

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

2025 PERMIT APPLICATION FOR EVENT IN A PARK



PARKS & RECREATION ADMINISTRATIVE OFFICE CONTACT INFORMATION

50 Officer Manny Familia Way (Green Hill Park)

Worcester, MA 01605

Main Office # (508) 799-1190

Office Fax # (508) 799-1293

Parks@worcesterma.gov

Parks Administration Office Hours:

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



PERMIT APPLICATIONS

- SPECIAL EVENT PERMIT APPLICATION
- PORTABLE STAGE APPLICATION (Parks Only)
- STEARNS TAVERN APPLICATION (Parks Only)



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



City of Worcester Website:

www.worcesterma.gov/plan-an-event

Or

Contact the Cultural Development Division at:

(508) 799-1400 or [specialevents@worcesterma.gov](mailto:specialevnts@worcesterma.gov)

TIME FRAME FOR SUBMITTING APPLICATION

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


Please allow up to 30 days for permit to be processed

Allow enough time to have required approvals completed and payments made to city divisions



OVERVIEW OF THE DIFFERENT PERMIT APPLICATIONS

Special Event Permit Application ■ Portable Stage Application ■ Stearns Tavern Application



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.

Please note the following information:

- Special Event Permit Applications should be submitted at least 90 days prior to the requested date of event.
- For small events located within a City Park (family cookouts, parties, small receptions) you will need to complete the [Permit Application for an Event in a Park](http://www.worcesterma.gov/parks/plan-an-event): www.worcesterma.gov/parks/plan-an-event.
- If event qualifies as an Expressive Event of a Time Sensitive Nature, complete the [Expressive Event Permit Application](http://www.worcesterma.gov/parks/plan-an-event): www.worcesterma.gov/parks/plan-an-event.
- To display a cultural flag at City Hall, complete the [Request to Display a Cultural Flag](http://www.worcesterma.gov/human-rights/cultural-flags): 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 (page 28).
- 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: _____ Cell Phone: _____

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.

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PERMIT APPLICATION FEES

Parks permits are for a specific locations, date, and time as requested on the application based on approval.

- \$130.00 deposit is required for City of Worcester Residents
(Verification must be submitted)
- \$260.00 deposit is required for non-residents of the City of Worcester

The above deposit will be used to off set the cost of the staff for the event.

(No discounts for Staff Fees)



DPW & PARKS DIVISION STAFF FEES

- \$65.00 per hour for staff – minimum 4 hours per staff
- \$260.00 minimum will be charged for one staff (4 hours X \$65.00 per hour). Additional staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division based on the needs requested, impacts on a park, and length of event including setup and breakdown times. Each additional staff will be a minimum of 4 hours for \$260.00 *(No discounts for staff fees)*
- **Electrical Fee:** *No electrical fee for 2025.* If a staff electrician is needed at a city facility, the fee will be an additional \$65.00/HR with a minimum of 4 hours *(No discounts for staff fees)*
- **Portable Stage:** Stage Fee: \$1,040.00. Fee includes; staff, setup, breakdown, and delivery. The stage is not accessible. Stage Size is 24' (L) x 24' (D) x 4' (H) *(No fees waived for Portable Stage Staff)*

TRASH REMOVAL & DISPOSAL FEES

Trash Removal & Disposal

- \$400.00 trash removal/disposal fee may increase based on the size of the event. The fee does not include facility clean up. This fee is for city staff to pick up trash from an event which is bagged and in a central location. The cost covers the staff, transportation and disposal of trash.
(No discounts for staff fees)
- \$260.00 minimum will be charge for one staff (4 hours X \$65.00 per hour) for trash to be picked up throughout the facility depending on event size. Additional staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division based on the needs requested, impacts on a park, and length of event including setup and breakdown times. Each additional staff will be a minimum of 4 hours for \$260.00
(No discounts for staff fees)
- Additional fees will apply if trash is left in the park, if an applicant specified on the permit, that they were removing trash from the park. (No discounts for staff fees)
- It is the responsibility of the organizations/individual holding the park permit to ensure the facility is clean and presentable at all times.



PARKS DIVISION PAYMENTS OPTIONS

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

BALANCES

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



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CANCELLATION POLICY

A 24-hour written cancellation notice (email acceptable) is required and must be confirmed/approved by the DPW & PARKS DIVISION STAFF to avoid staff fees. All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to the event and must be confirmed/approved by the DPW & Parks Division Staff.





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REFUND POLICY

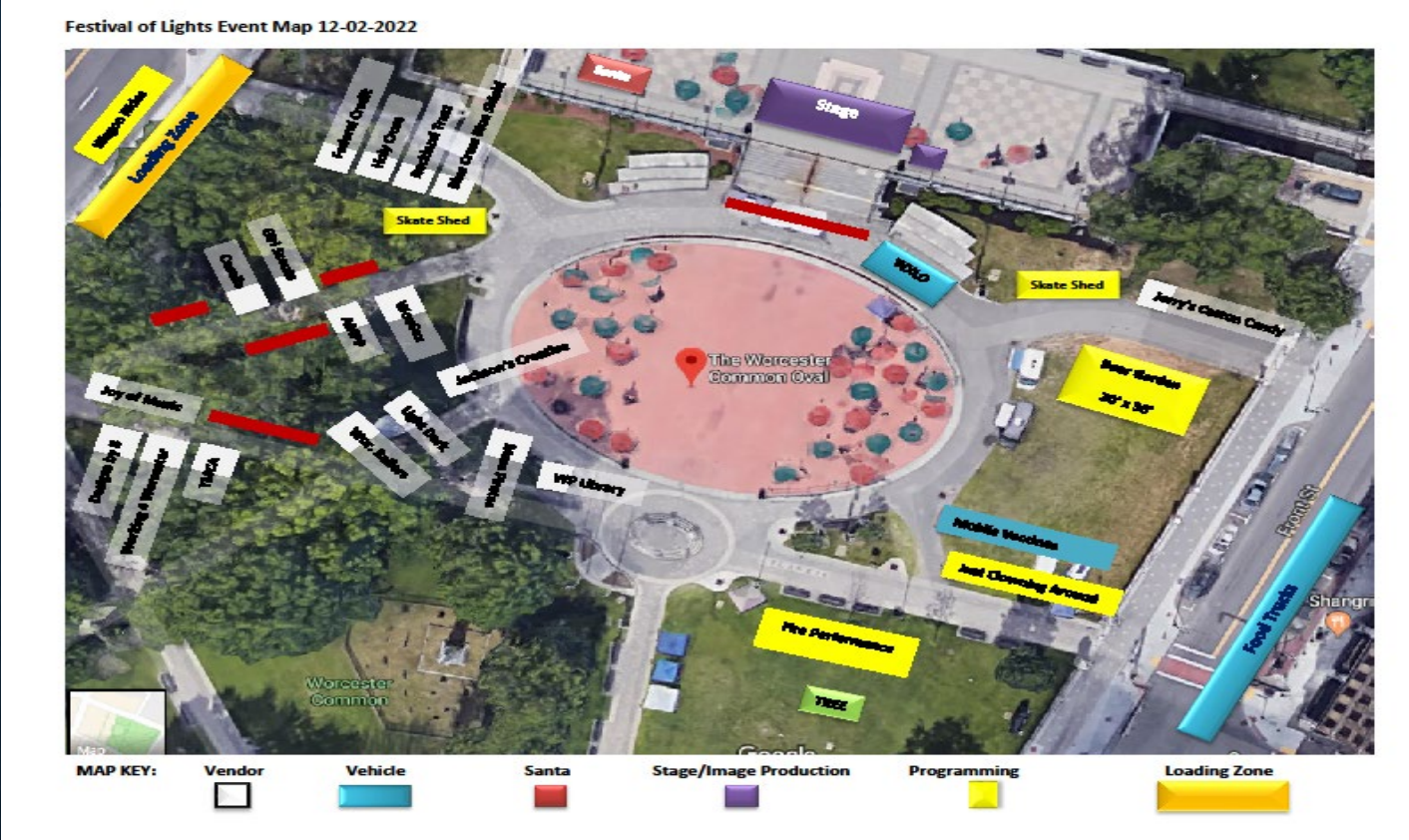
- Refunds will NOT be given unless cancelled in writing within the required timeframe noted in the cancellation policy. All cancellation request must be confirmed and approved by DPW & Parks, Recreation Division Staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration.
- The full cost of staff for the event will be charge to those who do not cancel on time.
- An email can be sent to parks@worcesterma.gov, will also be accepted as a written cancellation with a follow up call to the parks administration office at **(508) 799-1190**.

PERMIT APPLICATION FOR EVENT IN A PARK SCHEDULING

Scheduling Priority will be the following

| |
|--|
| City of Worcester Special Events |
| Previous or Annual Special Events |
| Non-Profit Resident |
| For-Profit Resident |
| Non-Profit Non-Resident |
| For-Profit Non- Resident |

MAP MUST BE SUBMITTED WITH PERMIT APPLICATIONS



EVENT PARKING PLAN

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

A parking plan will be required before a final permit is approved



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



PARKS SECURITY

Contact Information: Mobile # (508) 612-1121

Email: parkssecurity@worcesterma.gov

Hours of Operation:

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

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

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

Permits / Parking/ Field Lighting/ Emergency Situations

FACILITY REQUEST

ELECTRIC:

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

FOOD:

- A food permit maybe required through the Department of Public Health.

PORTABLE RESTROOMS:

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

DPW & PARKS DIVISION POLICY

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



DPW & PARKS DIVISION POLICY

- **Inflatable's:** (No Stakes) Alternatives for stakes can be sandbags, water weights, concrete weights, etc. Also, if the event is public an Entertainment License may be needed.
- **Tents:** (No Stakes) Tents larger than 20 x 20 may require a permit, please check with the Inspectional Services Department (Alternatives for stakes can be sandbags, water weights, concrete weights, etc.)
- **Alcoholic Beverages:** All alcoholic beverages as defined in Chapter 138 Section 1 of MGL are prohibited (Worcester Common can be petitioned) No smoking in Parks (That includes E- Cigarettes, any form of tobacco products including chewing tobacco and marijuana)
- No dogs on the Worcester Common, Athletic Fields, Athletic Courts, Playgrounds, Skate Parks, Pools, Spray Parks and beaches (Memorial Day to Labor Day)
- Dogs are allowed in City Parks on leashes only. Dogs are allowed on beaches (on leash only) from Labor Day to Memorial Day

GOOD NEIGHBOR PRACTICES

- **WORCESTER SOUND ORDINANCE:** Any amplified sound shall not be plainly audible at a distance of 50 feet or more from said public park, playground, and playing field (City of Worcester Ordinance Chapter 9-Sec 1A
- **Water Supply Alert:** The City is currently in a level 3 (Critical Drought) status.



PERMIT REMINDERS



- All 501C3 non-profit requests will be completed before any other permit request
- Parks & Recreation Commission (Policies & Regulations)
- Permit application address (Use an address where mail is check regularly)
- Help with permits will be between the hours of 9:00 AM to 3:30 PM (Monday-Friday- Excluding Holidays)



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THANK YOU
QUESTIONS