



Town of Wareham

54 Marion Road
Wareham, MA 02571
www.wareham.ma.us

Whether you are planning a road race, a festival, parade or other large event, the Town of Wareham has much to offer.

If you are interested in obtaining a permit to use Town Property for your upcoming event complete and return the attached 5-page "Use of Town Property-Special Events Application." A \$50 Permit Fee is required at the time of application, payable in cash or check made out to Town of Wareham. *Fully completed* applications should be mailed to Board of Selectmen, Wareham Town Hall, 54 Marion Road, Wareham, MA 02571. **Applications must be received at least 90 days prior to the event.**

Once a completed application is received, our office will request approvals from Town departments such as Wareham Police, Municipal Maintenance and Fire.

No trash receptacles are available on Town property. The applicant is responsible for removing all trash and personal belongings at the end of the event.

All participants must follow Covid-19 guidelines as required by the Commonwealth of Massachusetts and the Town of Wareham.

It is understood and agreed that the Town will be held harmless from all liability to damage to property or injuries to any persons.

For more information, call the Board of Selectmen's office at 508-291-3100 x 3101.

USE OF TOWN PROPERTY -
SPECIAL EVENTS APPLICATION

\$50.00 Permit Fee is due at the time of application. Payment must be made by cash or check made out to Town of Wareham. **Applications must be received no later than 90 days prior to the event.**

In addition to the Permit Fee, a \$25.00 fee is due for each vendor and amusement operator. **A list of vendors and payments must be received no later than 5 days prior to the event.**

APPLICANT INFORMATION

PLEASE PRINT

Name of Applicant: _____

Full Name of Person, Company or Organization to appear on Permit:

Mailing Address: _____

Town: _____ State: _____ Zip: _____

Work phone: _____ Cell: _____

Email Address: _____

Event website: _____

Name of person(s) responsible at the event: _____ Phone: _____

Alternate contact person: _____ Phone: _____

EVENT INFORMATION

Name of Event: _____

Sponsoring Group: _____

Event Date: _____ Event Begins: _____ AM/PM Event Ends: _____ AM/PM

Rain Date: _____

Event Location: _____

Describe event in detail: _____

Expected number of participants: _____

Have you held this event in Wareham previously? Yes/No

If yes, when? _____ Where? _____

Are you requesting-

Road(s) to be closed? Yes/No

Sidewalk(s) to be blocked? Yes/No

Will there be-

Structures to be erected? Yes/No

Tents and/or canopies? Yes/No
(see page 5 for requirements)

Food service provided by applicant or vendor(s)? Yes/No

Food handlers must be ServSafe Certified and Certifications must be on display at event. Please see page 5 for more information

A \$25.00 fee is due for each vendor and amusement operator. **A list of vendors and payments must be received no later than 5 days prior to the event.**

No trash receptacles are available on Town property. The applicant is responsible for removing all trash and personal belongings at the end of the event.

Please explain parking arrangements: (Note that from June 1 until September 15 visitors to Onset Village must pay for parking. For more information, go to [www. Wareham.ma.us/parking](http://www.Wareham.ma.us/parking)):

Events in a fixed location: Attach a map or diagram showing the layout (i.e. food areas, sanitary facilities, tents, structures, parking, etc.).

Road/walk/bicycle races or parades: Attach a map of the route.

SUBMIT COMPLETED APPLICATIONS TO THE SELECTMEN'S OFFICE

NO LATER THAN 90 DAYS IN ADVANCE OF THE EVENT

**YOU WILL RECEIVE NOTIFICATION UPON APPROVAL. INCOMPLETE APPLICATIONS
WILL NOT BE ACCEPTED.**

(FOR AN INDIVIDUAL ONLY)

STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE FOR USE IN LEASES, USE AGREEMENTS, ETC.

I, _____, through the signing of this document, indemnify, hold harmless and defend the Town of Wareham and its agents and employees from all suits and actions, including attorney's fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by

_____.

Print Name

Signature

~OR~

(FOR BUSINESSES ONLY)

STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE FOR USE IN LEASES, USE AGREEMENTS, ETC.

_____, its officers and members all,

(Legal Name of Business Entity, please print)

through the signing of this document, indemnify, hold harmless and defend the Town of Wareham and its agents and employees from all suits and actions, including attorney's fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by

_____, its agents, servants or employees.

(Legal Name of Business Entity, please print)

Authorized Signature

Name and Title (please print)

Date

Massachusetts Department of Revenue

REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION

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

*Signature of Individual or Print Corporation Name (Mandatory)

*Signature of Corporate Officer (Mandatory, if Applicable)

**Social Security # (Voluntary) or Federal Identification Number

* A permit cannot be issued until the applicant signs this certification clause.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing to 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 Massachusetts General Law c. 62C s. 49A.

ADDITIONAL REQUIREMENTS:

Tents

1. A tent over 120 square feet requires a permit from the Building Department.
2. A tent under 120 square feet must be approved by the Fire Department.
3. All tents shall have written certification or a permanent seal of the NFPA 701 testing criteria.
4. A sun canopy is not considered a tent but cooking regulations apply.

Cooking

1. All cooking vendors shall maintain a 5-lb ABC fire extinguisher.
2. All fire extinguishers shall contain a valid inspection tag by a licensed fire extinguisher technician.
3. Vendors shall maintain an adequate clearance of 18 inches to all combustible material around cooking appliances.
4. All LP gas cylinders shall be adequately secured.
5. ServSafe Certification must be displayed

Class C Explosives

1. Class C explosives such as "Pop Rocks" or any other type of detonating novelty are **prohibited by state statute.**