



Town of Washington Parks Commission

The Town of Washington, Massachusetts has worked hard to create a Town Park that all can be proud of. Countless volunteer hours have built more than a park, it has built bonds of friendship, cooperation and a sense of community. To that end, the Town of Washington welcomes persons, organizations, and groups to use the Town Park for various public purposes provided that the proposed use furthers that sense of community. Private events not open to the public will be considered on a case by case basis. The following procedure has been developed to ensure the care and protection of the park and to ensure a safe and orderly environment for the events.

A Washington Town Parks Special Events Permit Application must be completed and signed by the applicant and submitted to the Washington Parks Commission. Applications can be submitted as early as 12 months , but no later than 60 days prior to the event date. The applicant should submit the application along with the application fee to:

Town of Washington Parks Commission

8 Summit Hill Road

Washington MA 01223

Email : washington.aas@gmail.com

For larger events, the Parks Commission will request a security and parking plan, and may require the hiring of off-duty police officers to assist with security and traffic control.

In addition, event applicants must present the Parks Commission with a Certificate of Liability Insurance for the event for at least \$1,000,000 in coverage naming the Town of Washington as an additional insured. At any event where a temporary liquor license has been issued, the Park Commission will require proof of liquor liability insurance. The liquor liability needs to cover the selling/serving of alcohol and carry over to the event in which the alcohol is being served. Non-profit organizations should also submit a copy of their 501(c)3 certification.

Fee Schedule:

The following fee schedule will not apply to groups under 20 people

Application Fee	\$25 (non refundable)
Security Deposit	\$200 (refundable)
Electricity Use Fee	TBD by electric use requirements
Park Use Fee	Sliding scale depending on size of event

Events with expected attendance of:

21 to 100 people	\$1 per person
101-500 people	\$175
501 – 1000 people	\$275
over 1000 people	TBD by Park Commission

The security deposit will be held until after the event and will be refunded once the Park Commission is assured that the area utilized by the event has been cleaned up and that all requirements of the permit have been complied with. If cleanup expenses or damages exceeds the amount of the deposit, the event sponsors are responsible and will be charged for the additional costs. The park use fee will be used to supplement the park budget for maintenance and capital improvements. All fees and deposits should be made payable to the Town of Washington.

General Rules of Use:

1. All events that use the Washington Town Park must comply with all Town By-Laws and operating procedures as well as applicable State and Federal Laws. Unless waived by the Parks Commission, all events should be concluded by dusk.
2. Fireworks are prohibited. Use of open flames only allowed if approved by the Washington Fire Chief.
3. All food vendors must apply to the Washington Board of Health for a temporary food establishment permit and submit completed applications and fees at least 30 days prior to the event. Alcohol vendors must also apply

for a one day license to serve with the Washington Select Board at least 30 days prior to the event.

4. Portable restrooms must be provided for groups over 50 people. Groups under 50 people can arrange to use the Town Park bathrooms behind the Town Garage. Bathroom supplies and post event cleanup will be discussed with the Parks Commission. For groups over 50, two portable toilets per 250 people must be provided, with at least one of the toilet facilities being ADA accessible.
5. Sound amplification as part of an outdoor special event is regulated in compliance with the Town's by-laws.
6. Each entity using the Washington Town Park will be responsible for immediately removing all litter, recycling materials, signs, and other materials brought to the Park for the event at the end of the activity. While there are some litter and recycling receptacles at the Park event organizers should supply enough litter and recycling receptacles and garbage bags for all receptacles to cover expected need. Please note that failure to properly clean up following an event will result in the forfeiture of the security deposit. Any cost to the town not covered by the security deposit for cleanup or damage repair will be charged to the event sponsors.
7. The serving of alcohol is prohibited unless a temporary liquor license has been approved and issued by the Town of Washington Select Board acting as the local licensing authority. Proof of liquor liability insurance covering the event will be required.
8. Unless the event is an animal focused event, no livestock or pets shall be permitted except for service animals.
9. Events held during Washington Transfer Station hours (Saturday 8am -4 pm and Wednesday 5pm – 8pm) must not interfere with the access for town residents to use the Transfer Station. Parking allowed on grassy surfaces will be subject to restriction due to weather conditions.



Town of Washington Parks Commission

Washington Town Park Special Events Permit Application

Date received_____

Name of Organization_____

Primary Event Coordinator (PEC) Name_____

PEC Phone Number_____ PEC Email_____

Organization Group Type (check one): Town _____

Non- profit_____

Charitable Organization_____

Private _____

Organization Address_____ City_____ State_____ Zip_____

Organization Email_____ Fax_____

Event Website Address/Social Media Handles_____

Special event logistics:

Park locations used(check all that are requested): Gazebo_____ Playground_____

Front Field_____ Back Field_____ Parking areas_____

Day(s) and date(s) of actual event_____

Rain Date requested? Yes_____ No_____ Date_____

Estimated Attendance: Total for event_____ @ peak period(s)_____

Event operating hours – Opening _____ AM/PM Closing _____ AM/PM

Set up Date(s) _____

Set up Time(s) _____ AM/PM

Primary On –Site Contact _____ Cell phone _____

This should be someone readily accessible on site with this cell phone available for contact if necessary)

Town Park Special Events Details: *(add additional sheets if necessary)*

Mission/ Purpose of Event _____

Describe Event _____

Admission Fee charged _____

List types and quantities of structures added to the event site: (tents, inflatables, staging, portable toilets, fencing, generators, etc.)

Will there be merchandise vendors/sales? Yes ___ No ___

If yes describe _____

Will there be any food or beverage vendors? Yes ___ No ___ Alcohol? Yes ___ No ___

If yes describe _____

Town electricity needed? Yes ___ No ___ Purpose: _____

Sound Amplification: Will sound amplification be used? Yes ___ No ___

If yes describe _____

Animals & Pets: Is this an animal focused event? Yes ___ No ___

If yes describe _____

Will portable restrooms be used? Yes ___ No ___ Quantity _____

Vendor _____ Location(s) _____

Is this event planned to reoccur on an annual basis? Yes ___ No ___

Will the event be publicized and open to the general public? Yes ___ No ___

Will banners and/or signs be used outside the event site? Yes ___ No ___

If required, the \$25 non refundable application fee (payable to the Town of Washington) must accompany the Town Park Special Events Application package submittal. The application package must be received at least 60 days prior to the event date. The balance of applicable fees and charges will be invoiced once preliminary approval is granted. Do not publicize your event until preliminary approval has been confirmed. The submission of a Washington Town Park Application is NOT automatic approval to hold an event at the Washington Town Park. If the date and/or location requested is not available, or the requested location or mission/purpose of the event is deemed by the committee to be inappropriate for the park, your Primary Event Coordinator will be contacted.

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, rules, and regulations listed by the Town of Washington Parks Committee as applicable to all plans and requested usage. The Washington Town Parks Special Events Permit is non-transferrable and is revocable at any time at the discretion of the Washington Parks Commission.

Name of Applicant _____

Signature _____ Date _____