

REQUEST FOR PUBLIC ASSEMBLY EVENT

The City of Fitchburg reserves the right to require a Public Safety Review of any public assembly event taking place on public or private property that requires support, supervision, license or permits from any City Department.

***Instructions:** Return the completed application to the Public Assembly Event Organizer (978-345-9672) at the Fire Department, 33 North Street, Six Weeks Prior to the proposed event. This will allow adequate time for processing. Failure of the event organizer to meet public safety and other requirements specified in the review may result in refusal to allow the event to open or continue.*

Event Name: _____ Event Date: _____

Park / Address where Event will take place: _____

*If this event is held at any of the Parks in the City of Fitchburg you must obtain a Park Permit.
If this event is held at the Fitchburg Municipal Airport City Council President approval is required.*

Event Chairperson: _____
and/or Host Organization/ Business Name *Name: (Please Print)* *Address* *Business Telephone*

Cell Phone Number: _____ Email: _____

***Please answer all of the following questions completely. Incomplete applications will not be accepted.
Please contact the Department indicated for assistance if necessary.***

1. Will you be requesting the use of any City Park? **Yes** **No**
*If yes, please contact the Parks & Recreation Dept. to obtain the necessary permits at 978-829-1818.
(Please Note: Make sure you obtain a map for the irrigation system from the Park Dept. when you obtain your park permit)*

2. Will you be requesting road or street closures? **Yes** **No**
*If yes, please enclose a letter to the Chief of Police, asking permission to close street. § 169-13 Temporary Street Closings.
(Please Note: The Chief of Police is authorized to close temporarily any street in an impending or existing emergency, or for any lawful assemblage, demonstration or procession, provided that there is reasonable justification for the closing of such street).
If allowed, please contact the DPW 2 weeks before the event to obtain cones or barricades at 978-829-1910.*

3. Will you be erecting signs, tents, structures or utilities to accommodate this event? **Yes** **No**
4. Will this event require wash stands or public access to sanitation facilities? **Yes** **No**

If you've answered yes to question 3 or 4, please contact the Building Commissioner, Mark Barbadoro, to obtain the necessary permits at 978-829-1881.

5. Will this event be providing food and/or beverages, or food service vendors? **Yes** **No**
*If yes, please contact the Food Inspector, Stephanie Holinko, at 978-829-1873
or by e-mail to: sholinko@fitchburgma.gov to obtain a Temporary Food Service Establishment Permit Application.*

6. Will this event include any cooking devices, or devices that use propane or other fuel source? **Yes** **No**
7. Will this event include fireworks or pyrotechnic displays? **Yes** **No**

If you've answered yes to question 6 or 7, please contact Fire Prevention to obtain the necessary Permits at 978-345-9672.

8. Will this event include Peddlers/Hawkers or other activities requiring permits or licenses? **Yes** **No**
9. Will this event include Alcoholic Beverage consumption or sales? **Yes** **No**

If you've answered yes to question 8 or 9, please contact the City Clerk to obtain the necessary Permits at 978-829-1820.

10. Are you requesting Fire Department or Emergency Medical Coverage for this event? **Yes** **No**
*If yes, please contact the Chief of the Fire Department for recommended Coverage at 978-345-9666.
(Please Note: The Chief of the Fire Department reserves the right to require Fire and/or Emergency Medical Coverage.)*

11. Are you requesting Police Details for Traffic for this event? **Yes** **No**
*The Traffic Bureau will determine whether or not a Police Detail is required, please contact 978-345-9641.
(Please Note: The Chief of Police reserves the right to require police.)*

12. Are you requesting Police Detail for Crowd Control or Security for this event? **Yes** **No**
*The Office of the Chief and/or Staff Services Sergeant will determine whether or not a Police Detail is required.
(Please Note: The Chief of Police reserves the right to require police presence.)*

Please list event day / dates & times. Include date, day of week, starting and ending time and number of people expected to attend. (Estimated crowd size shall be based on pre-event ticket sales, posted capacity for occupancy or venue, or past experience for this or similar events. Grossly underestimated crowd size could be cause for imposing or increasing Police, Fire or EMS support at the expense of the event organizer.)

Day/Date/Times: _____ Estimated crowd size: _____
Day/Date/Times: _____ Estimated crowd size: _____
Day/Date/Times: _____ Estimated crowd size: _____

You must attach a sketch/diagram of the property where the event will take place and indicate how the event, including parking areas, will be situated on the property. (A hand drawn sketch is adequate unless otherwise specified)

Provide a complete description of the event: _____

Approximately how many vehicles can be parked on site? _____
(Note: Parking area / Cooking Fires, "tailgating" shall not be allowed unless otherwise specified)

If it will be necessary for people attending to park off site, where will they park? _____

Describe all of the foods or beverages that will be served to the public at the event. If you're using food vendor(s), list the names of each food vendor(s) that are setting up at the event. Food trucks may require Fire Department inspection for compliance.

Provide a description of amusements, games of chance, retail sellers or flea marketers, tents, booths, carnival rides, or other planned events or attractions. List agencies or contractors hired to provide these amusements and services. (Please note: All tents must be flame retardant and certificates must be submitted).

This application will be submitted to all departments for their review and recommendations, and forwarded to the Emergency Management Division, Fire Department, for final approval. All Required City Departments have reviewed this application and made recommendations.

Signature, Emergency Management Division, Fitchburg Fire Department *Date:* _____

=====

The Event Chairperson shall be the primary point of contact and shall be responsible for all matters, including permits and fees, related to the proposed event.

The Event Chairperson shall monitor the email address provided on page one and promptly address any questions or concerns of any City Department.

By signing this document I certify that I have read all of the conditions of this documents and I hereby attest to the accuracy of the information provided in this application and the attached documents, and affirm to comply with current jurisdictional code. Additionally, I fully understand that any deviation from the above without prior permission from the Emergency Management Division and applicable City Departments may nullify this application.

Applicant's Name: _____

Applicant's Signature: _____ **Date:** _____

BONDING AND LIABILITY ISSUES: *If event is held on City owned property, you must obtain proof of insurance prior to the event. The sponsor shall furnish an insurance binder as evidence of the types and limits of coverage required by the City of Fitchburg and that the coverage is in effect on the date(s) of the event. The binder shall be an original document and shall contain the original signature of the individual authorized to execute such documents.*

ALL VENDORS ARE ENCOURAGED TO ESTABLISH SECURITY PROTOCOLS AT ENTRANCES INTO THE VENUE TO CREATE AN INSPECTION POINT FOR SUSPICIOUS ITEMS AND PACKAGES.

PUBLIC ALCOHOL CONSUMPTION AND/OR OPEN CONTAINERS IS/ARE PROHIBITED BY FITCHBURG GENERAL ORDINANCE 56-01 UNLESS OTHERWISE ALLOWED BY SPECIAL PERMIT. THE POLICE DEPARTMENT SPECIFICALLY WARNS ANY VIOLATIONS WILL BE ENFORCED FOR PUBLIC SAFETY AND SECURITY.