TOWN OF PLYMOUTH
SPECIAL EVENTS PERMIT

Submit by email to: **Marina Golub**
mgolub@townhall.plymouth.ma.us **The Office of Economic Development**

508-747-1620 x 144 / 508-830-4116 (fax) **11 Lincoln Street, Plymouth, MA 02360**

Permit Fee Schedule for ALL walk / run / bicycle events ONLY is as follows:

Application Filing Prior to an Event				
6 Months +	5 Months	4 Months	3 Months	2 Months
$100.00	$125.00	$150.00	$175.00	$200.00

*There will be **no fee** for any event that takes places in Myles Standish State Forest **or** for any relay event that passes through the Town of Plymouth.

INSTRUCTIONS: Answer all questions that are applicable to your event. **IF YOU ANSWER YES TO ANY QUESTION PLEASE CONTACT APPROPRIATE DEPT. FOR POTENTIAL FURTHER PERMITTING.** Return this form to the Office of Economic Development ***at least 45 days prior to your event***. Please notify us of cancellation if plans should change**.**

All walk / run / bicycle events must attach a MAP of their route and written directions.

A **CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED** with the Town of Plymouth named as an additional insured **14 days prior to the event**.

Scheduling:
Events are scheduled on a first-come first-served basis, subject to preference based upon degree of benefit to the general public, as determined in the following order: events held to raise funds for charitable purposes; events held by other non-profit entities; all other events. The Town does not discriminate on the basis of race, religion, sex, national origin, sexual orientation or other class protected under Federal or State law.

Grounds for Denials:
The Town shall deny permission for any event based on a finding that the organizer has not provided reasonable safeguards adequate to protect the safety and welfare of event participants, bystanders and the general public before, during and after such events.

In addition to safety and welfare concerns, the Town of Plymouth reserves the right to deny an event request based on conflicts with other events and activities.

- **Please Note:** Inspections may be conducted the day of your event, please ensure you are in compliance with conditions/comments or your event may be in jeopardy.

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

Walks	Bike/road Races	Sidewalk Sales
Fundraisers	Carnivals	Block Parties
Parades	Concerts	Farmer's Markets

TOWN OF PLYMOUTH SPECIAL EVENTS PERMIT

Date of Application:_____

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

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

Location of event (**if on State land, approval is needed**):

Description of event:

Street Closings? Y ☐ / N ☐ (where/when)

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

# of participants: # of spectators:

Will your event require street closings? Y ☐ / N ☐ *(see Police / 508-830-4220 x240 –* **A meeting with the Police is required***)*

Will your walk/run/bicycle event take place after dark? Y ☐ / N ☐ *(see Police / 508-830-4220 x240)*

Do you have an EMS plan? Y ☐ / N ☐ *(see Police / 508-830-4220 x240* ***and*** *Fire Dept. / 508-830-4213 x106)*

Do you have a traffic plan? Y ☐ / N ☐ *(see Police / 508-830-4220 x240* ***and*** *Fire Dept. / 508-830-4213 x106)*

Use the Amplified Music? Y ☐ / N ☐ *(see Town Manager's Office for Amplified Music Permit / 508-747-1620 x100)*

Will there be alcohol? Y ☐ / N ☐ *(see Town Manager's Office for One Day Liquor License / 508-747-1620 x100)*

Use of propane? Y ☐ / N ☐ *(see Bldg. Dept. / 508-747-1620 x109* ***and*** *Fire Dept. / 508-830-4213 x106)*

Will there be food? Y ☐ / N ☐ *(see Health Dept. for One Day Food Service License / 508-747-1620 x118)*

Will there be vendors? Y ☐ / N ☐ *(see Board of Selectmen's Office for Exclusive Vending Rights / 508-747-1620 x106)*

Use of barrels or signage? Y ☐ / N ☐ *(see Highway Dept. / 508-830-4162 x101)*

Use of electricity /generator? Y ☐ / N ☐ *(see Bldg. Dept. / 508-747-1620 x109* ***and*** *Fire Dept. / 508-830-4213 x106)*

Use of tents? Y ☐ / N ☐ *(see Bldg. Dept. / 508-747-1620 x109* ***and*** *Fire Dept. / 508-830-4213 x106)*

Use of playing fields? Y ☐ / N ☐ *(see Recreation / 508-747-1620 x137)*

Use of Pilgrim Memorial State Park Y ☐ / N ☐ (**contact State to secure permit** */ 617-626-1486 or* Janice.Parlon@state.ma.us*)*

Wish to block public parking spaces? Y ☐ / N ☐ *(see Park Plymouth for Use of Space Permit app. / 508-747-5929.* **Fees may apply***)*

COMMENTS / CONDITIONS / FOLLOW UP MEETINGS				
POLICE	Under Review ☐	Deny ☐	Approve ☐	
FIRE	Under Review ☐	Deny ☐	Approve ☐	
PARKS & REC.	Under Review ☐	Deny ☐	Approve ☐	
DPW	Under Review ☐	Deny ☐	Approve ☐	
BUILDING	Under Review ☐	Deny ☐	Approve ☐	

- **FINAL APPROVAL** of your event is not granted unless all comments and conditions listed above have been met AND insurance certificated has been provided.

ECONOMIC DEVELOPMENT **FINAL APPROVAL**	
TOWN MANAGER'S OFFICE **FINAL APPROVAL**	

Please have on hand during event.

Town of Plymouth
Fire Department
Deputy Chief of Operations
114 Sandwich Street
Plymouth, Massachusetts 02360
508-830-4213 x 108
Fax 508-830-4174

Special Events Criteria To Assure Public Safety And Access For Emergency Apparatus

All Event Sponsors, Property Owners, Contractors, Sub-Contractors, Employees and Volunteers participating in a Special Event, Performance, Demonstration or other Activity, for which permission to conduct has been sought from the Town of Plymouth, MA., through the application and submittal of a Special Event Permit, shall be in compliance with all applicable Local By-Laws and Ordinances, State and Federal Codes, Regulations and Laws. The Massachusetts Building Code 780CMR and MGL Chapter 143, Massachusetts Fire Prevention Regulations and Codes 527CMR and MGL Chapter 148 and 48, will be strictly enforced. Violations and/or Failure to Comply with these statutes will result in the issuance of fines and/or criminal complaints filed in the Court Having Jurisdiction.

All applications for special events permits shall be accompanied by a site plan, drawing or photographic overlay, on which the following information is clearly indicated:

1. Proposed road closures or restrictions, listing all affected streets and rights-of-way
2. Alternate access routes for emergency vehicles
3. Designated fire lanes, minimum width of no less than 18 feet must be provided
4. Locations of temporary structures, amusement rides or equipment, barriers or fences
5. Locations of generators, temporary fuel storage, propane tanks or cylinders, open flame or cooking appliances, deep fat fryers (fat or oil cooking appliances require a fire suppression system)
6. Permits from the fire department are required for tents greater than 120 sq.ft., portable heaters, propane, fuel storage, open flame, fireworks and special effects
7. Neighborhood block parties, on roads or right-of-ways, must be set up as to allow for immediate removal of all tables, chairs and guests upon approach of any responding emergency vehicles.
8. No inflatable structures, such as “moon bounce”, gas or charcoal grills, stage platforms for entertainment or vehicles shall be allowed to occupy the way of travel. Cooking appliances, entertainment and amusement rides shall be set up at the edge or off the roadway to assure unimpeded access for emergency apparatus.
9. Tents shall be rated as being made of flame retardant materials and shall have a label or tag permanently affixed stating the same.
10. There shall be no overnight housing or sleeping of guests, staff or employees of carnivals or other forms of entertainment in any type of trailer or vehicle without building or fire code compliant exits, signage, lighting, smoke detection or fire suppression systems.

11. Large scale events (250 persons or more, or activity-based risk) such as road and bike races, marathons, triathlons, parades, concerts, festivals, fireworks displays and the like, at which large crowds will be expected, shall require the **submittal of an EMS Plan** for discussion and approval, to deal with recognition, treatment and transportation of participants or spectators who may require first aid or other medical assistance.

Special Events place additional burdens, above and beyond the expected daily routine call volume, on Public Safety Services (Police, Fire, EMS) which must continuously be available to provide and respond to 9-1-1 emergency calls throughout the Plymouth community. Each event is evaluated individually to determine and analyze the type of activity taking place, risk levels for illness or injury, potential weather conditions, location and response time of public safety units, access for apparatus, and number of participants and spectators.

Final Approval of this application for special permit is contingent upon the submittal of all requested documentation, issuance of all required fire permits and a site inspection conducted by the Fire Department to insure compliance with applicable Codes, Laws and Regulations.

Contact the Fire Chief or Deputy Chief of Operations for further information and assistance with permit requirements and EMS Plan review.

PLYMOUTH FIRE DEPARTMENT
EMS Plan Worksheet

Event Title: _____

Date: _____

Time: Start: _____ Finish: _____

Location: _____

Event Sponsor:_____

Emergency Contact Information - Official(s) on-duty the day of the Event

Name: _____

Cell Phone #: _____

Alternate Contact Name: _____

Cell Phone #: _____

Type of Event:

Bike Race/Ride Festival

Road Race/Walk Concert

Other: _____

EMS Provider Information

Is the EMS Contractor a signatory of the Region 5 EMS Response Zone Plan? Y ☐ / N ☐
(If No, then the ambulance is not to provide emergency patient transport)

If a stand-by ambulance does leave the event location, what is your contingency plan for providing continuous EMS service during your event?

Medical Control Physician: _____

EMS Director: _____

Company Name: _____

Contact/Supervisor Name: _____

Cell Phone #: _____

Ambulance Identifier/Call Sign: _____

Radio Frequency: _____

How will contact with Plymouth Fire Department be made in the event of an emergency?

***Caution**: dialing 9-1-1 from a cell phone can result in a delayed notification to Plymouth Police or Fire.*

In case of Emergency: Dial Plymouth Police 508-830-4220
Plymouth Fire 508-830-4212

The Park Plymouth Program
Operated by the Plymouth Growth & Development Corporation (PGDC)
40 Court Street Plymouth, MA 02360
Phone: (508) 747-5929 Fax: (508) 747-5939

SPECIAL EVENT / VALET USE OF SPACE PERMIT

All applicants approved to host any type of event in, or valet cars from, any Park Plymouth managed space are required to:

(1) Name Plymouth Growth & Development Corporation and Park Plymouth as additional insured's on the event insurance policy and provide proof of our required insurance liability coverage limits.

(2) Provide our office with a copy of the approved event application from the Town of Plymouth.

(3) If applying for Valet, identify lots where cars will be stored and provide documented proof of lot owner's approval.

(4) Complete all requirements listed on Park Plymouth's "Abutters Notification Form", then return it to the office with this application.

(5) Pay a Non-refundable $50.00 administrative fee to the PGDC Parking office. Any Use of Space application that does not meet these basic requirements will automatically be denied.

No Use of Space Permit will be issued until all outstanding parking violations are paid in full.

Park Plymouth reserves the right to revoke an approved Use of Space application at any time.

Fees:

$50.00 non-refundable administrative fee, PLUS

$20.00 per metered space/timed zones Memorial Day through Labor Day, OR

$10.00 per metered space/timed zones, April 1 to Memorial Day and Labor Day through December 1.

To obtain permit information please contact Desmond Egan, Parking Operations Manager at 508-747-5929 or degan@parkplymouth.com

TOWN OF PLYMOUTH

The Department of Public Works
Cemetery, Crematory, Park and Forestry Division
169 Camelot Drive
Plymouth, Massachusetts 02360
508-830-4162 ext. 116

GENERAL PARK POLICY FOR SPECIAL EVENTS

1. Drawing/sketch of proposed set up for event is required for approval.
2. Set up requests for tents or apparatus shall be pre-approved by Parks, Recreation or necessary departments before final approval.
3. All posted rules and regulations shall be followed.
4. All litter, trash or debris generated from the event shall be removed by the event organizer. A carry in, carry out expectations is in place.
5. Parking is restricted to designated parking areas only.
6. Organizer is responsible for traffic control and public safety through the Plymouth Police Department. Police officer may be required.
7. Organizer is responsible for damage to turf, buildings, structures and grounds occurring from the event.
8. Bathrooms may or may not be open.
9. An expense to use bathrooms may be requested from concessionaire.
10. Should bathrooms not be open portable toilets will be required at organizers expense.
11. Drop off of portable toilets shall not be earlier than the day before the event.
12. Pick up of portable toilets shall be not later than the day after the event.
13. Permits may be revoked for misuse of the Park.
14. Public access to and from the park may not be blocked at any time.

Town of Plymouth
Department of Inspectional Services
11 Lincoln Street
Plymouth, MA 02360
508-747-1620 ext.109
Fax 508-830-4028
www.plymouth-ma.gov

SIGN NOTICE

The following internally lit signs or trailer signs are prohibited by the Zoning Bylaws in Plymouth:

Animated or flashing signs shall not be permitted in any district. Strings of flags, spinners, reflectors, lights or similar devices that tend to unduly divert driver attention from the road shall not be permitted. No red or green lights shall be used on any sign if such light would create a driving hazard.

(a) Exposed illuminated gas tube signs are prohibited in all zones. Lighting of signs shall be designed so that no portion of the light-emitting device (bulb, tubes, etc.) is visible from adjacent properties or traveled ways.
(b) The illumination of signs by other than indirect means is prohibited. Internally lit signs are prohibited.

Special exceptions may be authorized by Special Permit through the Zoning Board of Appeals for short-term displays such as fairs, carnivals, parades, and seasonal celebrations. Contact the Zoning Board of Appeals for details concerning the Special Permit process, cost and time frame.

Signs that are displayed in violation of the bylaws are subject to fines or other legal action as the law allows.

Paul McAuliffe
Director of Inspectional Services