



# 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.*

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):

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Farmers Market/Fair | <input type="checkbox"/> Parades /Procession                   |
| <input type="checkbox"/> Carnival    | <input type="checkbox"/> Festival            | <input type="checkbox"/> Rental of Public Building or Facility |
| <input type="checkbox"/> Circus      | <input type="checkbox"/> Fine Arts Exhibit   | <input type="checkbox"/> Run/Walk                              |
| <input type="checkbox"/> Concert     | <input type="checkbox"/> Picnic              | <input type="checkbox"/> 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.

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## 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 (1,000,000) 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 (\$5,000,000) 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 unduly 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 unduly adverse impact on the landscaping, planting, or natural environment of the City Property;
16. The Event will have an unduly 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.