



TOWN OF BERLIN - SELECT BOARD

23 Linden Street, Berlin, MA 01503 (978) 838-2442 selectmen@townofberlin.com www.townofberlin.com

SPECIAL EVENT APPLICATION

(FOR EVENTS HELD ON TOWN-OWNED PROPERTIES & PUBLIC WAYS)

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Fully-complete & submit to Select Board'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/scaffolding 1 ☐ 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 (contact Building Commissioner at buildinginsp@townofberlin.com)

² Fireworks, LP Gas & dumpster permits required (contact the Fire Marshall Office at fireprevention@townofberlin.com)

³ 1-Day Liquor Licenses require separate application/review/approval by the Berlin Select Board as Local Licensing Authority (LLA)

⁴ Food booths/vendors/trucks must be Serve Safe Certified (contact 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 Berlin Select Board for final approval. On-site inspections may be conducted before, during and after the event. Application to the Select Board'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 need for fire prevention, medical & safety measures.

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 COMMISSIONER – 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.

SELECT BOARD

- 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 Select Board's reasonable discretion).
- No alcoholic beverages shall be sold/served/consumed unless the appropriate license has been Select Board and/or 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 Select Board 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.

SIGNATURE: Applicant	Date:
PRINTED: Applicant Name <i>(Clearly, with Title)</i>	
SIGNATURE: Location/Property Owner	Date:
PRINTED: Owner Name <i>(Clearly, state legal authority/capacity)</i>	

** TOWN USE ONLY HEREAFTER **

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

APPROVED by BERLIN SELECT BOARD on _____, 20__.

Chair

Vice Chair

Clerk