



## 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:**

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

***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)***

<b><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></b>	
<b><i>What is the plan to handle trash?</i></b>	

***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.***