



Taunton Parks, Cemeteries & Public Grounds Commission

Special Event Permit Application

170 Harris Street, Taunton, MA 02780

Telephone: (508) 821-1415 Fax: (508) 821-1065

Marilyn A. Greene, Commissioner

E-mail: pcpgdir@tmlp.net

NAME OF ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DAY PHONE: _____ EVENING PHONE: _____

FAX NUMBER: _____ E-MAIL: _____

MANAGER ON SITE DAY OF EVENT: _____ CELL-PHONE: _____

SPECIAL EVENT INFORMATION

Complete all information for the event

TYPE OF EVENT:

Run/Walk _____ Rally _____ Parade _____ Craft Fair _____ Parade _____ Concert _____

Wedding Ceremony _____ Wedding Photos _____ Other (specify): _____

Picnic (Memorial or Hopewell Park Only) _____

Taunton Non-Profit/Business /Church? _____ Yes _____ No (Must be Taunton Based)

Event Title: _____

Event Date: _____ Rain-date: _____ Estimated Attendance: _____

Requested Area: Taunton Green _____ Vietnam Memorial _____
Memorial Park _____ Hopewell Park _____
Liberty & Union Plaza _____ Other, please state _____

Area of Park (Describe Physical Boundaries): _____

Hours of Event: _____ AM/PM TO _____ AM/PM (*Department Overtime Fees may apply*)

Set up Time: _____ AM/PM TO _____ AM/PM Take Down Time: _____ AM/PM TO _____ AM/PM

Description of Event Set up: _____

Please attach event description, copy of the plan, maps, etc.

Please indicate whether the following items pertain to your event

Yes No

- Food Concessions and/or Food Preparation Areas (Local Board of Health will be notified)
- Will you cook at the event area? Gas Electric Charcoal Other
- Will you set up Tables and and/or Chairs? How many? Tables Chairs
- Fencing, Police Barrier's Requested?
- Does your event require electricity? Use charge may apply.
- Booth (s) Exhibits (s) Displays (s)
- Canopy and/or Tent (s) Dimensions: _____
Tents or Canopies will only be allowed on stone-dust area of Taunton Green (additional approval will be required)
- Are you requesting the City Portable Stage or Bandstand? (additional approval will be required)
- Will you a have Vehicles or Trailer on site? How Many? _____
- Trash Container (s) and/or Dumpster? (Dumpster rental may apply)
- Portable Restrooms? If yes, please provide the name of the vendor providing the units:

- Entertainment ? Please describe: _____
- Amusement Vendor? Please describe: _____
- Will the Event be Advertised? How? _____
You must have event approval before you can advertise.
- Sponsorship/Vending or Promotional Activity? Please describe: _____

- Use of Lights (Hopewell Park – Lighting fee will apply)
- Use of Hopewell Park Shade Pavilion (Use fee will apply)

Other Permits

Please note that all requests will be referred to the Parks, Cemeteries & Public Grounds Commission and may require approval by other City Agencies to include but not limited to the following: Mayor, Municipal Council, Police, Fire, Board of Health, Risk Manager, and DPW. It is the responsibility of the applicant to secure all necessary city permits.

Insurance Requirements

Evidence of Insurance will be required before final permit approval. Please provide a Certificate of Insurance which shows a minimum of \$1 Million in Commercial General Liability Insurance and a policy endorsement which indemnifies and holds harmless the City of Taunton. Some events may require a higher limit of insurance. Additionally, the applicant must list the City of Taunton as additional insured's on their certificate of insurance. Each event is evaluated on its risk exposure. The City of Taunton is not responsible for any accidents, injuries or damages to persons or property resulting from the issuance of this permit.

Affidavit of Applicant

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. I agree to follow all rules and regulations as contained in this application as well as those Rules of the Taunton Parks, Cemeteries & Public Ground Commission relative to use of any public parks, playground or other public areas in the City of Taunton. **I understand that all overtime and use fees must be made prior to /or the day of the event. This fee will be refunded if the event is cancelled.**

Name of Applicant: _____ (Please Print)

Signature: _____ Date: _____

Office Use Only

_____ Approved	Signed: _____	Date: _____
_____ Denied	Copies to: _____ Police Chief _____ Fire Chief _____ Risk Manager _____ Mayor	
	_____ Municipal Council _____ City Clerk _____ Board of Health	