



## TOWN OF WARE

### SPECIAL EVENT CHECKLIST & APPLICATION PACKET

Thank you for considering Ware as the venue for your organization's special event. While every Town has different procedures, they are typically driven by State regulation. Ware has developed the following Special Event Checklist and Permit Application Packet to help you plan out the logistics of your event. Event sponsors are responsible for obtaining all proper licenses and permits, and abiding by the rules listed on said licenses. It is our hope that this checklist will enlighten you about the permitting process and the various Town Departments involved in event planning.

A *Special Event* is any activity that occurs upon public or private property that affects the ordinary use of parks, playgrounds, beaches, fields, buildings, public streets, right-of-way, or sidewalks and it may feature entertainment, amusements, food and non-alcoholic or alcoholic beverages. Examples of a *Special Event* include (but are not limited to) festivals, road races, Farmer's Markets, block parties, carnivals and parades.

Once you have received the application packet, the best practice is to begin by reading through the Special Event Checklist to determine what is needed for your event. Permits, licenses and inspections may be required for your event. Please check all of the applicable boxes in each section of the checklist. Complete the application packet (the checklist and the permit application) and return it to the Board of Selectmen's office at Town Hall.

Your application packet will be time stamped and forwarded to all departments for DEPARTMENT SIGN OFF AND APPROVAL/COMMENTS. Once all departments have reviewed your application, it will be placed on an upcoming agenda for final approval by the Board of Selectmen.

The authorized special event permit must be posted in a visible location at your event.

**THE SPECIAL EVENT PERMIT IS SUBJECT TO ANY AND ALL LAWS, REGULATIONS, STANDARDS, GUIDELINES AND POLICIES OF THE TOWN OF WARE AND DEPARTMENT OR BODY OTHERWISE HAVING JURISDICTION AND FURTHER SUBJECT TO THE SPECIFIC TERMS, CONDITIONS AND RESTRICTIONS PRINTED OR WRITTEN HEREINBELOW OR ATTACHED AND MAY BE VOIDED OR REVOKED AT ANY TIME IF ANY REGULATION, STANDARD, GUIDELINE OR POLICY OF THE TOWN OF WARE ARE VIOLATED.**

**THIS PERMIT IS GRANTED UPON THE CONDITION THAT THE PERSON OR PERSONS TO WHOM IT IS ISSUED SHALL FULFILL ALL REQUIREMENTS OF THE REGULATIONS GOVERNING OF THE TOWN OF WARE AND SHALL NOT BE TRANSFERRED, ASSIGNED OR CONVEYED.**

**PEASE NOTE:** Contents of this checklist are presumed accurate. All information is subject to change.

Listed below are general items that could apply to any department's requirements for an event:

**ADA AWARENESS:**

- Special events should be accessible to people with disabilities. Building Inspections will assist you in ensuring that your event is accessible.

**INSURANCE**

- When alcohol is served or sold, an insurance rider in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate is required. Be aware that such coverage usually requires a thirty-day lead time.
- When renting Town property, an insurance rider in the amount of \$500,000 per occurrence with a \$1,000,000 aggregate is required.
- The vendor must submit an insurance certificate for all coverage, listing the Town of Ware as an additional insured, to the Town Manager's office prior to the event.

**NEIGHBOR NOTIFICATION**

- If the special event will require street closings, traffic or bus route changes or other features that will affect the public, the event planner must notify all abutting neighbors and prepare and distribute a press release and a site map to local media outlets ten days before the event.

**OVERTIME COSTS**

- Overtime charges *may* be passed along to event organizers requiring inspection services outside of normal business hours.

**RAIN DATE / PLAN CHANGES**

- Event organizers must anticipate – and include in their application – changes in plans due to foul weather or other calamities.

**TRASH COLLECTION AND REMOVAL**

- Event sponsor may be responsible for trash collection and removal. Review details with property owner / manager.
  - Dumpster permits are issued by Fire Department.

**UTILITIES – ELECTRIC, PLUMBING, GAS**

- Review requirements with property owner / manager.
  - Temporary electrical accommodations require services of Wire Inspector (Building Inspection Department-see below) to prevent overloading or other unsafe conditions.
- Each vendor will be restricted to one electrical appliance.
  - Temporary use of gas or propane will require permits from the Plumbing & Gas Inspector and Fire Department (Building Inspection Department & Fire Department-see below).

**TOWN DEPARTMENTS/CONTACTS AND REQUIREMENTS**

     **Parks & Recreation Department, Grenville Park (413-531-3879)**

Office Hours: 8:00am to 3:00pm

**TOWN PARKS**

- Use of Town Parks requires permission from the Park Commission. The Park Commission meets the first Monday of every month. Requests for park use should be filed 30 days prior to event date.

     **Health Department - Town Hall, 126 Main Street (967-9648 x110)**

Office Hours: Monday through Friday from 8:30am to 4:00pm

**FOOD AND BEVERAGES**

- All vendors that handle, prepare, transport, and/or serve food, non-alcoholic beverages, and pre-packaged retail food must file an application with the Ware Board of Health.
- All food must be prepared in a Board of Health certified kitchen and transported to event in accordance with all applicable regulations and laws.

**SANITARY FACILITIES**

- Please specify the restroom facilities that will be used for food service vendors.
- Provisions for safe food handling practices with ready to eat foods include hand-washing stations, disposable gloves, etc.

**\_\_\_ Department of Public Works – 4 ½ Church Street (967-9620)**

Office Hours: Monday through Friday from 8:00am to 4:00 pm

- See “Venues” for buildings, parks, school buildings & school grounds
- Buildings, parks, school buildings & school grounds have separate paperwork and may have fees.
- You will need to make arrangements for special requests (bathrooms needing to be opened, etc.)

**GROUND PENETRATION**

- Make arrangements with property owner / manager if penetrating the ground (tent stakes, etc.), and call Dig Safe at 1-888-Dig-Safe (344-7233), which covers gas, electric and telephone utilities. A report from Dig Safe is required prior to permit approval. Contact Public Works & Utilities for water, sewer and storm water information.
- Approval is required from Public Works & Utilities.

**SIDEWALK CLOSURE / OBSTRUCTION**

- A permit is required from Public Works for sidewalk sales or other obstructions.

**\_\_\_ Building Inspection Department Town Hall, 126 Main Street (967-9648 x114)**

Office Hours: Monday through Friday from 8 a.m. to 4 p.m.

- Some events requiring entertainment license (i.e. carnivals) will require Board of Selectmen approval and may also require Building Inspector services.
  - All amusement rides, including climbing walls, require permits and inspection by State Building Inspectors

**OCCUPANCY ISSUES**

- Events utilizing space for purposes other than what the space was designed for (i.e. using a vacant storefront for an entertainment venue) constitutes change of use. Any building in excess of 35,000 cubic feet requires an architect evaluation for change of use. Review proposal (including sketches) with Building Inspector.
- In a building that has a current certificate of inspection for a place of assembly, the maximum number of people that can occupy the room or space is posted on the certificate.

**TENTS**

- Events that gather people outside in a tent or other structures that cover an area **in excess of 120 square feet**, including all connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of ten or more persons will be required to obtain a permit from the Building Inspection Department.
- Organizers are encouraged to have the tent rental company secure necessary tent permits.
- All tents, regardless of size, must be properly secured or weighted.

**SIGNAGE**

- Review with property owner / manager and Building Inspector.

**\_\_\_ Fire Department, 200 West Street (413-967-5901)**

**CONCESSION TRAILERS**

- A concession trailer fire safety inspection is required during or prior to the event. A cooking suppression system check is required (certification must be current within 6 months prior). If deep frying is used, you must have a K-Type fire extinguisher. For all other cooking, you must have a 10ABC or larger fire extinguisher.

**FIREWORKS / BONFIRES**

- Permit required from Ware Fire Department.  
Review with property owner.

**GRILLS / PROPANE TANKS**

- Permits required from Plumbing & Gas Inspector and Fire Department for the use of propane tanks or grilling at any public event including concession trailers. The Fire Department needs to know the number and size of propane tanks.

**STREET CLOSURES OR DETOURS**

- Notify Fire Department of street closures or detours 24 hours in advance. Also requires approval of the Board of Selectmen

**DUMPSTERS**

- Dumpster permits are issued by Fire Department.

**\_\_\_ Police Department, 22 North Street (413-967-3571)**

**STREETS/PUBLIC WAYS – BLOCK PARTIES**

**NOISE** – Hours of operation 8 a.m. to 10 p.m. – Strictly enforced.

- Notify Ware Police Department if event may exceed acceptable noise levels.

**PARKING**

- Review with property owner / manager
- May require permission from Ware Police Department.

**STREET CLOSURE**

- Permission is required from Ware Police Department for any street closures or detours.

**SECURITY DETAILS –**

- Ware Police Department. \_\_\_\_\_ # of Officers Needed

**\_\_\_ Board of Selectmen, Town Hall (413-967-9648 x.101)**

Office Hours: Monday through Friday from 8:00am to 4:00pm

**ENTERTAINMENT LICENSE**

- Outdoor concerts, carnivals, circus, fairs, etc., require permit from Board.
- Alcoholic beverages served or sold require license from Board.

**RAFFLE – Town Clerk – Non-profit organizations only may receive a raffle permit – proof required**

- A Permit good for one year is required from Town Clerk for any raffle.

**SALES / CONCESSIONS (Hawker & Peddler License)**

- State and Licensing Board permits are required for the planned sales or concessions.

**WEB LINKS**

Links to this document and all of the relevant Town departments are available at: [www.TownofWare.com](http://www.TownofWare.com)

***VENUES***

**Town Parks**

**Greenville Park including Bandshell and Pavilion**

**Veterans Memorial Park and Lot**

**Memorial Field**

**Town Hall Auditorium – Capacity 400**

**Ware Senior Center, Robbins Road**

**School Buildings**

*Auditoriums*

*Cafeteria*

*Gyms*

*Classrooms*

**School Grounds**



**RELEASE/HOLD HARMLESS AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY):**

I, \_\_\_\_\_, a representative from \_\_\_\_\_, does hereby acknowledge that in the course of its use of property owned by the Town of Ware, namely \_\_\_\_\_ located at \_\_\_\_\_, Ware, Massachusetts, for the purpose described above, and more particularly by virtue of the presence of its agents, servants, employees and invitees, (hereinafter collectively referred to as \_\_\_\_\_), in any manner whatsoever shall operate at its own risk on said property of the Town of Ware.

For and in consideration of the use of \_\_\_\_\_, \_\_\_\_\_ does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, it's agents, servants and employees (hereinafter collectively referred to as the "Town"), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of \_\_\_\_\_ use of \_\_\_\_\_.

\_\_\_\_\_ further agrees to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of \_\_\_\_\_.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Ware.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, on behalf of \_\_\_\_\_ by \_\_\_\_\_, its \_\_\_\_\_.

X \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

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**\*\* This application packet (the checklist and the permit application) will be reviewed by each department for sign-offs. Once all sign-offs have been received, this application packet will be placed on an upcoming agenda for final approval by the Board of Selectmen. \*\***

**Review & Submission for Sign –Offs Provided By Departments**  
**Please note – Departments may provide additional comments below their sign-off**

**Parks & Recreation** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Health Department** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Department of Public Works** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Building Inspections** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Fire Department** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Police Department** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **# of Officers (if applicable)** \_\_\_\_\_