

# Town of Plymouth

## Special Events Permit

Submit by Email to:

[Lmaiolini-ayotte@plymouth-ma.gov](mailto:Lmaiolini-ayotte@plymouth-ma.gov)

The Office of Economic Development  
26 Court Street | Plymouth, MA 02360  
508-322-3325

**Permit Fee Schedule for ALL Walk, Run & Bicycle events ONLY are as follows:**

Application Filing Fee 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 60 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** with the Town of Plymouth named as an Additional Insured **is required 14 days prior to the event** in the amount of \$1,000,000 for "Each Occurrence" and \$2,000,000 for the "General Aggregate".

### **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	Farmers Markets
Parades	Concerts	

# Town of Plymouth Special Events Permit

(The Special Events Permit can be typed into with the use of a PDF Reader & submitted to the  
Office Economic Development (Imaiolini-ayotte@plymouth-ma.gov) **Please have permit on hand during event.**

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/timing) \_\_\_\_\_

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

# of Participants: \_\_\_\_\_ # of Spectators: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Will your event require street closings? Y  / N  (Police: 508-830-4218 x220 – **A meeting with the Police is required**)

Will your walk/run/bicycle event take place after dark on Public Roads or Parks? Y  / N  (Police: 508-830-4220 x220)

Do you have an EMS plan? Y  / N  (Fire: 508-830-4213 x108 **and** Brewster Ambulance: (617-983-1000)

Do you have a traffic plan? Y  / N  (Police: 508-830-4218 x220 **and** Fire Dept: 508-830-4213 x108)

Use the Amplified Music? Y  / N  (Town Manager's Office: 508-747-1620 x10100) [Link to Amplified Business Music App.](#)

Will there be alcohol? Y  / N  (Town Manager's Office: 508-747-1620 x10100) [Link to One Day Liquor License App.](#)

Use of propane? Y  / N  (Fire Dept: 508-830-4213 x105)

Will there be food? Y  / N  (Public Health Dept: 508-747-1620 x10118) [Link to Temp Food Permit Application](#)  
A list of all food vendors catering the event **MUST BE** submitted at least 30 days prior to the event

Will there be vendors? Y  / N  (Board of Selectmen's Office for Exclusive Vending Rights: 508-747-1620 x10106)

Use of barrels or signage? Y  / N  (Highway Dept: 508-830-4162 x12101 **and** Police: 508-830-4218 x220)

Use of Generator Y  / N  (Bldg. Dept: 508-747-1620 x10109) **(Connections)**  
Y  / N  (Fire Dept: 508-830-4213 x105) **(Fuel Storage)**

Use of tents? Y  / N  (Bldg. Dept: 508-747-1620 x10109) [Link to Tent Permit Application](#)

Use of playing fields? Y  / N  (Recreation: 508-747-1620 x10137) [Link to Recreation Field Use Application](#)

Use of Pilgrim Memorial State Park & Miles Standish State Forest Y  / N  (To secure State Special Use Permit, please visit link <https://www.mass.gov/how-to/apply-for-a-state-parks-special-use-permit> Questions: 617-626-1486 [Janice.Parlon@state.ma.us](mailto:Janice.Parlon@state.ma.us))

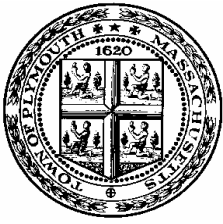
Wish to block public parking spaces? Y  / N  (Park Plymouth: 508-747-5929). [Link to Park Plymouth Permit](#) **Fees may apply**)

## COMMENTS / CONDITIONS / FOLLOW UP MEETINGS

<b>POLICE</b>	Under Review <input type="checkbox"/> Deny <input type="checkbox"/> Approve <input type="checkbox"/>
<b>FIRE</b>	Under Review <input type="checkbox"/> Deny <input type="checkbox"/> Approve <input type="checkbox"/>
<b>PARKS &amp; REC.</b>	Under Review <input type="checkbox"/> Deny <input type="checkbox"/> Approve <input type="checkbox"/>
<b>DPW</b>	Under Review <input type="checkbox"/> Deny <input type="checkbox"/> Approve <input type="checkbox"/>
<b>BUILDING</b>	Under Review <input type="checkbox"/> Deny <input type="checkbox"/> Approve <input type="checkbox"/>
<b>PUBLIC HEALTH</b>	Under Review <input type="checkbox"/> Deny <input type="checkbox"/> Approve <input type="checkbox"/>

**FINAL APPROVAL** of your event is not granted unless all comments and conditions listed above have been met AND a Certificate of Liability Insurance has been provided.

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



Town of Plymouth  
Fire Department  
Deputy Chief of Operations  
114 Sandwich Street  
Plymouth, Massachusetts 02360  
508-830-4213 x110 | 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 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.

**Town of Plymouth**  
**Fire Department**  
**Deputy Chief of Operations**  
114 Sandwich Street  
Plymouth, Massachusetts 02360  
508-830-4213 x110 | Fax 508-830-4174

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

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: \_\_\_\_\_

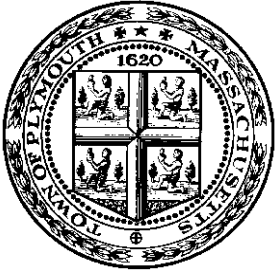
Radio Frequency: \_\_\_\_\_

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:** Plymouth Police: 508-830-4220 | Plymouth Fire: 508-830-4212



Town of Plymouth  
**Fire Department**  
**Fire Prevention & Code Compliance Division**  
114 Sandwich Street  
Plymouth, Massachusetts 02360  
508-830-4213 x 2  
Fax 508-830-4174



July 7, 2022

Beginning July 1, 2022, the Plymouth Fire Department will implementing a new policy on how Food Truck Temporary Propane permits are issued.

Going forward, we will issue one permit per truck, per season and the fee will be the standard \$50 for the permit and \$75 for the inspection.

The permit must provide all locations they will be attending throughout the course of the year as a condition of the permit. An inspection at each location will still be required without an additional fee.

If the food truck company attends additional events that are not listed, notification must be made to the Plymouth Fire Department of the new location. Failure to notify of all scheduled sites is a violation of the permit and may lead to a revocation of the permit.

David Malaguti  
Battalion Chief  
Fire Prevention and Code Enforcement



# PLYMOUTH POLICE DEPARTMENT



20 Long Pond Road, Plymouth, MA 02360  
Phone (508) 830-4218 - Fax (508) 830-4217  
[www.plymouthpolice.com](http://www.plymouthpolice.com)

**Michael E. Botieri**  
Chief of Police

## Special Event Police Review

The Administrative Division of the Plymouth Police Department is tasked with reviewing all Town of Plymouth Special Events Permit applications. The review ensures that any parade, road race, walk/march, demonstration, procession, assembly, or other event on public, or in some cases private, property will not have an unreasonable impact on motor vehicle or pedestrian traffic, parking, noise, or other quality of life or public safety issues.

In conducting the review of an event we assess the following areas:

- Event type
- Event location
- Number of participants
- Traffic implications
- Business and residential access
- Activities and noise expectations in business and residential areas
- Police resource requirements
- Need for outside resources and equipment (DPW barricades and traffic control devices, etc.)

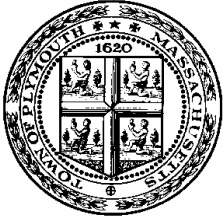
All applicants for a Town of Plymouth Special Event Permit must contact Captain Kevin Manuel at 508-830-4218 ext. 220 **no earlier than 90 days and no later than 30 days prior to the event**. Failure to do so may result in the permit being denied.

The purpose of the contact is to:

- Discuss the previously listed areas of review
- Determine the need for police or other resources\*\*
- Ensure affected businesses or abutters have been notified

The Plymouth Police Department does NOT plan routes or locations however; they will advise or make recommendations on a route or location presented by the applicant to address potential safety issues for their event.

\*\*For information on costs associated with required police resources please contact the Plymouth Police Records Division at 508-830-4218 ext. 253.

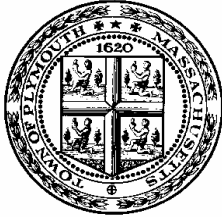


**Town of Plymouth**  
*The Department of Public Works*  
*Cemetery, Crematory, Park and Forestry Division*  
169 Camelot Drive  
Plymouth, MA 02360  
508-830-4162 ext. 12116

**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*  
26 Court Street  
Plymouth, MA 02360  
508-747-1620 Ext.10109  
Fax 508-830-4028  
[www.plymouth-ma.gov](http://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*



## PARK PLYMOUTH

Plymouth Growth & Development Corporation

40 Court Street, Floor 1 - Unit 1

Plymouth MA 02360

[www.parkplymouth.com](http://www.parkplymouth.com)

Phone: (508)747-5929 Fax: (508)747-5939

### SPECIAL EVENT USE OF SPACE PERMIT

All applicants approved to host any type of event in any Park Plymouth managed spaces are required to:

- 1) Name Plymouth Growth & Development Corporation and Park Plymouth as additional insurers 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) Complete all requirements listed on Park Plymouth's "Abutters Notification Form" then return it to the office with this application.
- 4) Pay a **NON-REFUNDABLE** \$50.00 administrative fee in the order of PGDG-PARKING at the Park Plymouth office.

\*\*Any Special Events Use of Space application does not meet these basic requirements will automatically be denied.

#### **FEES:**

\$50.00 non-refundable administrative fee, PLUS;

\$15.00 per metered space/times zones January 1 to the day **BEFORE** Memorial Day and day **AFTER** Labor Day to December 31<sup>st</sup>; **OTHERWISE,**

\*\*\*\$20.00 per metered space/timed zones Memorial Day to Labor Day

To obtain permit information please contact the Park Plymouth office at 508-747-5929 or via email to [csm@parkplymouth.com](mailto:csm@parkplymouth.com).

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