

# **CITY OF WORCESTER DEPARTMENT OF PARKS, RECREATION, & CEMETERY**

## **2026 SPECIAL EVENT APPLICATION FOR EVENT IN A PARK**



# **PARKS 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

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

Parks Administration Office Hours:

Monday - Friday: (Excluding Holidays) 8:00 AM to 5:00 PM



# PERMIT APPLICATIONS

- SPECIAL EVENT PERMIT APPLICATION (Cultural Development)
  - PORTABLE STAGE APPLICATION (Parks Department)
- STEARNS TAVERN APPLICATION (Parks Department & Seven Hills)



# HOW DO I GET A SPECIAL EVENT APPLICATION



City of Worcester Website:

[www.worcesterma.gov/plan-an-event](http://www.worcesterma.gov/plan-an-event)

Or

Contact the Cultural Development at:

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

# THE PERMIT APPLICATION PROCESS

All Special Event Permit Application must be submitted to Cultural Development for review and approval

Upon receipt of the application, the Cultural Development will serve as the primary point of contact regarding permit- related questions, permit adjustments, and any additional requests related to your special event

# RECOMMENDED TIMEFRAME FOR SUBMITTING PERMIT APPLICATION(S) FOR PARK-RELATED EVENTS

**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 departments**



# ADDITIONAL PARKS DEPARTMENT PERMIT APPLICATIONS



- PORTABLE STAGE APPLICATION
- STEARNS TAVERN APPLICATION
- Contact the Parks Administration Office at (508) 799-1190
  - In-Person (Parks Administration Office)

Or

<https://www.worcesterma.gov/parks/policies-procedures>



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## **PERMIT APPLICATION FEES**

Parks permits are for a specific locations, date(s), and time(s) as requested on the Special Event Permit Application based on approval.

*A minimum* of \$260.00 deposit is required for Park Permit(s) Application(s). The deposit will be used to offset the cost of park staff for the event.

**(No discounts will be applied to this fees)**



## PARKS DEPARTMENT STAFF FEES

- **Discounts or waivers do not apply** for staff cost for either non-profit or for-profit organizations
- Staff rate: \$65.00 per hour, per staff member(s)
- If an Electrician is required, a minimum charge of \$260.00 for one electrician will be assessed. (4 hours at \$65.00 per hour) Any additional hours, including setup and/ or breakdown time, will be billed at \$65.00 per hour. The Electrician is required for the full event duration and is there for the purpose of electrical needs only.
- **Portable Stage**: Stage Fee: \$1,040.00. Fee includes; staff, setup & breakdown, and delivery. The stage is not ADA accessible.

(Stage Size is 24' (L) x 24' (D) x 4' (H))

# TRASH REMOVAL & DISPOSAL FEES

- The trash removal and disposal fee will start at \$400.00 and will increase based on the size of the special event. This fee does not include facility clean-up.
- An additional minimum fee of \$260.00 will be charge for city staff to pickup trash throughout the facility depending on event size.
- Additional fees will apply if trash is left behind and not removed from the park if you specified on the permit, you were removing your own trash.
- It is the responsibility of the organizations/individual holding the park permit to ensure the facility is clean and presentable at all times.

***(No discounts will be applied to these fees)***



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## **PARKS DEPARTMENT PAYMENT 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, any individual/organization with a remaining balance will have to pay both the old and the new balance prior to the event.



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## **PARKS CANCELLATION POLICY**

A 24-hour written cancellation notice (email acceptable) is required and must be confirmed/approved by the Parks Administration Staff to avoid additional fees. All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to your event and must be confirmed/approved by the Parks Administrative Staff.

Emails sent to [parks@worcesterma.gov](mailto:parks@worcesterma.gov) will also be accepted as a written cancellation with a follow-up phone call/message to the parks office at  
**(508) 799-1190**



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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 Parks Administration Staff.

Confirmation/approval is deemed confirmed, when the event representative receives a written confirmation/email from the Parks Administration.

The full cost of the event will be charge to individual/organizations who do not cancel on time.

An email can be sent to [parks@worcesterma.gov](mailto: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

# **EVENT IN A PARK SCHEDULING**

**Scheduling Priority will be the following**

**1. City of Worcester Special Events**

**2. Previous or Annual Special Events**

**3. Non-Profit Resident**

**4. For-Profit Resident**

**5. Non-Profit Non-Resident**

**6. For-Profit Non- Resident**

# GREEN HILL PARK SPECIAL EVENT PERMIT REQUIREMENTS

**All special events held at Green Hill Park must adhere to with the following staffing & facility closure requirements based on anticipated attendance:**

- **50 people or less:** Will require one (1) park staff member and include closure of Parking Lot D for the event
- **51 to 75 people:** Will require two (2) park staff members and include closure of Parking Lots D & E for the event
- **75 to 125 people:** Will require three (3) park staff members and include closure of Green Hill Parkway to the former Connie Mack Little League Field, along with Parking Lots C, D, & E
- **125 or more people:** Will require entire closure of Green Hill Park and an event meeting with Parks Administrative Staff, regarding Park staffing and event details.

Park staff rate: \$65.00 per hour, per staff member(s)

(Minimum 4 hours per staff member)

***(No discounts will be applied to these fees)***





# 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 **NOT identified as parking areas.**



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## **PARKS SECURITY**

Contact Information: Mobile # (508) 612-1121

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

Hours of Operation:

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

Friday from 3:30 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. If a staff electrician is needed, the fee will be an additional \$65.00/HR with a minimum of 4 hours.

## FOOD:

- Food permit is required through the Department of Public Health.

## PORTABLE RESTROOMS:

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

# PARKS DEPARTMENT 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

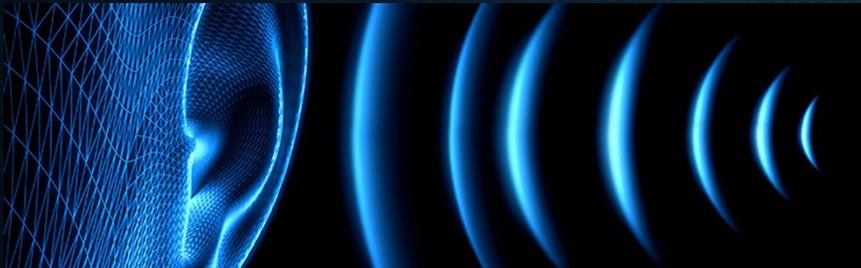


# PARKS DEPARTMENT POLICY

- **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**: Please refer to Chapter 138, Section 1 of the Massachusetts General Laws. To possess, sell or drink any alcoholic beverages while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the Department of Parks, Recreation & Cemetery. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the Department of Parks, Recreation & Cemetery permit.
- **No smoking in Parks**: Please refer to the City of Worcester Ordinance, Chapter 15- Fines and Penalties. It is unlawful and you are not allowed to smoke in any public park, playground, or beach under the jurisdiction of the Department of Parks, Recreation & Cemetery. ( That includes E- Cigarettes, any form of tobacco products including, chewing tobacco and marijuana)
- No dogs allowed on the Worcester Common, Athletic Fields, Athletic Courts, Playgrounds, Skate Parks, Pools, Spray Parks and (beaches -Memorial Day to Labor Day)  
(Dogs are allowed in City Parks on leashes only. Dogs are allowed on beaches from Labor Day to Memorial Day). It is the responsibility of dog owners or handlers to pickup after there dog.
- **Drones**: Please refer to the Federal Aviation Administration Regulations (FAA).

# GOOD NEIGHBOR PRACTICES

**WORCESTER SOUND ORDINANCE:** Any amplified sound shall not be plainly audible at a distance of 50 feet or more from said public park, playground, and playing field (City of Worcester Ordinance Chapter 9-Sec 1A)





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**THANK YOU!**