**Important things to remember when planning your event.**

1. Minimize neighborhood impact. Keep to your permitted hours. Be aware of noise level. Always abide by the rules and regulations outlined on your permit.

2. Any damage to City of Boston property during the course of the event including set up and breakdown will be the responsibility of the permittee.

3. Any outstanding bills from previous events must be paid in full before any new applications are processed.

4. The Parks and Recreation Department has the right to refuse any application in the interest of public safety, neighborhood or department concerns.

## Summary

This permitting guide has been developed for any individual or group that wishes to use any facility under the jurisdiction of the Parks and Recreation Department.

Please use the steps outlined in this brochure to facilitate the planning and permitting of your event. Remember to complete the application fully. Answering all of the questions will significantly facilitate the process. Supply additional information as requested and begin the process as early as possible. If anything is not clear or if you have more specific questions please contact the permitting office at:

617-635-4505.

Antonia M. Pollak
Commissioner

# GUIDE TO SPECIAL EVENTS PERMITTING

# BOSTON PARKS AND RECREATION

**Thomas M. Menino**
**Mayor**

## Who should procure a permit?

Any person or organization wishing to have an event in a public park in the City of Boston.

## What are the fees for a permit?

There is no fee for a Parks & Recreation Department permit. However, there may be costs associated with some events. These may include maintenance detail (cleanup), park ranger detail (public safety), electrical detail (power hook up), as well as sponsorship fees for commercial ventures associated with the event.

## How to obtain an application form?

1. Application forms may be picked up at the permitting office of the Parks and Recreation Department, 1010 Massachusetts Avenue 3rd Floor.
2. Application forms may be downloaded via Internet from the City of Boston website at the following address:

   www.cityofboston.com/transactions/permitsandapps.asp
3. Application forms may be faxed to you by calling the permitting office at 617-635-4505.

## What is the process for obtaining a permit?

1. Obtain and complete the permit application. The application process should begin at least two months prior to the event. Submit the completed application to:

**Permitting Office**
**Boston Parks and Recreation Department**
**1010 Massachusetts Avenue**
**Boston, MA 02118**

2. All applications are date stamped upon receipt. Applications cannot be accepted prior to one year in advance of the event.
3. Applications are then reviewed by the permit committee. The committee meets every Tuesday. Applicants will be notified within 30 days of receipt.
4. Events that impact other city agencies will be referred to the citywide event committee.
5. All applicable costs will be determined prior to approval and reviewed with applicant.
6. Upon approval the permit is prepared and the applicant is notified to pick up and sign the permit.
7. Permit must be on hand at the event.
8. After the event all other costs are finalized and due within 30 days.

## What other permits are needed?

Events that include tents, food or craft vendors, propane tanks, generators, street closings, stages or entertainment may require additional permits from the appropriate department which may include Fire Department (tents, generators), Inspectional Services Department (food vendors, stages), Transportation Department (parades, street parking), Public Works Department (street clean up), Consumer Affairs and Licensing (Entertainment). Some events may require Boston Police and EMS detail for public safety.

## What about insurance?

Liability coverage is required. A copy of the coverage identifying the City of Boston Parks and Recreation Department as co-insured will be required two weeks prior to the event.

## Need more information?

Review the application form for more details on the issues mentioned in this brochure or call the permitting office at 617-635-4505.