



## **Town of Lunenburg**

### **Special Event License Policy**

#### **Welcome and Instructions**

The Town of Lunenburg is proud of the strong sense of community that exists amongst its residents. To further this sense of community the Town is happy to welcome special events from athletic events to concerts to community festivals. The goal of the Town of Lunenburg is to ensure that these events are safe and successful, while minimizing the impact on our residents and businesses. The following instructions are intended to assist applicants in planning and preparing to carry out their special event.

Please review the instructions, and rules and regulations governing special events. Complete the attached application and submit it to the Town of Lunenburg, Town Manager's Office, 17 Main Street, Lunenburg, MA 01462. If you have any questions please contact the Town Manager's Office at 978-582-4130 x 144.

## APPLICATION FOR SPECIAL EVENT LICENSE

EVENT DATE: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

RAINDATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ANTICIPATED ATTENDANCE: \_\_\_\_\_

**HOURS OF USE:**

FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

HOST ORGANIZATION/APPLICANT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

INSURANCE COVERAGE (see agreement/policy for details) \_\_\_\_\_

**APPLICATION AGREEMENT: (PLEASE READ IN FULL BEFORE SIGNING)**

The undersigned agrees that the information provided is true and correct and hereby accepts full responsibility for any breakage/damage to property or building. The Town, its representatives and/or employees are indemnified and held harmless against all claims, damages, losses, and expenses including attorney fees arising out of any negligent act or omission of the signer, any agent, directly or indirectly, by them or anyone for whose acts by them may be liable, except where caused by the active negligence or misconduct of the Town.

The undersigned agrees to provide an insurance certificate listing the Town as the named insured. The signature on behalf of the individual/organization signifies that they agree to abide by all of the conditions, the special event policy and any permit/license based on this application.

The applicant agrees to obtain any other permits or licenses that may be required by law, rule or regulation for the above event.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

# Policy for Special Events

A Special Event is an event/activity hosted by a private party held on public property or an event open to the general public held on private property. A license for a Special Event is required when any item in Category A is answered Yes or when any combination of 7 items in Category B is answered Yes.

## Category A:

1. Is the Event scheduled to be a multi-day event?
2. Are camping or overnight activities part of the event? ( <i>There shall not be any camping or lodging permitted on property owned by the Town of Lunenburg</i> )
3. Is the Event requesting the use of Town property? ( <i>If the event does not trigger any items in Category B please see the Town Manager for permission to use property owned by the Town of Lunenburg</i> )
4. Will the event require that a street be closed?
5. Is the event For Profit or is there a mandatory fee for entry/participation?

## Category B:

1. Will the event have amplified music or entertainment?
2. Does the event require the use of a generator or a Town power source?
3. Are you proposing to erect any tents or temporary structures?
4. Will a stage be erected for the event?
5. Are there any mechanical rides or inflatables proposed?
6. Does the event require the use of a public water supply or the organizer to bring in potable water?
7. Will the event provide sanitary facilities?
8. Will food be served at the event?
9. Will there be animal rides or a petting area?
10. Will there be a swimming area at the event?
11. Will alcohol be available at the event?
12. Will vendors be present at the event?
13. Is Event attendance expected to exceed 100 people?
14. Will the event be requesting Traffic Control or Security coverage from the Police Dept.?
15. Are you requesting the use of any Town Building?

Special events may include, but are not necessarily limited to, athletic tournaments, concerts, fairs, festivals, holiday celebrations, parades, road or bicycle races, trainings and workshops. Properties may hold multiple Special Events, with a maximum of 5 day or 2 multi-day/overnight events per private property, in a calendar year given that the appropriate licenses, permits, approvals and inspections are in

place. No 2 multi-day events may be conducted at the same property with less than ninety (90) days separating the events and no 3 single day events may be held within a ninety (90) day period.

Uses and activities permitted through the Chapter 250 of the Code of Lunenburg and associated with the existing primary use of the site where they take place shall not be considered to be Special Events.

Individuals or organizations wishing to hold Special Events on public or private property must obtain a Special Event License from the Town of Lunenburg. Special Event License Applications must be filed a minimum of ninety (90) days prior to the event, failure to do so may result in the denial of application.

During the review and license issuance process the Select Board reserves the right to impose additional reasonable conditions to any Special Event License.

**Exemptions:** The following events are exempt from Special Event Licensing:

- Town Events held on Town Property, including school and Town league sporting events permitted by the Lunenburg Public Schools and/or the Lunenburg Parks Department
- Events held by Homeowners Associations located on common property held by said Association and for its membership.
- Training Activities conducted by local, state, and/or federal public safety entities.

**Public Hearing:** Once a complete license application is filed with the Select Board, a date for a public hearing shall be set and the applicant shall be notified. Notice of the hearing shall be published by the Select Board, at the applicant's expense, in a newspaper of general circulation in not less than 7 days before the day of said hearing. Notice of the hearing shall be given to all owners of real estate abutting upon the land specified in the license application or lying within 200 feet of the subject parcel, all as appearing on the most recent tax list. The Select Board will arrange for the publication and transmission of the notice of the hearing to the abutters, and the costs will be billed to the applicant. Final approval for the license shall not be made until all hearing fees have been paid in full.

A. The Licensing Authority's final action, rendered in writing, shall consist of either:

- (1) Approval of the Special Event License based upon determination that the proposed event is suitable and in compliance with the standards set forth in this Policy; or
- (2) Disapproval of the Special Event License based upon a determination that the proposed event does not meet the standards set forth in this Policy; or
- (3) Approval of the Special Event License subject to any condition, modification or restriction required by the Select Board which will ensure that the project meets the standards set forth in this Bylaw.

**License Posting:** Special Event Licenses 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 the license during the event.

**Timing:** Events are prohibited from conducting activities, including set up and/or take down, after 22:00 and before 07:00. Loudspeakers, amplified music, bullhorn or public address systems during events are strictly regulated and must be part of the license.

Special Events may span multiple days and include on-site camping (as permitted by the Board of Health) but shall not exceed 3 days and/or 2 overnights.

**Alcohol/Drug Use:** Alcohol is prohibited on all Town of Lunenburg public property, including buildings, parks, playgrounds, fields, etc. Any event on private property may provide alcohol for a fee, provided that there is strict compliance with the Town of Lunenburg policy regarding such (Town of Lunenburg Board of Selectmen Policies and Procedures, as amended). Bring Your Own Bottle (BYOB) Licenses shall not be issued for Special Events. Private events that serve alcohol for free or allow participants to provide their own alcohol shall not be subject to this provision.

Recreational use of drugs shall be prohibited at any licensed Special Event that takes place on property owned by the Town of Lunenburg. This shall be deemed to include marijuana.

**Restrooms/Trash/Cleanup:** The Town of Lunenburg may require event organizers to provide temporary toilet facilities. Temporary toilet facilities must be cleaned daily or as required by the Lunenburg Board of Health. Trash must be disposed of in approved containers. Trash pickup and disposal is to be performed by a hauler approved by the Lunenburg Board of Health. 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 forty eight (48) hours of the close of the event, cleanup will be arranged by the Town and charged to the applicant.

**Traffic & Parking:** Parking is permitted in designated areas only. The event organizer will be responsible for providing a parking plan to the Lunenburg Police Department for their approval. Parking may not interfere with event entrances or emergency access.

Traffic and Parking Plans shall not violate Chapter 332 of the Code of Lunenburg.

**Signs:** Signs are permitted with the approval of the Building Inspector. No signs may be affixed to trees, buildings or street furniture.

Approved signs may also be required by the Town of Lunenburg to assist in traffic control and to communicate temporary restrictions during the event.

**Smoking:** Smoking is prohibited in or on all Town of Lunenburg properties including, on school grounds, and all parks, fields, and/or playgrounds.

**Fireworks:** Fireworks are not permitted within the Town of Lunenburg without proper licensing.

**Tents/Sleeping Trailers:** Tents, over 400 square feet and trailers require an inspection and any necessary permits from the Town of Lunenburg Building and Fire Departments. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and site plan indicating a fire lane accessing the tent(s) or trailer(s), a fire extinguisher on-site and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent(s) or trailer(s).

Small personal tents and personal camping trailers (pop-ups and similar) are exempt from this provision.

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

**Buffer Zone:** All Special Events shall take place no less than one hundred feet (100') from an abutting residential property. Upon submission of a written request supported by documentation the Board of Selectmen may reduce this distance based on the size and scope of the event.

**First Aid/Medical:** Events may require provisions for first aid and medical personnel. Per Chapter 26 of the Code of Lunenburg, the Lunenburg Fire Department must be contacted to determine if EMT services are required and if the Lunenburg Fire Department is capable of providing personnel for the detail. Should the Lunenburg Fire Department be unable to provide personnel arrangements should be with a private service for the event. The Fire Department can provide a list of contacts.

**Accessibility:** Any Special Event licensed through the Town of Lunenburg shall be accessible to all persons who may attend. This includes the provision of accessible parking spaces, paths, restroom facilities and any other reasonable accommodations that may be required.

**Event Layout:** All Special Event Applications shall include an Event Layout Plan that includes:

- Site Access
- Parking Areas
- Restroom Facilities
- Required Buffer Zone
- Location of any abutting houses
- Food Service Area (if applicable)
- Sleeping Accommodations (if available)
- Wetlands on the property (if applicable)
- First Aid Station (if applicable)
- Alcohol Serving Areas (if applicable)
- Location of Stage or Entertainment (if applicable)
- Route of Race (if applicable)
- Any Additional Event Features not listed.

**Enforcement:** Town of Lunenburg Police, Fire or other staff so designated by the Town Manager, may inspect, the premises prior to and during, Special Events for compliance with the license and any conditions issued by the Select Board. Violations of the approved license will require corrective action and depending on the severity of the violation may result in the revocation of the Special Event License. Failure to obtain a License, multiple and/or repeated violations may result in a prohibition from applying for future licenses for the event organizer.

Town of Lunenburg Police Fire or other staff so designated by the Town Manager, may request that a resident, event employee, or participant leave any park or public facility for violation of the 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 licenses. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town of Lunenburg and Town Counsel, including indemnification and hold harmless clause. The Certificate of Insurance must name the Town of Lunenburg as an additional insured on applicable policies. This Certificate and verification of Workers Compensation Coverage must be submitted to the Town Manager's Office no later than ten (10) business days prior to the date of the event. Final Special Event Licenses will not be issued

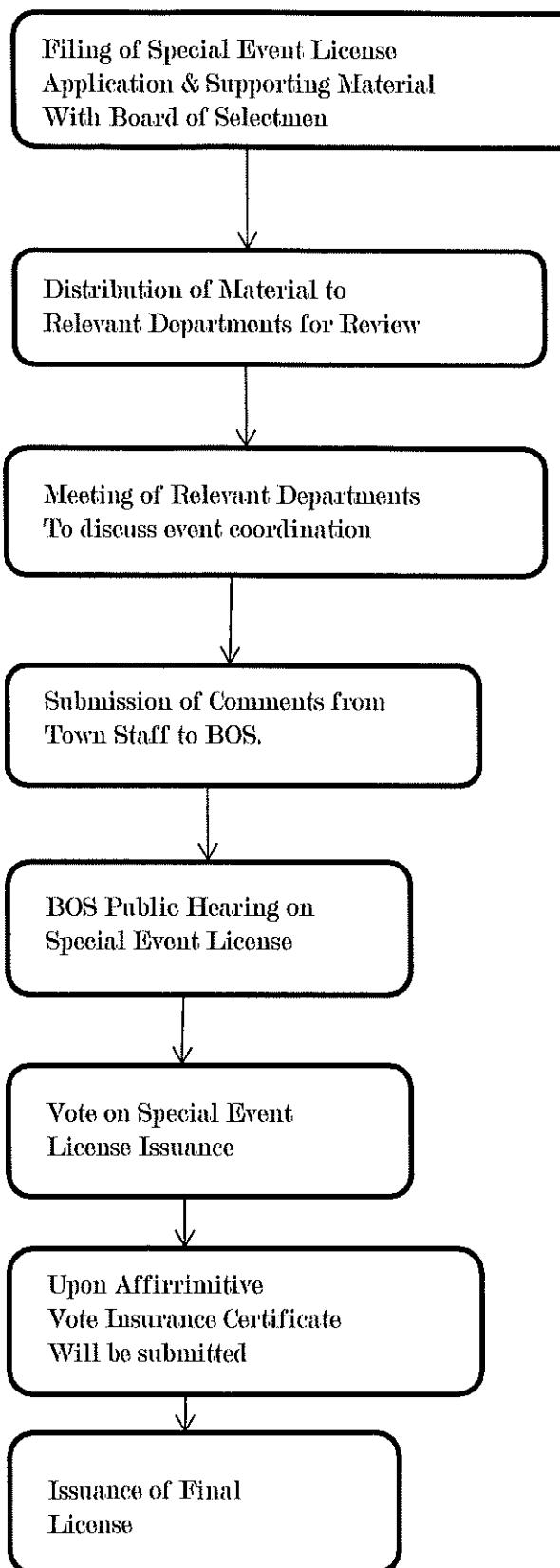
without submission of a Certificate of Insurance reflecting the necessary Workers Compensation Coverage to comply with State Law.

**Additional Permitting and Cost Requirements:** Depending upon the Special Event, additional permits may be required by the Town of Lunenburg Departments. These may include, but are not limited to, permits for temporary food, food preparation, campground, athletic field use, merchandise sales, etc. 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 Lunenburg as determined by representatives of each Town Department before the issuance of the Special Event Permit.

**Appeals:** Any person or persons aggrieved by the decision of the Select Board in the issuance or denial of a Special Event License retains the right to appeal through the process and procedure outlined in Chapter

249                    §4                    of                    the                    General                    Laws

**Special Event License Process:**



MASSACHUSETTS DEPARTMENT OF REVENUE  
**REVENUE ENFORCEMENT AND PROTECTION ATTESTATION**  
**(REAP)**

I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

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\*Signature of Individual or Corporate Name (Mandatory)

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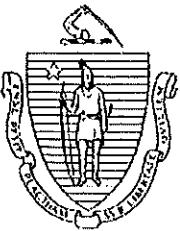
By: Corporate Officer (Mandatory, If Applicable)

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\*\* Social Security Number (voluntary) or Federal Identification Number

\*Licenses or permits will not be issued unless this certification clause is signed by the applicant.

\*\* Will be furnished to the MA Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of M.G.L. Chapter 62C, § 49A.



*The Commonwealth of Massachusetts  
Department of Industrial Accidents  
Office of Investigations  
Lafayette City Center  
2 Avenue de Lafayette, Boston, MA 02111-1750  
www.mass.gov/dia*

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Are you an employer? Check the appropriate box:**

1.  I am a employer with \_\_\_\_\_ employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

5.  Retail
6.  Restaurant/Bar/Eating Establishment
7.  Office and/or Sales (incl. real estate, auto, etc.)
8.  Non-profit
9.  Entertainment
10.  Manufacturing
11.  Health Care
12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under § 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Official use only. Do not write in this area, to be completed by city or town official.*

City or Town: \_\_\_\_\_ Permit/License #: \_\_\_\_\_

Issuing Authority (check one):

1.  Board of Health
2.  Building Department
3.  City/Town Clerk
4.  Licensing Board
5.  Selectmen's Office
6.  Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services 200  
Arlington Street, Suite 2200, Boston, MA 02150  
TEL: 617-800-1840 TTY: 617-800-4800 FAX: 617-800-5073  
MASS.GOV/DJIS



This form is not to be faxed. Please return form to organization.

**Criminal Offender Record Information (CORI)  
Acknowledgement Form**

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To be used by organizations conducting CORI checks for employment or licensing purposes.

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Town of Lunenburg

(Organization)

is registered under the

provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to

Town of Lunenburg

(Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my

signature. I may withdraw this authorization at any time by providing

Town of Lunenburg

(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that

Town of Lunenburg

may conduct

(Organization)

subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

---

Signature of CORI Subject

---

Date



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-800-4040 | TTY: 617-800-4000 | FAX: 617-800-6973  
MASS.GOV/DJIS



**SUBJECT INFORMATION**

Please complete this section using the information of the person whose CORI you are requesting.  
The fields marked with an asterisk(\*) are required fields.

\* First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

\* Last Name: \_\_\_\_\_ Suffix (Jr., Sr., etc.): \_\_\_\_\_

Former Last Name 1: \_\_\_\_\_

Former Last Name 2: \_\_\_\_\_

Former Last Name 3: \_\_\_\_\_

Former Last Name 4: \_\_\_\_\_

\* Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

\*\*Last SIX digits of Social Security Number: \_\_\_\_\_  No Social Security Number

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's First, Last, & Maiden Name: \_\_\_\_\_

Current Address

\* Street Address: \_\_\_\_\_

Apt./# or Suite: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

**SUBJECT VERIFICATION**

The above information was verified by reviewing the following form(s) of government-issued identification:

\_\_\_\_\_  
\_\_\_\_\_

Verified by: \_\_\_\_\_

Print Name of Verifying Employee

\_\_\_\_\_  
Signature of Verifying Employee

Date