

Kingston Parks & Recreation Department

 **Special Events Permit Information Sheet and Application**

Submit by Email to:

swoodworth@kingstonma.gov

Kingston Parks & Recreation Department

33A Summer Street/ Kingston, MA 02364

781-585-0533

**A permit will be provided electronically once approved. *Please have permit on hand during event.***

**Instructions:** Answer all questions on the top portion of the Special Events Permit Application. Return this form to the Recreation Department. You will then be scheduled to attend the next Recreation Commission meeting for review of your application and determination of next steps for approval. Please notify us of cancellation if plans should change**.**

**Once all items deemed necessary on application are complete the Event Organizer is required to bring Application back to the Recreation Department for Permit to be finalized.**

**A CERTIFICATE OF LIABILITY INSURANCE** with the Town of Kingston named as an Additional Insured **is required 14 days prior to the event** in the amount of $1,000,000 for "Each Occurrence" and $ 3,000,000 for the "General Aggregate".

**Scheduling:**

Events are scheduled on a first-come first-served basis, subject to preference based upon degree of benefit to the general public, as determined in the following order: events held to raise funds for charitable purposes; events held by other non-profit entities; all other events. The Town does not discriminate on the basis of race, religion, sex, national origin, sexual orientation or other class protected under Federal or State law.

**Grounds for Denials:**

The Town shall deny permission for any event based on a finding that the organizer has not provided reasonable safeguards adequate to protect the safety and welfare of event participants, bystanders and the general public before, during and after such events.

In addition to safety and welfare concerns, the Kingston Recreation Commission reserves the right to deny an event request based on conflicts with other events and activities.

**Please Note:** Inspections may be conducted the day of your event, please ensure you

are in compliance with conditions/comments or your event may be in jeopardy.

**Special Events Permit Information**

**For the properties of Gray’s Beach Park, Reed Community, and Opachinski Athletic Complex**

**INFORMATION:**

* An appointment to attend a Recreation Commission meeting will be made for the Event Organizer once the Application is received; to review the request/requirements of your application.
	+ Specifications of Event to be submitted to the Recreation Department in writing, such as vendors, site plan/event set up, etc. (if applicable)
	+ On behalf of KYSO – if the Event Organizer is a KYSO Organization, then KYSO is requiring that the KYSO Representative for their Organization also be in attendance at the Recreation Commission meeting when discussing the request.
* The Event Organizer will furnish all personnel and equipment deemed necessary to run the event; such as Police Personnel, Fire Department/EMT Personnel, Facilities Department Personnel. Directions for departments to contact are on the Special Events Permit Application.
* Event Organizer responsible for all associated event fees that may be deemed necessary, such as additional dumpster, porta potty’s, or for any Town Personnel needed, such as Police, Facilities Staff, etc. - to be determined at Recreation Commission meeting.
* It is the responsibility of the Event Organizer to obtain all necessary permits or licenses required for the activities’ of their event and to abide by all federal, state, and local law, and ordinances. These may include, but are not limited to, food preparation, alcohol, and Board of Health permits, and necessary seller permits and associated fees.
* Noise Limitations –Please keep the volume of public address systems or loudspeakers confined to the immediate area of the participating group. The Police Department and Inspectional Services, in accordance with Town By-Laws, has the authority to order a reduction in the volume whenever it becomes a nuisance because of the volume of which it is being operated.
* It is the responsibility of the Event Organizer to control spectators, vehicles, and all situations involved with the event. If deemed necessary, additional police staff could be required to be hired by the Event Organizer.
* It is the responsibility of the Event Organizer to keep the premises/facilities clean and free of debris – Event Organizer will forfeit their deposit for damages or extra time required for Town of Kingston employees to clean and restore the facility.
	+ All Trash Removal from property – trash must be picked up, tied in bags, and deposited in the appropriate containers and or/dumpster
	+ If additional trash removal needed (such as a dumpster) – Event Organizer to coordinate with the Recreation/Facilities Dept. ahead of time, and Event Organizer to pay for
* Extra restroom supplies to be supplied by Event Organizer-
	+ If Facilities Dept. Staff not deemed necessary to be hired by the Event Organizer to work the event, the Event Organizer is responsible for cleaning facilities during the event and re-stocking as necessary, and cleaning after event
	+ If deemed necessary, Port- A Potty to be coordinated by Event Organizer and to coordinate with Port A Potty company and pay for, and to coordinate location at Facility with the Recreation/Facilities Department
* Use of Concession Requested (if applicable) – Athletic Complex Only
	+ - Cleaning of Concession area after event – wash off countertops, clean out sinks, sweep floor, lock doors
		- Obtaining necessary Board of Health Permits
* Event Organizer responsible for notifying participants, spectators, and staff associated with the event of the Property rules and regulations; can be found on the Kingston Recreation website under Dept. Info. Tab; [www.kingstonrec.com](http://www.kingstonrec.com)
* Recreation Department will provide day of event Contact Personnel name and phone number; to the Event Organizer
* Deposit may be required on approval; All applicable items to be completed prior to, and at the end of your event/rental period. Failure to do so will result in forfeit of your deposit. Event Organizer responsible for any damage to turf, facilities (buildings/structures) and grounds occurring from the event.

**Kingston Recreation Department Special Events Permit Application Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| Event organization information: | Event Organizer Contact Person Information: |
| **Event Organization:** | Contact Person Name: |
| **Address:** | Address: |
| Phone: | Cell #: |
| Event Website: | Email: |

Event name for marketing use: Event date(s):

Location of event

Description of event:

Event start time:  Event end time: Set up date:  Set up time:

# of Participants: # of Spectators: # of Employees/Volunteers:

**APPLICANT DO NOT WRITE BELOW THIS LINE - TO BE REVIEWED AT MEETING WITH THE RECREATION COMMISSION**

Will your event require street closings? Y ☐/ N ☐ *(Police: 781-585-0523 –* **A meeting with the Police is required***)*

Use of Signage Y ☐/ N ☐ / N/A ☐ *Building Department; Inspectional Services: 781-585-0505*

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Do you have an EMS plan? Y ☐/ N ☐ / N/A ☐ *Fire Dept: 781-585-0531*

Do you have a traffic plan? Y ☐/ N ☐ / N/A ☐ *Police: 781-585-0523* ***and*** *Fire Dept: 781-585-0531*

Use of Amplified Music? Y ☐/ N ☐ / N/A ☐ *Building Department; Inspectional Services: 781-585-0505*

Will there be alcohol? Y ☐/ N ☐ / N/A ☐ *Board of Selectmen's Office: 781-585-0500*

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Will there be food? Y ☐/ N ☐ / N/A ☐ *Board of Health Dept: 781-585-0503*

Will there be vendors? Y ☐/ N ☐ / N/A ☐ Event Site Map to be provided

Use of Generator/Propane Y ☐/ N ☐ / N/A ☐ *Fire Dept: 781-585-0531*

Food Trucks

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Use of tents? Y ☐/ N ☐ / N/A ☐ *Building Department; Inspectional Services: 781-585-0505*

Small pop-up tents not applicable

Facilities Staff Required Y ☐/ N ☐ / N/A ☐ *Facilities Department; 781-831-6010*

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| --- | --- |
|  | **COMMENTS / CONDITIONS / FOLLOW UP MEETING INFO. CAN BE ATTACHED Electronic signature approval can be attached** |
| POLICE | Under Review☐Deny ☐Approve ☐ Dept. Signature : |
| FIRE | Under Review ☐Deny ☐Approve ☐ Dept. Signature: |
| RECREATION COMMISSION | Under Review☐Deny ☐Approve ☐ Dept. Signature: |
|  FACILITIES DEPARTMENT | Under Review☐Deny ☐Approve ☐ Dept. Signature: |
| BUILDING/INSPECTIONAL SERVICES | Under Review ☐Deny ☐Approve ☐ Dept. Signature: |
| BOARD OF HEALTH | Under Review ☐Deny ☐ Approve ☐ Dept. Signature: |

***FINAL APPROVAL*** *of your event is not granted unless all comments and conditions listed above have been met*

*AND a Certificate of Liability Insurance has been provided.*

 *(OVER)*

|  |  |
| --- | --- |
| Recreation Commission/Department  FINAL APPROVAL | **Date: Signature:**  |
| Signature of Event OrganizerBy signing this you are indicating that all the required conditions have been met. | **Date: Signature:**  |