



**CITY OF BOSTON
PUBLIC EVENT APPLICATION**

Art, Tourism & Special Events- Tel. (617) 635-3911
Fax (617) 635-4428
Consumer Affairs & Licensing- Tel. (617) 635-4165

1. Name of Event: _____
2. Date(s) _____ Time: from _____ to _____
 _____ Time: from _____ to _____
 _____ Time: from _____ to _____
3. Location: _____
4. Description of Property: _____ Public Private (*include copy of rental agreement*)
5. Name of Organizer: _____ Contact Person: _____
 Address: _____ Telephone: _____
 Telephone: _____
6. Number of attendees expected: _____
7. MA Tax Number: _____
8. Admission Fee/Donation: _____
9. It the event being advertised? _____ Where? _____
10. What are group is the event targeted to:

11. Have you notified neighborhood group or abutters? No Yes, who? _____
 By what method were abutters notified? _____

ACTIVITIES: (please check where applicable)

- A. Vending: Food Beverage Goods Total # of Vendors: _____
- B. Entertainment: Live Music DJ Radio/CD Performers Dancing
 Amplified Sound Stage
- C. Games/Rides Adult rides Kiddie rides Games Raffle
 Other _____ Total#: _____
 Name of Carnival Operator: _____
 Address: _____
 Telephone: _____
- D. Security Personnel #: _____ How will they be identified: _____
- E. Special effect: fireworks or other pyrotechnics Yes No
- F. Clean Up: Number of trash receptacles _____ Street Sweeping Steam
 Cleaning
- Name of Cleaning Contractor: _____ (*include copy of contract*)
- G. Insurance required? Yes (*include copy of insurance policy*) No
- H. Portable toilets: # Regular: _____ # Handicapped Accessible: _____

DEPARTMENT APPROVAL: It will be necessary for you to obtain permits or certificates from the following departments

Approval
Required

Date: _____

Signature: _____

- 1. Special Events: _____
- 2. BFS/ Police Captain: _____
Is detail required: Yes No #of detail assigned: _____
- 3. Transportation: _____
- 4. ISD/ Health: _____
- 5. ISD/ Building: _____
- 6. Fire: _____
- 7. Public Works: _____
- 8. Parks: _____
- 9. Property Management: _____
- 10: EMS: _____
- 11: Licensing Division: _____

The Departments listed above have their own application process. Applicants are responsible for applying for and obtaining all required permits and certificated from the various individual Departments.

Regulations:

1. All members of the organizing committee and concessionaires must adhere to the rules and regulations set forth by all applicable departments. Any violation may result in a denial of a future permit.
2. The applicant and/or concessionaire is responsible to pay all applicable fees. Any non-payment of fees to any city department will result in the denial of the application.
3. The applicant is responsible to ensure that there is no illegal activity on the premises.
4. All concessions must be: stationary, placed in the street, and against the curb for free passage in the street and sidewalk, cannot exceed 12 ft. in length and 4 ft. in width, and must have 4ft. between each stand).
5. Federal law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks clear and make sure that no storage is allowed on sidewalk.
6. Any items to be sold must be listed with their prices. All can sodas must be purchased in Massachusetts.
7. The applicant will be responsible for any damage to any public property.
8. The applicant is responsible for filing their application in a timely manner: at least 30 days in advance for larger events and at least 14 days in advance for smaller events. Non-compliance may result in a denial of the application.
9. The applicant shall indemnify and hold harmless the City of Boston and its employees from any damage it may sustain or be required to pay, by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and conditions of this license.
10. The City of Boston reserves the right to revoke the application at anytime.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____

Date: _____

GUIDELINES FOR PUBLIC EVENTS IN THE CITY OF BOSTON

This guideline has been developed for any person or group that wants to conduct a public event in the City of Boston.

A public event is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food and beverages; it may be classified as a road race, block-party, festival, fundraising party, or parade.

A public event in the City of Boston depending on the size and nature of the event may require a number of permits from various departments within the City before being officially approved.

In order to assure that the City, as well as the public event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to sit down with the public event committee prior to the scheduling of their event.

The applicant must provide the following completed documentation for the special events committee at their scheduled meeting:

- **A Public Event Application**— available in room 817 or 802 of Boston City Hall.
- **A detailed site plan** showing the following: all handicap, pedestrian and fire access; dimensions of stages and tents; and type of equipment or generators & placement of any vendors and any outdoor toilet facilities.
- If the site of the event is privately owned, **a letter from the landlord** giving the applicant the right to use the property is required.
- If the site of the event is publically owned, you will need to file an application with the city department that has oversight over property:
 - If the event is to be held in a **park**, you will need a Special Event Application from the Boston Parks Department, 1010 Mass Avenue, Boston MA
 - If the event is to be held on a **city street, that needs to be closed to host the event**, you will need a Street Closing Application from the Boston Parks Department, 101 Mass Avenue, Boston MA
 - If the event is a **road race, walk, bike rides, or parade**, you will need to request such permit by writing to the Boston transportation Department, Room 714, City Hall, Boston, MA 02201
 - An **Insurance Binder** naming the city of Boston as co-insured for the event.
- If the event is featuring entertainment, you need to **list all performance**.
- If the event is featuring amusement rides, you need to **list all rides and games**.
- If this is the first year of your event, you will **need letters of support** from local community and business organizations.
- You will need to prepare an **itemized list and cost analysis of city services** proved to you by transportation, Boston Fire, Boston Police, Emergency Management Systems and Inspection Services Department (Building, Health, Electrical Inspectors).