



CITY OF FITCHBURG
BOARD OF PARK COMMISSIONERS
PARK USE APPLICATION FORM

Organization Name: _____ Date: _____
Primary Contact: _____ Cell #: _____
Secondary Contact: _____ Cell #: _____
Email: _____
Mailing Address: _____

Event Info

Event Title: _____

Public or Private Event: Yes [] No [] Park Requested: _____

Expected number of guests: _____ Requested Field (If Applicable): _____

Date(s) Requested (For full seasons please complete a calendar for each field): _____

Time(s): _____

(Please be sure to include time for set up and breakdown. All reservations must fall within the park hours of 8:00 AM – Dusk, unless the park has special hours or an extension is granted by the Board of Park Commissioners.)

Event Description (Please include anything you plan to bring into the park): _____

Please initial and review:

Initial – Is food being served or sold? Yes [] Catered _____ Food Truck _____ Other _____ No []
If yes, a temporary food establishment permit is required through the Fitchburg Health Department. The submission of a completed application to the Health Department is required at least FOURTEEN (14) days prior to the event.

Initial – Do you plan to grill on site? Yes [] No []
If yes, grilling is limited to designated areas and may require a permit from the Fitchburg Fire Department.

Initial – Is a tent or bounce house being installed? Yes [] No []
If yes, a Tent Permit may be required through the Fitchburg Building Department if the structure is greater than 400 square feet or 700 square feet if open on all sides. All bounce Houses or inflatable structures must be permitted by the Massachusetts Department of Public Safety and be insured to the standards of 520 CMR 5.09.

Initial – Will there be amplified or live music? Yes [] No []
If yes, an entertainment permit is required from the Fitchburg License Commission. Applications must be filed with the License Commission at least fourteen (14) days prior to the event.

Initial – The sale and or consumption of alcoholic beverages is not permitted without a special permit by the Board of Park Commissioners. If approved by the Board of Park Commissioners a special one day license to sell alcoholic beverages from the Fitchburg License Commission is required. Applications must be filed with the License Commission at least fourteen (14) days prior to the event.

Initial – Public events or private parties of 50 or more must complete a Public Assembly Form through the Fitchburg Fire Department and comply with the requests of all associated department involved in the Public Assembly process. The Police Department may require a traffic detail or police officer be assigned to the event at the expense of the applicant.

Return to Fitchburg Recreation Department

Location: Landry Arena, 1000 John Fitch HWY, Fitchburg, MA

Mail: 166 Boulder Drive, STE 108, Fitchburg, MA

For Official Use Only

Request Received: _____ Permit Fee: \$ _____ Staff Initial: _____

Cash/Check or Money Order (Made to City of Fitchburg) Check Number#: _____ Payment Date: _____

Director or Designee Approval: _____

Special Permit required?: _____ Insurance Required?: _____ Police Required?: _____

Permit Issued: _____ Permit #: _____