



# TOWN OF BERLIN BOARD OF SELECTMEN

23 Linden Street, Berlin, MA 01503  
(978) 838-2442

[selectmen@townofberlin.com](mailto:selectmen@townofberlin.com)  
[www.townofberlin.com](http://www.townofberlin.com)

## 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:

- Tent  Sign  staging/scaffolding  1-Day Liquor License  Food (booths, vendors or trucks)  
 Fireworks  Search lights  portable parking lot lighting  
 Electricity/Generator  Fencing/Barriers  Grills  Booths  Portable Toilets  Stage  
 Trash Receptacles.  Amplified Sound  Inflatable Amusement Devices  
 Other \_\_\_\_\_

**(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

<b>Police</b> - <a href="mailto:chiefgalvin.pd@townofberlin.com">chiefgalvin.pd@townofberlin.com</a>	Date:
Conditions:	
<b>Fire/EMS</b> - <a href="mailto:firechief@townofberlin.com">firechief@townofberlin.com</a>	Date:
Conditions:	
<b>Highway</b> - <a href="mailto:highway@townofberlin.com">highway@townofberlin.com</a>	Date:
Conditions:	
<b>Board of Health</b> – <a href="mailto:boardofhealth@townofberlin.com">boardofhealth@townofberlin.com</a>	Date:
Conditions:	
<b>Building Inspector</b> - <a href="mailto:buildinginsp@townofberlin.com">buildinginsp@townofberlin.com</a>	Date:
Conditions:	

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

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