|  | **TOWN OF BERLIN** **BOARD OF SELECTMEN**23 Linden Street, Berlin, MA 01503(978) 838-2442  selectmen@townofberlin.com  [www.townofberlin.com](http://www.townofberlin.com) |
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| Special Event Application |
| Applicant and SPonsoring Organization Information |
| *Fully-completed application to Selectmen’s Office at least three (3) weeks prior to the event, and only after obtaining page 2 sign-offs*  |
| Name of Organization: |
| Applicant Name: |
| Address: | City: | State: | ZIP Code: |
| Daytime Phone: ( ) | Evening Phone: ( ) |
| E-Mail: | Website/Facebook: |
| Manager **ON SITE** Day of Event: | Cell: ( ) |
| Event information |
| Event Type: [ ] Run/Walk [ ] Community Gathering/Fundraiser [ ] Fair [ ] Picnic [ ] Concert [ ] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Event Title: |
| Event Date: | Estimated Attendance: |
| Location: |
| Actual Hours of Event: \_\_\_\_\_\_ am/pm to \_\_\_\_\_\_ am/pm | Set Up: | Take Down: |
| Description of Event Set Up (Attach sheets as necessary, including plans, maps, etc.) |
| Do you plan: [ ]  Tent1 [ ]  Sign [ ]  staging/scaffolding1  [ ]  1-Day Liquor License3 [ ]  Food (booths, vendors or trucks) 4 [ ]  Fireworks2 [ ]  Search lights [ ]  portable parking lot lighting  [ ]  Electricity/Generator [ ]  Fencing/Barriers [ ]  Grills2 [ ]  Booths [ ]  Portable Toilets [ ]  Stage1 [ ]  Trash Receptacles2 [ ]  Amplified Sound [ ]  Inflatable Amusement Devices  [ ] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1 Tents over 700 sq. ft. & staging requires a permit & inspection prior to the event (Building Inspector’s Office)2 Fireworks, LP Gas & dumpster permits required from the Fire Marshall3 1-Day Liquor Licenses require separate application/review/approval by the Board of Selectmen4 Food booths/vendors/trucks must be Serve Safe Certified with the Nashoba Associated Boards of Health (978) 772-3335 ext 304 |

**(continued)**

TOWN OF BERLIN SPECIAL EVENT GUIDELINES

Please circulate this form to the below-listed departments for their comment **and approvals** based on the criteria below before filing said application with the Board of Selectmen for final approval. On-site inspections may be conducted before, during and after the event. Application to the Selectmen’s Office required at least three (3) weeks prior to event. On-site inspections may be conducted before, during and after the event.

**POLICE** –Police officials shall oversee elements of public safety, including but not limited to: the need for paid/private police detail(s), security, crowd and/or traffic controls, etc.

**FIRE/EMS** –Fire/Emergency Medical Services officials shall determine the need for fire prevention, medical and safety measures, etc.

**HIGHWAY** –Highway shall determine needs within its domain, including but not limited to: safety lighting, traffic controls, trash receptacles, portable toilets, electricity, parking facilities, etc.

**BOARD OF HEALTH** – Separate application may be required to the BoH to determine which, if any, State and local food handling regulations apply including but not limited to: portable toilets, trash receptacles, food booths/vendors, etc.

**BUILDING INSPECTOR** – Separate application may be required to the B.I. Office to determine which, if any, permits are required or laws/regulations/fees apply, including but not limited to the erection of any structures, tents, staging, signage, sound levels/systems, lighting, pyrotechnics, etc.

**BOARD OF SELECTMEN**

* All appropriate ABCC/local documentation & certificates of insurance must be submitted herewith
* Requires an unconditional Certificate of Insurance required for 1-Day Liquor licenses, listing the “Town of Berlin, 23 Linden Street, Berlin, MA 01503” as an Additional Insured with Liquor Liability insurance of at least $500,000 and at General Liability coverage of at least $1M/$2M (and/or more if circumstances warrant, at the Selectmen’s reasonable discretion).
* No alcoholic beverages shall be sold/served/consumed unless the appropriate license has been Selectmen/ABCC approved. Plan accordingly on time needed for various types of alcohol licenses and state review time, if applicable.

*I certify that all relevant Town Departments and each of the various Location/Property Owner(s) have been contacted and have authorized this filming in advance of Board of Selectmen consideration. I/we hereby agree to comply with any requirements imposed by Town officials, and acknowledge that failure to do so may result in revocation of permit(s) and/or cancellation of event(s) at any time.*

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Location/Property Owner

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| --- | --- |
| **Police -** chiefgalvin.pd@townofberlin.com | Date: |
| Conditions: |  |
| **Fire/EMS -** firechief@townofberlin.com | Date: |
| Conditions: |  |
| **Highway -** highway@townofberlin.com | Date: |
| Conditions: |  |
| **Board of Health –** boardofhealth@townofberlin.com | Date: |
| Conditions: |  |
| **Building Inspector -** buildinginsp@townofberlin.com | Date: |
| Conditions: |  |

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**APPROVED** by the BERLIN BOARD OF SELECTMEN on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.**

Chairman\_\_\_\_\_\_ Vice Chairman\_\_\_\_\_ Clerk\_\_\_\_\_\_