



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

DPW Police
 Fire OTM
 Park & Rec
 PFD Paid

TYPE OF EVENT: (check all that apply)

RUN WALK BICYCLE MOTORCYCLE

Name of Event:

Name of Organization:

**Has this event been conducted in other
Towns in the past?** YES NO

If yes, name of Town and date:

**Has this event been held in Needham in
the past?** YES NO

**If yes, are you repeating the same route as
in prior year(s)?** YES NO

Organization Mailing Address:

**Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Primary Contact:

Contact Title:

Contact Address:

Contact Phone (Day):

Contact Phone (Cell):

Contact Email:

Event Date(s):	Date Expected to be in Needham:
Earliest Time Expected in Needham:	Latest Time Expected in Needham:
Number of Expected Participants:	Number of Expected Spectators at Peak Time:
Are participants charged a fee? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Estimated Number of Vehicles:	What type of Parking is required:
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:	
Are event organizers available to meet with members of the Town to plan event? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do event organizers foresee the need for any road closures (subject to police review)? <input type="checkbox"/> YES <input type="checkbox"/> NO
What will be done in case of inclement weather?	
Will neighborhoods be impacted by parking and traffic?	
What activities are planned for the start of the race (if in Needham)?	
What activities are planned for the end of the race (if in Needham)?	

What facilities are needed for the start of the race (if in Needham)?

What facilities are needed for the end of the race (if in Needham)?

Once the event begins, how long will it take to complete the event?

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

Will volunteers be placed along the route?

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

Will portable toilets be used? List locations.

Will hydration stops be set up along route? If yes, please include these on route plan.

If the event takes place after dark, what is the plan to meet lighting needs?

What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?

Does the event take place during commuter times?

Is school in session during the event? Will school drop off or pick up be impacted by the event?

Are businesses open during the time of the event?

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	
<i>What is the plan to handle trash?</i>	

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- ***event route map (include map and text of route, parking plan, volunteer placement)***
- ***application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)***
- ***certificate of insurance***

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.