

**TOWN OF EAST LONGMEADOW  
USE OF TOWN PROPERTY APPLICATION**



**60 Center Square**

**East Longmeadow, MA 01028**

**413-525-5400**



Thank you for considering the Town of East Longmeadow for your event! The Town of East Longmeadow is pleased to welcome a variety of special events, from community festivals to concerts and athletic competitions. It is the goal of the Town of East Longmeadow to work with event managers and organizers to help ensure that the events taking place in our community are both safe and successful, while minimizing the impact on our residents and businesses. Completing this form is the first step in your application process. **This is not your permit.** Completing and submitting this application does not confirm your date or signify any intention by the Town to approve this application.

A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, playgrounds, fields, buildings, public streets, right-of-ways or sidewalks. Special Events may include festivals, fairs, concerts, carnivals, holiday celebrations, parades, athletic tournaments, road or bicycle races, etc.

The Town of East Longmeadow may permit the temporary use of public properties and/or roadways for special activities. The Town coordinates the review of these events with various Town Departments to ensure that the events are conducted safely.

Individuals or organizations wishing to hold events on public property, or on private property but with an impact on public property such as roads within the Town limits, including Town parks, must obtain a Use of Town Property Permit from the Town of East Longmeadow.

The Authorized User is required to demonstrate that adequate provisions have been made for security, parking, insurance, set-up, maintenance and clean-up, emergency services, and safety of operations.

Use of Town Property Applications are to be submitted to the Town Manager’s Office not less than 90 days prior to the event date. All components of the event are subject to approval by the Town Manager’s Office and may also require approval by and/or permit(s) from other Town agencies/departments and boards. It is the responsibility of the applicant to secure all necessary Town of East Longmeadow permits, and submit payments required for permits.

The primary contact for Authorized Users during the review process will be the Town Manager’s Office. Once the completed application is received, it will be distributed to the necessary Town Departments to be reviewed.

Approval for the use of Town Property for an organized event is required. To determine if a facility is available for use ON THE DATE OF YOUR EVENT, you should contact the following departments:

- School Buildings and Athletic Fields/Superintendent of Schools: (413) 525-5450
- Pine Knoll and Athletic Fields/Recreation Department: (413) 525-5400 ext. 1300
- Pavilion at Heritage Park/Department of Public Works (413) 525-5400 ext. 1200
- Public Library: (413) 525-5400 ext. 1500
- Senior Center: (413) 525-5400 ext. 1400

- Licensing Authority/Town Clerk: (413) 525-5400 ext. 1000
- Town Manager’s Office: (413) 525-5400 ext. 1100
- Building Department: (413) 525-5400 ext. 1150
- Health Department: (413) 525-5400 ext. 1103
- Police Department: (413) 525-5440 (non-emergency phone number)
- Fire Department: (413) 525-5430 (non-emergency phone number)

Town Offices, all public streets and town sidewalks: Contact the Town Manager’s Office at (413) 525-5400 ext. 1100

If you are scheduling a large and/or complicated event, you may be required to obtain approval from several Town Departments (Building, Board of Health, Recreation, Police and Fire, School) as well as one day alcohol and/or entertainment licensing. You will be notified as to which approvals are necessary depending on the size/scope of your event. These approvals must be obtained prior to the date of your event.

**You must secure and submit a Certificate of Liability Insurance** to the Town of East Longmeadow **14 days** prior to your event. The Town of East Longmeadow must be named as additional insured for the date and location of your event with a minimum amount of 1 million dollars (\$1,000,000) in liability per occurrence/2 million (\$2,000,000) aggregate. This is required for **all** special event permits. Your permit will not be issued without the certificate.

Your Use of Town Property permit will be mailed, emailed and/or faxed to you. Due to the many changing components of an event, Use of Town Property Permits are often issued only a few days in advance of your event. Use of Town Property permitting shall run with the original applicant. If there is a change in property ownership or applicant then a new application shall be submitted.

All event publicity, printed materials and communications with your participants shall state “Town of East Longmeadow” in the title when referring to your event location.

**Alcohol Policy: NO** alcohol is allowed without approval from the East Longmeadow Town Council-Licensing Authority. If seeking Licensing Authority approval, this form must be submitted with the application for a one-day special alcohol license.

**All non-profit organizations must submit a copy of your 501 (c) (3) non-profit determination letter.**

The Town of East Longmeadow reserves the right to deny request due to prior disrespect of facilities, property, equipment, personnel and/or rules and regulations, back taxes or overdue bills to the Town of East Longmeadow.

## Event Summary

Event Title:

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Description:

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Event Categories:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Carnival/Circus        | <input type="checkbox"/> Fair/Festival  | <input type="checkbox"/> Special Attraction                     |
| <input type="checkbox"/> Concert/Performance    | <input type="checkbox"/> Fundraiser     | <input type="checkbox"/> Family Gathering                       |
| <input type="checkbox"/> Dance                  | <input type="checkbox"/> Outdoor Market | <input type="checkbox"/> Game <input type="checkbox"/> Practice |
| <input type="checkbox"/> Exhibits/Miscellaneous | <input type="checkbox"/> Parade/March   | <input type="checkbox"/> Other                                  |

	Day of the Week	Date	Time
Set up Starts			
Event Starts			
Event Ends			
Dismantle Ends			

Anticipated number of attendees? \_\_\_\_\_

Is this an annual event? \_\_\_\_\_

Is there a fee associated with event? (Admission fee, collection, dues, etc.)  Yes  No

Location (In order of preference, if applicable)

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Note: Most park areas cannot be reserved for the exclusive use of the groups, and access to the area by the general public must be available at all times. This means that areas cannot be roped off or otherwise secured.

## Site Plan & Route Map

To ensure appropriate review of your event, it is preferred that you submit one or more of the following: Blueprints or computer assisted drawings of your event site plan or a hand drawing of your site plan. Be sure to include the placement of receptacles (bins, dumpsters) for both trash and recycling in your plan/map.

Temporary structures, including stages built by private parties shall conform to all applicable building codes and other Town regulations, and the Authorized User shall obtain any required building permits from the Building Department (413) 525-5400 ext. 1150 and Fire Department (413) 525-5430. If a tent is erected, the Fire Department shall complete a safety inspection prior to the event. Health Department must be contacted for safe food handling and Food Permit (413) 525-5400 ext. 1105.

**Your event site plan/route map should be submitted and include but not limited to:**

- An overview of the event venue, including the names of all streets or areas that are part of the surrounding area. If the event involved a moving route of any kind, indicate the direction of the travel and all street or lane closures.
- The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- The location of first aid facilities.
- The placement of dumpsters and/or trash & recycling bins
- The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail of the food booth(s) and cooking area(s), including identification of all vendors cooking with flammable gases or barbecue grills.
- Locations of generator(s) and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and ten structures.
- Identification of all handicapped accessible areas that meet 521 CMR Architectural Access Board (ADA) Standards.
- Other event components not listed above. Please describe: \_\_\_\_\_

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## Contacts/Organization Information

This section will allow the Town Departments and agencies that have an interest in your event, to contact the appropriate individuals for any further information regarding your event. It will enable the Town to ensure all your needs are met, and that the interest of the Town’s venue(s) are considered. Please feel free to write-in or attach any further information that you feel would be important in this matter.

Applicants’ Name		Phone/Cell	Email (Required)		
Organization Name	Address Street	City	State	Zip	
Web Address	Organization Phone		Email		

### Emergency Contacts:

In case of an emergency during the event, a person must be available to be contacted during the hours of the event. Please identify:

Name	Cell Phone	Phone
Name	Cell Phone	Phone

## Orgination Status

TAX EXEMPT, NON-PROFIT: This refers to an organization that has been recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt, non-profit organization, a copy of your current tax exemption letter is required.

1. Is the Authorized user a commercial entity:  Yes  No
2. Is the Authorized User a bona fide tax exempt, non-profit entity?  Yes  No  
If yes, you must attach to this application a copy of your IRS tax exemption letter providing proof and certifying your current tax exempt status.
3. Are fees for admission, entry or participation required?  Yes  No  
If yes, please provide amount\_\_\_\_\_
4. Are fees for vendor or other required?  Yes  No

Attach a copy of the most recent financial statement for this event.

## Security Plan

Have you made arrangements for security?  Yes  No If yes, check all that apply:

- Town of East Longmeadow Police Department (413) 525-5440
- Licensed Professional Security Company\*\*
- Other\* Please describe: \_\_\_\_\_

\*Certain activities require heightened security. The type of security will be determined by local, state and or federal officials.

\*\*If using licensed Security Company, please complete the following:

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Company	Phone
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Street	City	State	Zip
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Private Operating License # \_\_\_\_\_

*Licensed Professional Security Company shall provide the Town with an insurance certificate naming the Town of East Longmeadow as "Additional Insured." A copy of such must be submitted no later than 14 days prior to the event date.*

## Medical Services/Safety Plan

### EMS Plan

Due to the vast number of different types of events, along with the anticipated crowd sizes, any Authorized User shall contact the Town of East Longmeadow Fire Department at (413) 525-5430 to determine the adequate resources needed for your event.

**At a minimum, all events should have knowledge of 911 Access and someone who is certified in First Aid/CPR. Also, basic First Aid stations and/or kits SHALL be on site.**

The following is the number of ambulances needed for the number of people in attendance:

1,000 to 10,000 people - 1 ambulance    10,001 to 20,000 people – 2 ambulances    20,001+ people – 3 ambulances

Have you made arrangements for Emergency Medical Services/Safety Arrangements?  Yes  No If yes, check all that apply:

- Town of East Longmeadow Fire Department (413) 525-5430
- Licensed Professional Medical Services/Safety Company\*\*
- Other\* Please describe: \_\_\_\_\_

\*\*If using licensed Medical Services/Safety Company, please complete the following:

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Company	Phone
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Street	City	State	Zip
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Private Operating License # \_\_\_\_\_

### Fire Safety Plan

Will your event include any of the following?

- |             |  |                                       |  |
|-------------|--|---------------------------------------|--|
| Tents *     | <input type="checkbox"/> Yes <input type="checkbox"/> No | Other Temporary Structures            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bonfires    | <input type="checkbox"/> Yes <input type="checkbox"/> No | Fireworks Displays                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Propane Use | <input type="checkbox"/> Yes <input type="checkbox"/> No | Any Open Flames (i.e. candles, other) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

*\*Any Tent 400 sq. ft. or more requires a permit from the Building Department 413-525-5400 ext. 1150*

Above service is being provided by:

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The Fire Department shall be contacted in advance for any event that will include, but not limited to the items listed above. Permits are not transferable, and any change in use, operation or tenancy shall require a new permit.

527 CMR 1:04: The Chief of the Fire Department may revoke a permit or approval issued under the provisions of 527 CMR, if there is any violation of the Fire Code, or there have been any false statements or misrepresentations. Certain special events may require a fire watch detail. A Fire Inspector shall inspect the site of the event and determine the need for a fire watch detail. Please contact the Fire Department for guidelines and associated costs for fire watch details.

- The Fire Department requires that the permit applications be filed at the Fire Prevention Bureau.
- Any inspection that is conducted after hours would require overtime for the inspector.
- Fireworks displays require a Fire Inspector and Police officer to be present from the time that the fireworks arrive in the town until the end of the fireworks show.
- The fireworks permit is required to be in 15 days before the date of the show.

### Accessibility Plan

1. Will there be a clear path of travel throughout your event venue?  Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

2. Have you developed a Disabled Parking and/or Transportation plan (including use of public transportation or shuttle services) for your event?  Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

3. Will there be accessible rest rooms at your event?  Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

4. Will all food, beverage and vending areas be accessible?  Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_



### Entertainment and Related Activities

- Will you be erecting and using any tents or other temporary facility?  Yes  No
  - Will sound checks be conducted prior to the event?  Yes  No When? \_\_\_\_\_
  - Will sound amplification be used? Start date/time: \_\_\_\_\_ End date/time: \_\_\_\_\_
  - Will there be fireworks?  Yes  No Fireworks require a Fire Inspector and Police Officer to be present from the time the fireworks arrive in the Town until the end of the show. They may also require the erection of crowd control fencing.
  - Will inflatable items, Hot air balloons or similar devices be used?  Yes  No
    - If yes, please explain: \_\_\_\_\_
  - Do your event plans include any casino games, bingo games, drawings or lottery opportunities?
    - Yes  No If yes, please explain: \_\_\_\_\_
- Contact the Town Clerk’s Office for Raffle & Bazaar Permit Application (413) 525-5400 ext. 1000

### Amusement Rides

Will you have amusement rides?  Yes  No

If yes, please answer the following:

Number of rides \_\_\_\_\_

Dates of operation \_\_\_\_\_

Amusement Vendor (name, address & phone#): \_\_\_\_\_

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

*Amusement/Carnival Vendor shall carry liability insurance naming the Town of East Longmeadow as “Additional Insured.” A copy of such must be submitted not later than 14 days prior to the event date. Include safe ride operator certificate with application. Vendor must coordinate with State Inspectors for ride compliance.*

### Restrooms

Have you determined any facilities in the immediate area of your event which will be available to the public during the entire event?  Yes  No

If yes, please explain where they are located and how you have determined their availability during the entire event: \_\_\_\_\_

- Are the restrooms owned by the Town of East Longmeadow?  Yes  No
- Are you providing portable restrooms?  Yes  No
- How many portable restrooms? \_\_\_\_\_

Name of Portable Restroom Company \_\_\_\_\_

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

Phone# \_\_\_\_\_ Name of Contact person: \_\_\_\_\_

Set up time: \_\_\_\_\_ Pick up time: \_\_\_\_\_

### Alcohol

Will there be any alcoholic beverages at your event?  Yes  No

If yes, please check all that apply:

- Free/host alcohol
- Alcohol sales
- Beer
- Beer & Wine
- Beer, Wine & Distilled Spirits

Will there be a licensed bartender/caterer to serve the alcoholic beverages?  Yes  No

If yes, please provide company name, address, phone:

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Liquor Liability License# \_\_\_\_\_

Please explain your plan to ensure the safe sale or distribution of alcohol at your event:

- Will you be using wristbands?  Yes  No
- Will you be supplying police detail?  Yes  No
- Who will be responsible for checking I.D.'s? \_\_\_\_\_
- Who will be responsible for making sure alcohol does not leave restricted areas? \_\_\_\_\_
- Has anyone who will be serving or dispensing alcohol received TIPS certification or any other type of alcohol intervention training?  Yes  No  
If yes, please provide their names(s) along with evidence of their certification: \_\_\_\_\_

Servers must be certified as trained in alcohol service safety such as "TIPS", "ServeSafe", or other alcohol service safety program. Proof of certification required. *See Addendum #6 for One-day Liquor License Application*

### Waste Management

It is the responsibility of the Authorized User to ensure that all waste is properly disposed of during and after the term of the event. For multiple day events, all trash barrels must be emptied and waste removed from the site as needed and at the end of the day.

If the area is not properly cleaned, or if there is any damage to town property as a result of your event, you will be billed for the full cost of recovery, which will include rates for cleanup and repair. Further, failure to properly clean may result in disapproval of any future requests for a Use of Town Property Permit, or may require a cash deposit and/or surety bond.

- You are required to supply your own trash barrels**
- If the Town of East Longmeadow is supplying your trash barrels, you must supply your own plastic linings for the trash barrels. Call the Department of Public Works to coordinate.
- Should the proper disposal of waste at your event require a dumpster, the Authorized User is responsible to supply such item(s) at its own cost.
- Number of dumpsters \_\_\_\_\_
- If cooking on site you must arrange for proper disposal of cooking oil.

## Recycling

Recycling is mandatory at your event. Contact the Health Department 413-525-5400 ext. 1103 with any questions. **You are required to provide receptacles for trash & recycling.** The following items are banned from being disposed of in the trash according to the Massachusetts Department of Environmental Protection: recyclable paper (clean paper and cardboard), glass containers, metal containers, narrow necked plastic bottles leaves and yard waste, lead acid batteries, white goods, whole tires, CRT's (computer monitors and television) as well as construction and demolition debris.

Trash & recycling bins must be set up next to each other to encourage event goers to recycle and to assist collection accessibility.

Please submit your plan for recycling:

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## Food Concession or Preparation

You may be required to apply for a health permit if food or beverages are sold or given away during your special event.

*The Health Department will determine if your event requires a food permit. If a licensed caterer will be serving food at the event the caterer must submit a copy of its food license to the Town's Health Department, along with a copy of the menu and a notification form. Also, in the Commonwealth of Massachusetts a certified food protection manager certification and allergen certification is required. Guidelines for food facilities are provided by the Town of East Longmeadow's Board of Health. These guidelines should assist you in planning for food handling, preparation and serving in the most responsible and legal matter.*

Any questions, please contact the Health Department at 413-525-5400 ext. 1103.

1. Does your event include food concession and/or preparation areas?  Yes  No

Please describe how food will be served and or prepared \_\_\_\_\_  
\_\_\_\_\_

2. Will there be food vendors on site?  Yes  No

If yes, how many? \_\_\_\_\_

3. Do you intend to cook food in the event area?  Yes  No

If yes, specify the method (i.e. gas, electric, charcoal, etc.) Use of propane requires contact with the fire department. \_\_\_\_\_

4. Will you and/or the food concession vendor provide a sink to be used in the proper preparation of food?  Yes  No

If yes, will you be supplying your own licensed plumbers and electricians to set up and connect the sinks?  Yes  No

Food Vendor Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

*If more than one vendor, include a list of vendors with their address & phone number.*

### Marketing – Advertisement

- Will this event be advertised?  Yes  No
  - Please explain \_\_\_\_\_
- Will there be media coverage at the event?  Yes  No
  - Please explain \_\_\_\_\_

### Insurance & Security Deposit

#### Insurance

The Authorized User shall secure general liability insurance from an approved insurance company listing the Town of East Longmeadow and/or other applicable department as additional insured, and providing coverage of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) aggregate. Evidence of said insurance must be submitted to the Town Manager’s Office no later than 14 days prior to the Special Event.

#### Security Deposit

The Authorized User shall deposit the sum of \$5,000.00 in cash, certified funds or money order, with the Town of East Longmeadow (or other applicable Department), at least five (5) days prior to the Special Event. Said deposit shall act as security that the premises will be returned to its original condition, immediately following the Special Event, wear and tear expected. Rather than deposit said fund with the Town, the Authorized User may obtain a surety bond in the amount of \$5,000.00 securing its performance of its obligations hereunder. Said deposit held by the Town will not bear interest and shall be released upon determination by the Town that the Authorized User’s obligations hereunder have been satisfied.

**The Town reserves the right to waive these requirements, depending upon the size and risk level of the event.**

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Insurance Agency	Phone
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Street	City	State	Zip
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Contact Name	Policy Type	Policy Amount	Policy Number
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Bonding Company	Phone
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Street	City	State	Zip
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Contact Name	Policy Type	Policy Amount	Policy Number
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### **Applicant's Affidavit**

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

Event Date(s) \_\_\_\_\_ Times \_\_\_\_\_

I, on behalf of the organization I represent, certify that all the foregoing pages in this Use of Town Property Permit Application have been completed, and for those pages for which are not applicable, it has been so noted on the appropriate sections. I attest that the information contained herein is accurate, to the best of my knowledge and belief.

I, hereby attest under the Pains and Penalties of Perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.

I attest that I have read all the rules, regulations and guidelines specified herein and that which is included in the addendums to this Application.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

This Affidavit MUST BE SUBMITTED, *signed* and mailed (90 days prior to the event) to the following:

Town of East Longmeadow  
Town Manager's Office  
60 Center Square  
East Longmeadow, MA 01028

**FAILURE TO RETURN THIS SIGNED AFFIDAVIT WITH THE COMPLETED PERMIT APPLICATION SHALL CAUSE THIS USE OF TOWN PROPERTY APPLICATION TO BE DEEMED INCOMPLETE**

### Town Approval

<b>For Police Department Official Use Only</b>	
<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended Police Officer Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other Comments/Conditions:	
Date:	Signature:
<b>For Fire Department Official Use Only</b>	
<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended Fire Dept. Presence Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments/Conditions:	
Date:	Signature:
<b>For Public Works Official Use Only</b>	
<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Approval Not Recommended Comments/Conditions:	
Date:	Signature:
<b>For Recreation Department Official Use Only</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comments/Conditions:	
Date:	Signature:
<b>For Building Department Official Use Only</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comments/Conditions:	
Date:	Signature:
<b>For Town Manager Official Use Only</b>	
Approved <input type="checkbox"/> Not Approved Comments/Conditions: Security Deposit                  Required                  Not Required	
Date:	Signature: