



Town of Stow Special Event Permit Regulations

Welcome and Instructions

The Town of Stow is pleased to welcome a variety of special events, from community festivals to concerts and athletic competitions. It is the goal of the Town of Stow to work with event managers and organizers to help ensure that the events taking place in our community are both safe and successful, while minimizing the impact on our residents and businesses. We hope that you find the instructions set forth in this manual helpful in planning and preparing to carry out your special event.

Please review the instructions, and rules and regulations governing special events. Complete the application and submit it to the Town of Stow, Select Board Office, 380 Great Road, Stow, MA 01775. If you have any questions, please contact the Select Board Office at 978-897-4515.

On behalf of the Town of Stow, its residents, businesses and employees, thank you for considering Stow for your event.

Permit fee is \$0 for non-profit organizations and \$50 for for-profit organizations.

Adopted: July 12, 2022

Regulations for Special Events

A **special event** is any activity that occurs upon public or private property that affects the ordinary use of parks, playgrounds, fields, buildings, public streets, rights-of-way or sidewalks. Special Events may include festivals, fairs, concerts, holiday celebrations, parades, athletic tournaments, road or bicycle races, etc.

Individuals looking to hold their event on Town of Stow owned property, including buildings, parks, or municipal parking lots, must obtain a permit through stowma.myrec.com

Private residences are exempt from this policy, unless their event will have a traffic impact or impede the public roadway.

Anyone wishing to hold events on public property or private property, impacting Town roadways, must obtain a Special Event Permit from the Town of Stow. Event sponsors should submit applications a minimum of 45 (forty-five) days before the event.

Attendance: Events that may have 35 (thirty-five) attendees or more will require an event permit.

Permit Posting: Special event permits should be posted at greeting areas or main entrances at events. Event organizers and managers are reminded that they may be asked by Town staff to show proof of permit during the event.

Hours: Event activities are prohibited after 11:00 p.m. in residential areas and before 7:00 a.m. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated and may require an Entertainment License.

Alcohol: Alcohol without a license is prohibited without express approval from the Select Board and the issuance of a One-Day Liquor License.

Restrooms/Trash/Cleanup:

The Town of Stow may require event organizers to provide temporary toilet facilities, which must be with septic haulers approved through the Board of Health. Temporary toilet facilities must be cleaned daily. Trash must be disposed of in approved containers. Daily trash pickup and disposal is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition at the conclusion of the event. If the applicant fails to clean up debris and trash within the specified period, cleanup will be arranged by the Town and all costs will be charged to the applicant.

Traffic & Parking: Parking is permitted in designated areas only. The Police Department will provide signage for posting as required in the permit. Signs may be picked up the day before the event and must be returned at the completion of the event. The Police and Fire Departments require that all entries, exits and fire lanes be maintained.

Signs: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

Smoking: Smoking is not permitted in any public facility, or on recreational or historical parks, playgrounds or fields.

Pyrotechnics: Pyrotechnics (fireworks, cannon fire, etc) are not permitted without the prior approval of the Town of Stow Fire Department.

Tents/Sleeping Trailers: Tents and trailers require an inspection and permit from the Town of Stow Health, Building, and Fire Departments. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent or trailer, a fire extinguisher on-site, and acknowledgment that no smoking, fireworks, or open flames will be permitted in the tent or trailer.

Security/Traffic Control: Events may require the hiring of police officers to provide for security and/or traffic control.

First Aid and Medical: Events may require provisions for first aid and medical personnel. Arrangements should be made with a private service for the event. The Fire Department can provide a list of contacts.

Enforcement: Town of Stow Police, Fire or other staff so designated by the Town Administrator may request that a resident, event employee, or participant leave any park or public facility for violation of rules and regulations.

Insurance: All applicants must provide a certificate of insurance in the minimum amount of \$1,000,000 for commercial general liability as a precondition for obtaining permits. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town of Stow, including an indemnification and hold harmless clause. The Certificate of Insurance must name the Town of Stow as an additional insured on all applicable policies. This Certificate and verification of Worker's

Compensation Coverage must be submitted to the Select Board's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance.

Additional Permitting and Cost Requirements: Depending upon the Special Event, additional permits may be required by Town of Stow Departments. These may include, but are not limited to, permits for temporary food preparation, athletic field use, merchandise sales, entertainment license, raffle permits, and indoor space needs. The organizers of the event are responsible for obtaining any additional permits or licenses and are responsible for any additional costs incurred by the Town of Stow as determined by representatives of each Town Department before the issuance of the Special Event Permit.

*Events on Conservation Land require separate approval from the Conservation Commission. Please contact them at conservation@stow-ma.gov for further information.

*Food trucks and any mobile concession trailer dispensing food, ice cream, snacks, etc. must be licensed through the Nashoba Associated Boards of Health (978-772-3335). Please note this could take up to 30 days.

Special Event Application Checklist

- ✓ Submit your Special Events Permit Application (with all maps, diagrams and attachments as required) at least **45 days** before the event.
- ✓ All areas must provide access for persons with a disability, to include parking, food service area, eating area, and portable toilets
- ✓ Provide a Schedule of Events along with a Site Plan (map) which addresses:
 - Approval from owner(s) of any use of private land
 - Copy of Recreation Permit if using town property
 - Location of the event on the property
 - For road or walk race, a detailed map of the route
 - Full logistics showing where parking, food*, vendors, features, attractions, and/or entertainment** will be located
 - Participant circulation, including accessible routes for the disabled
 - Proposed parking including how you will handle overflow parking and traffic circulation
 - Any proposed road closures
 - Location of trash receptacles and dumpsters, or a plan for waste disposal
 - Will dumpsters be covered?
 - When will they be placed and removed?
 - Location of portable toilet facilities
 - Locations, size and number of any tents, trailers or temporary structures
 - Location, size, and description of any signage or banners
 - For vendors: Will they be selling food? Will they have a tent?
- ✓ *If food will be served or sold at the event, contact the Stow Board of Health to discuss regulations **before** you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
- ✓ **If entertainment is being provided, an Entertainment License Application must be submitted.
- ✓ If alcoholic beverages are being provided, a Special One-Day Alcoholic Beverages License Application must be submitted.
- ✓ If Police Details and/or Firefighters/EMTs will be required, contact the Stow Police Department and Stow Fire Department to secure services. Only Police Officers or Traffic Detail Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit.
- ✓ Provide a Certificate of Insurance to the Select Board Office no later than ten (10) business days before the event. A final Special Event Permit will not be issued without submission of a Certificate of Insurance.
- ✓ Obtain any additional approvals and permits as required by the Town.



TOWN OF STOW

Special Event Permit Application

Permit fee is \$0 for non-profit organizations and \$50 for for-profit organizations.

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: _____ ☐ Non-Profit ☐ Profit

Address: _____ City: _____ State: _____ Zip: _____

Tax ID #: _____ Applicant name: _____

Phone: _____ Email: _____

Web Site: _____

Event Manager: _____ Contact Info: _____

Other Contact person/s: _____ Contact Info: _____

Event Information

Event Type: ☐ Run/Walk* ☐ Rally ☐ Parade ☐ School Event
☐ Concert ☐ Festival ☐ Political Event ☐ Food Truck

Other (specify) _____

Event Title: _____

Start Date & Time: _____ End Date & Time: _____

Estimated Attendance: # _____ Admission Fee: _____

Open to the Public: ☐ Yes ☐ No Rain Date & Time(s): _____

Requested Location: ☐ Community Park ☐ Center Park ☐ Rompo Field

Check all that apply

☐ Pine Bluff ☐ Pompositticut Community Center ☐ Towp'Hgtguy

☐ Street (specify): _____

☐ Other (specify): _____

Use of Town property requires a reservation via the MyRec system: www.stow-ma.gov/recreation-department

Set Up Date/Time: _____ Break Down Date/Time: _____

** A route map is required at time of submission for a walk/run*

Event Details

Please indicate whether the following items pertain to your event.

YES	NO	
<input type="radio"/>	<input type="radio"/>	Food Concession and/or Food Preparation
<input type="radio"/>	<input type="radio"/>	Please specify method: <input type="radio"/> Propane Gas <input type="radio"/> Electric <input type="radio"/> Charcoal <input type="radio"/> Catered Other: _____.
<input type="radio"/>	<input type="radio"/>	Alcohol served – <i>Requires approval from the Select Board</i>
<input type="radio"/>	<input type="radio"/>	First Aid Facility(ies) and Ambulance (s)
<input type="radio"/>	<input type="radio"/>	Banner(s) and/or Sign(s)– <i>requires prior approval</i>
<input type="radio"/>	<input type="radio"/>	Street Closure(s) - <i>list streets:</i> _____
<input type="radio"/>	<input type="radio"/>	Amplified Sound - <i>If yes please indicate</i> <i>Start Time</i> _____ <i>End Time</i> _____
		<i>The Town of Stow will require additional information on this item and may require an Entertainment License be applied for and acquired.</i>
<input type="radio"/>	<input type="radio"/>	Will your event have Pyrotechnics? - <i>requires prior approval of the Fire Department</i>
<input type="radio"/>	<input type="radio"/>	Will your event have animals? <i>If yes, specify:</i> _____
<input type="radio"/>	<input type="radio"/>	Will your event require lights? <i>If so, specify hours:</i> _____
<input type="radio"/>	<input type="radio"/>	Will you set up table(s) and/or chair(s)? <i>Approximate number?</i> _____
<input type="radio"/>	<input type="radio"/>	Fencing, Barrier(s) and/or Barricade(s), Traffic Cones
<input type="radio"/>	<input type="radio"/>	Does your event require electricity? <i>Source:</i> _____
<input type="radio"/>	<input type="radio"/>	Booth(s) Exhibit(s), Display(s) and/or Enclosure(s)
<input type="radio"/>	<input type="radio"/>	Canopy (ies) and or Tent(s) - <i>describe dimensions:</i> _____
<input type="radio"/>	<input type="radio"/>	Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
<input type="radio"/>	<input type="radio"/>	Container(s) and/or Dumpster(s)
<input type="radio"/>	<input type="radio"/>	Toilet(s) – <i>approximate number/vendor:</i> _____
<input type="radio"/>	<input type="radio"/>	Will you be holding a raffle at your event? <i>Describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Vehicle(s) and/or Trailer(s) - <i>approximate number:</i> _____
<input type="radio"/>	<input type="radio"/>	Sleeping Trailer(s) and/or other accommodations
<input type="radio"/>	<input type="radio"/>	Stage(s) - <i>indicate dimension:</i> _____
<input type="radio"/>	<input type="radio"/>	Entertainment - <i>describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Amusement Rides - <i>list and describe:</i> _____
<input type="radio"/>	<input type="radio"/>	Inflatable Device(s) - <i>list and describe:</i> _____

Other Permits

Please note that all components of the event are subject to approval by the Select Board and may also require approval by and/or permit(s) from other Town departments. It is the responsibility of the applicant to secure all necessary Town of Stow permits, and to submit any payment required for permits.

Insurance Requirements

Evidence of Insurance will be required before final permit approval. Please provide a Certificate of Insurance, which shows a minimum of \$1,000,000.00 in Commercial General Liability Insurance and a Policy Endorsement, which indemnifies and holds harmless the Town of Stow, and all of its agencies and departments. The Town of Stow shall be named as an additional insured for the date/event. Some events may require a higher limit of insurance. Permittee must list the aforementioned parties as additional insured on their Certificate of Insurance. Each event is evaluated on its risk exposure. Any and all damages resulting from the event are the responsibility of the permittee and the permittee will work through designated staff to determine the most appropriate means for repair. The Town of Stow is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

Affidavit of Applicant

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Stow as they pertain to the requested usage. The permit, if granted is not transferable and is revocable at any time at the absolute discretion of the Select Board (or designee). All programs and facilities of the Town of Stow are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

Signature of Applicant: _____ Date: _____

Printed Name: _____ Fee Paid: _____