



**City of Boston**  
**EMERGENCY MEDICAL SERVICES**  
<http://www.cityofboston.gov/EMS>  
Guidelines for Event Permit Application

## I. INTRODUCTION

The following guidelines are issued to assist the public in complying with the requirements of the Boston Emergency Medical Services (EMS) Special Assignment Details Regulation. The regulation was promulgated on 10/01/2009 by the Boston Public Health Commission. A copy can be found at <http://www.bphc.org/boardofhealth/regulations/Pages/Regulations.aspx>

## II. PROCEDURE

1. The person, organization, or other entity sponsoring any event for which attendance is anticipated to exceed five thousand (5,000) people; or an event in the city that requires the organizer to file a City of Boston Public Event Application or Film Permitting Request; or any event held in the City that because of its nature or the activities performed therein may adversely impact public health or the administration of timely and adequate emergency medical services to event attendees or the surrounding public shall file a Permit Application with Boston EMS at least seven days before the first day of the event.
2. Upon receipt of the completed Permit Application, Boston EMS will work with the event organizer to determine the appropriate level of EMS coverage required for the event. The determination will be provided to the event sponsor on the reverse of the Permit Application and shall include the type of service required and the total fee for providing such service. The fee shall be determined based upon the Boston EMS Fee Schedule, noted on reverse of the Permit Application.
3. All fees for Boston EMS services shall be paid upon receipt of invoice, paid by check or money order payable to Boston Emergency Medical Services.
4. If an event is cancelled, the sponsor/applicant must notify the Special Operations Division Supervisor of Boston EMS, or designee, at least one business day before the event, by telephone, at 785 Albany Street, in Boston, at 617-343-2367 (M-F, 8 am-5 pm), or the on duty Dispatch Operations Supervisor at 617-343-1400 during non-business hours. Failure to provide notice in accordance with these guidelines may result in charges for costs incurred by Boston EMS for the staff assigned to the event.

### **III. UNEXPECTED ATTENDANCE**

1. In the event anticipated or actual attendance at a public function exceeds the estimate initially provided to Boston EMS on the Permit Application, the event sponsor/applicant shall immediately notify the Special Operations Supervisor at 617-343-2367 (M-F, 8-5), or on duty Dispatch Operations Supervisor at 617-343-1400 during non-business hours.. The event sponsor/applicant shall be responsible for payment for any and all additional services provided by Boston EMS.
2. If Boston EMS determines that attendance at an event exceeds the estimate provided on the Permit Application on the day of the event, the Chief of Boston EMS or designee may, in their sole discretion, require the sponsor/applicant to pay for additional detail personnel that may be deemed necessary to cover the event.