

# TOWN OF PLYMOUTH SPECIAL EVENTS

**Submit to: The Office of Economic Development**  
**11 Lincoln Street**  
**Plymouth, MA 02360**

**For questions please call Cheri Thomsen.**  
**508-747-1620 x144**  
**508-830-4116 (fax)**

**INSTRUCTIONS:** Answer all questions that are applicable to your event. Return this form to the Office of Economic Development **at least one month prior to your event.** Approval cannot be guaranteed to applications received less than thirty days prior to an event. We appreciate notification of cancellation if plans should change.

Event organization and address for marketing use:		Name & address of contact person:	
Phone #:	Website:	Cell #:	Email:

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

Location of event (If on state land, copy of permit needed): \_\_\_\_\_

Street Closings Y / N (where): \_\_\_\_\_ When: \_\_\_\_\_

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

Describe what and where you will be setting up: \_\_\_\_\_

Number of participants: \_\_\_\_\_ Number of spectators: \_\_\_\_\_

Will there be checkpoints Y / N (see Police Dept.) \_\_\_\_\_ Location(s) \_\_\_\_\_

Use the showmobile? Y / N (see Parks Dept.) \_\_\_\_\_ Location(s) \_\_\_\_\_

Amplified music? Y / N (see Town Manager's Office) \_\_\_\_\_

Use of electricity? Y / N (see Bldg. Dept) \_\_\_\_\_

**If you check yes to any, please see appropriate department immediately.**

Will there be food? Y / N (see Health Dept.) \_\_\_\_\_ Use of tents? Y / N (see Bldg. Dept and Fire) \_\_\_\_\_

Will there be vendors? Y / N (see Town Manager's Office) \_\_\_\_\_ Use of Memorial Hall? Y / N (see Digital Media Serv.) \_\_\_\_\_

Use of playing fields? Y / N (see Recreation Dept.) \_\_\_\_\_ Use of Pilgrim Memorial State Park: Y / N (contact State) \_\_\_\_\_

Do you wish to block public parking spaces? Y / N (see Plymouth Growth & Development Corporation) \_\_\_\_\_

	COMMENTS AND CONDITIONS
POLICE	
FIRE	
PARKS & RECREATION	
DEPT. OF PUBLIC WORKS	
BUILDING	

- **A certificate of liability insurance** with the Town of Plymouth named as an Additional Insured is required.
- **FINAL APPROVAL** of your event is not granted unless all comments and conditions listed above have been met AND insurance certificate has been provided.
- **Please Note:** Inspections may be conducted the day of your event, please ensure you are in compliance with conditions/comments above or your event may be in jeopardy.

ECONOMIC DEVELOPMENT <b>FINAL APPROVAL</b>	
TOWN MANAGER'S OFFICE <b>FINAL APPROVAL</b>	

***Please have on hand during event.***

## Contact Information:

Building	508-747-1620	x109
Electrical	508-747-1620	x110
Fire	508-830-4213	x106
Health	508-747-1620	x118
Parks	508-830-4162	x116
Plumbing	508-747-1620	x111
Police	508-830-4220	x240
Recreation	508-747-1620	x137
Town Manager	508-747-1620	x100
Digital Media Services	508-747-1622	
Plymouth Growth & Development Corp.	508-747-5929	
Commonwealth of Massachusetts-DCR Events Division	617-626-1486	

Examples of when to use this form: *(This is not conclusive, these are just examples.)*

Walks	Bicycle Races
Fundraisers	Carnivals
Parades	Concerts
Farmer's Markets	Sidewalk Sales
Block Parties	Film Festivals

Locations that are available to reserve:

Nelson Park, Morton Park, Stephen's Field	contact Recreation/Econ. Development
Playing fields for athletic activity	contact Recreation
Memorial Hall	contact Recreation
Brewster Gardens or Jenney Grist Mill for weddings	contact Parks
Plymouth State Park on Water Street	contact the State-DCR Events Division