

Town of Norwell
345 Main Street, Norwell MA 02061
T: 781-659-8000

EVENT PROGRAM PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Organization: _____ **Date:** _____
Applicant Name: _____ **Email:** _____
Address: _____ **Phone:** _____

EVENT INFORMATION

Name of Event : _____ **Location:** _____
Dates(s) of Event: _____ **Hour(s) of Event:** _____

The event is a (please check all that apply):

Run/Walk/Bike Demonstration Other (describe) _____

Set Up Date/Time: _____ **Take Down Date/Time:** _____

Purpose & Description of Event: _____

EVENT SITE PLAN

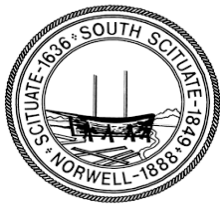
Attach event map and site plan with the following indicated:

- ✓ Detailed event layout/route with directional arrows, street names
- ✓ Placement and collection of signage, traffic control device, barricades
- ✓ Location of event staff, volunteers, traffic certified flagger/monitors, and where police officers are needed

Transportation and parking plans: _____

Plans for security/crowd control, first aid/medical assistance, and traffic route/intersection control: _____

Plans for portable toilets, garbage, sanitation and clean-up: _____



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Plans for notifying all agencies, businesses, and residents impacted by event: _____

Will food and/or liquor be distributed/sold at event: No _____ Yes _____ (if yes, see special license required)

Will there be signage? No _____ Yes _____

INSURANCE REQUIREMENT

For event involving the use of the Town facilities or public right-of-way, proof of liability insurance with coverage in the amount of \$1,000,000.00 per occurrence, unless an additional amount is required for the activity by the Town Administrator.

The Town Administrator may allow a lower amount or waive this requirement when the event is not open to the general public and the risks presented by the request justify a lower amount.

Said general liability insurance for bodily injury and property damage shall include the Town of Norwell, 345 Main Street, Norwell, MA 02061 as an additional insured on the policy of insurance which shall include a provision prohibiting cancellation of said policy except upon at least 30 days prior written notice to the Town.

HOLD HARMLESS

The applicant agrees to defend, indemnify, and hold harmless the Town of Norwell, its elective or appointed officers and employees, from and against all loss of expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the Town of Norwell, its elected or appointed officials or employees directly or indirectly arising out of the permit issued hereunder for the event scheduled. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

FEDERAL, STATE & LOCAL LAWS, ORDINANCES & CODES

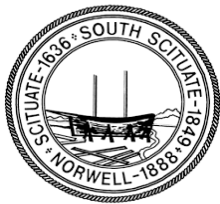
All terms, conditions and provisions of current laws shall remain in full force and effect and shall not be altered by this permit. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating use of public property.

The Town Administrator or appointee may revoke or terminate this application/permit if applicant fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect fails to heed or comply with notices given him/her.

The Applicant certifies that he/she has read and examined this application and know the same to be true and correct and agrees to comply with the terms and conditions contained herein.

This application will be reviewed by the Town of Norwell. Prior to approval or denial, a meeting with the Applicant may be held to discuss concerns of any of the parties. Additional information which may help the Town make an informed decision should be attached to this completed form.

Requests for Events must be requested at least 45 days in advance. A completed application does not constitute approval. All approvals must be voted by the Board of Selectmen.



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Signature: _____
Applicant

Date: _____

TO BE FILLED OUT BY TOWN

TOWN PERSONNEL IMPACT

- _____ Police Dept. – Estimated hours
- _____ DPW – Estimated hours
- _____ Fire Dept. – Estimated hours
- _____ *Other (please explain)* _____

Permit Fee - \$ 475.00: Paid

Permit Valid Until: _____

Please make check payable to: Town of Norwell

A permit is hereby granted to occupy/use the location described above, and subject to all conditions therein set forth. This permit shall be in the possession of the organizer at the event site at all times.

Department Approvals:

Approved By: _____ **Date:** _____
Fire Department

Approved By: _____ **Date:** _____
Police Department

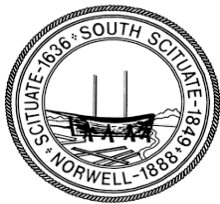
Approved By: _____ **Date:** _____
Highway Surveyor/Tree & Grounds

Approved By: _____ **Date:** _____
Cushing Center

Approved By: _____ **Date:** _____
Norwell School Department

Approved By: _____ **Date:** _____
Recreation

Final Approval By: _____ **Date:** _____
BOARD OF SELECTMEN



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