



The City of  
**WORCESTER**  
Department of Public Works & Parks

Department of Public Works & Parks  
Parks, Recreation & Cemetery Division  
50 Officer Manny Familia Way, Worcester, MA 01605  
P | 508-799-1190 F | 508-799-1293  
parks@worcesterma.gov

## 2024 Concession Permit

Name of Awarded Facility: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Website: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Date Registered as Business: \_\_\_\_\_ What City: \_\_\_\_\_ SS# or Fed. Tax ID: \_\_\_\_\_ Ma Tax#: \_\_\_\_\_

Have you ever held a concession license with the City of Worcester, Parks, Recreation, Cemetery Division: \_\_\_\_\_ Yes \_\_\_\_\_ No

What products will you be vending? \_\_\_\_\_

Do you hold a valid state hawkers and peddlers license? \_\_\_\_\_ Yes \_\_\_\_\_ No (need to provide a copy of the license)

License # \_\_\_\_\_

Do you hold a valid SERV safe license? \_\_\_\_\_ Yes \_\_\_\_\_ No (need to provide a copy of the license) License # \_\_\_\_\_

Do you have licenses from Worcester health & human services-public health & code division? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Need to provide a copy of all licenses)

Do you have a valid Allergen Awareness Certification? \_\_\_\_\_ Yes \_\_\_\_\_ No (Need to provide a copy of all licenses)

Do you have insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No (Need to provide binder)

Do you have photos of mobile/pushcart or concession items \_\_\_\_\_ Yes \_\_\_\_\_ No (Please provide photos)

Are you using any generators? \_\_\_\_\_ Yes \_\_\_\_\_ No (Will need permit from Fire Prevention no matter the size)

**\*Fire Prevention must sign below**

\*Application to keep, store, manufacture, and/or handle flammable and/or combustible liquids, per Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00: Ch.66 (Flammable & Combustible Liquids), section 66.1.5. The scope of 527 CMR 1.00 includes, but is not limited to, the following in accordance with M.G.L. c. 22D and M.G.L. c. 148 and as prescribed by M.G.L. c. 143 § 96.

\*Fire Prevention follows NFPA 96 Section 17.5.2.1 for generators at events

Name of Fire Prevention Employee (Please Print): \_\_\_\_\_

Official Fire Prevention Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 1) Cori/Sori checks on all people selling concessions at Parks must be completed
- 2) Alcoholic beverages are NOT allowed in parks facilities (see item 20 on the rules and regulations)
- 3) There is a fee for concession permits. See Bid
- 4) Concession is from May 1 through October 31 of each year from 8am to sunset. (Must vacate the park before sunset)
- 5) The City reserves the right to minimize or cancel use of facilities based on renovations and/or maintenance.
- 6) Mobile/Pushcarts must be removed from the area at the end of each day.
- 7) Concessionaire agrees to keep the area clean of refuse and rubbish. Concessionaire must have trash receptacles available to patrons. Receptacle and trash is to be removed at the end of each day and disposed of by the Concessionaire..
- 8) No Smoking in Parks and Open Spaces as per city ordinance
- 9) DPW & Parks; Parks, Recreation & Cemetery Division does not allow concessionaires to drive or propel any motorized vehicles in any park, playground, or beach except on regular roads. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks; Parks, Recreation & Cemetery Division except in accordance with a written event permit and staff supervision from DPW & Parks; Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks; Parks, Recreation & Cemetery vehicles are allowed access inside parks.
- 10) The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division and Parks & Recreation Commission. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
- 11) Concessionaire must supply their own supplies including but not limited to trash receptacles, trash bags, electricity (power), seating, tables etc.
- 12) Concessionaires are not allowed to use stakes when securing tents, umbrella, or any other equipment.
- 13) No music or sound permitted with concession bids
- 14) The City will accept a five (5) equal installment payment plan for all fees due to the DPW & Parks. The first payment will be due June 1, 2024, with remaining payments due July 1, 2024, August 1, 2024, September 1, 2024 & October 1, 2024. It is the responsibility of the awarded concessionaire to make payments in a timely manner and within the parameters noted above.
- 15) Event Permits will take precedent over concession permits. It will be the event organizers decision on who they want to use as concessionaires.
- 16) Concession permits will be within the hours of 8am and Sunset. No after dark operation unless under an Event Permit with written consent.
- 17) All successful bidders must comply with all of the City of Worcester, DPW & Parks; Parks, Recreation & Cemetery Division rules and regulations.

## Inspectional Services-Food Division

If checked "Yes" below, or if required by the city, applicant must contact  
Inspectional Service 25 Meade Street at 508-799-1198 x 33030 or [inspections@worcesterma.gov](mailto:inspections@worcesterma.gov).  
A copy of all permits must then be submitted to Parks to complete the application process.

\_\_\_\_\_ Yes \_\_\_\_\_ No Will you be serving food?  
Copy of the food permit will be required by Parks.  
Oil will not be allowed to be disposed of in sewer drains, a disposal plan must be submitted with  
The application.

\_\_\_\_\_ Yes \_\_\_\_\_ No Will you be using a food truck?  
\*All food trucks must have the proper permits

## Fire Prevention Department

If checked "Yes" below, or if required by the city, applicant must contact  
Fire Prevention – 141 Grove Street at 508-799-1821 or [wfd@worcesterma.gov](mailto:wfd@worcesterma.gov).  
A copy of all permits must then be submitted to Parks to complete the application process.

\_\_\_\_\_ Yes \_\_\_\_\_ No Will you be using Grills? What size Grill? \_\_\_\_\_ How many grills? \_\_\_\_\_  
(A permit from the Fire Department may be required if using propane grills.  
If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)  
\*For any grill you must have a 20 BC fire extinguisher on site.  
**\* The Worcester Fire Department may limit the quantity of LP-Gas that may be stored under a permit, such as during special events, where unusual conditions exist. Additional requirements may be included that are within the intent and purpose of 527 CMR Table 1.12.8.50 and 527 CMR 69.**

\_\_\_\_\_ Yes \_\_\_\_\_ No Will you be using a generator?  
\*Will need a permit from Fire Prevention (no matter the size of the generator)  
\*Application to keep, store, manufacture, and/or handle flammable and/or combustible liquids, per  
Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00: Ch.66 (Flammable & Combustible  
Liquids), section 66.1.5. The scope of 527 CMR 1.00 includes, but is not limited to, the following in  
accordance with M.G.L. c. 22D and M.G.L c. 148 and as prescribed by M.G.L. c. 143 § 96.  
\*Fire Prevention follows NFPA 96 Section 17.5.2.1 for generators at events

## City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
2. Permit request for fields will only be issued between 9:00AM and 3:30 PM, Monday – Friday (Non-Holidays business days). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
3. Groups of 15 or more are required to obtain a permit
4. All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.
5. To use permit given for something other than for the designated event/vending/sport specified on application.
6. Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.
7. To destroy, or misuse park property, or to injure or climb trees, lawns, shrubs, plants in any park, playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
8. The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.
9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
12. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
13. To throw, deposit or leave any rubbish or litter in any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown/dumped into any park or park container violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.
14. To feed waterfowl & animals is prohibited in any park, playground, or beach. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
15. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
17. To operate a phonogram, bullhorns, radio, loudspeaker, amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 2008 Part One – as Amended of the City of Worcester. Any phonogram, bullhorn, radio, speaker, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, public property or building a permit/permits from the City of Worcester will be required.
18. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tobacco, alcohol, medication, drugs, or pornographic material.
19. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
20. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
21. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any type of vehicle in any park or to learn to drive any vehicle in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
22. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.

23. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.
24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
25. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
26. To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
27. **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
29. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
31. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
32. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
33. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
34. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field or park at their determination such use will have a negative long-term effect on the facility.
35. Open.
36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
39. Itinerant musicians, street performers, buskers are to abide by the City of Worcester Ordinance Chapter 12, Section 26 (h) of the Revised Ordinances of 2008 relative to itinerant musicians as amended.
40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (three) business days before each meeting to the [parks@worcesterma.gov](mailto:parks@worcesterma.gov) email.
41. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.
42. **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
43. **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.

**Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester**

**The above Rules and regulations have been approved by the Parks & Recreation Commission**

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Human Rights Policy. It is the policy of the City to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

**PENALTIES:** Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

**I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.**

Signature of Applicant/ Representative: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME OF APPLICANT/REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_