of event plans to share with Committee. Committee will inquire about event and share additional permitting needs.



## Review Follow-up

Special Event team will email list of required permits and follow-up steps within one week of Committee meeting.



## Complete Permits

Complete appropriate additional permits and pay permit fees.



# FUTURE PERMIT IMPROVEMENTS

In Partnership with the City Manager's Office, and the Department of Innovation and Technology, the Special Event Committee and Parks & Recreation Division are continuing to develop the Special Event permitting process.



# CONTACT INFORMATION

Cultural Development Division / Special Event Committee



City Hall, Room 409



508-799-1400



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

## Parks & Recreation



50 Officer Familia Way



508-799-1190



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

