

**MEMORIAL PARK TRUSTEES
TOWN OF NEEDHAM, MASSACHUSETTS**

SPECIAL EVENT REQUEST

Name of Organization: _____ **Date Submitted:** _____

Check the appropriate box(es) and provide a description

- Tournament: _____
- Special Event: _____
- School Function: _____
- Current Certificate of Insurance on file with Park and Recreation:

Requested Locations, Date(s) and Time(s)

- List All Requested Locations at Park: _____
- Date(s), raindate(s): _____
- Set-up Time: _____
- Actual Event Time: _____
- Clean-up Time: _____

Request includes asking for approval of: check all that apply

- Parking plan
- Trash removal plan
- Inclement weather plan
- Signage plan
- Electrical needs plan
- Sound amplification and sound mitigation plan
- Bathroom facilities/portable toilets
- Food plan
- Additional items
- Exclusive use
- Communication needs
- For-Profit assistance
- Other

Trustee Decision

For Department Use, only

Date of Decision: _____

Participants

- How many people are expected to attend?
- Estimated number of people at peak time:
- Estimated number of vehicles:
- Describe parking plan, and methods to avoid illegal or unsafe parking:
- Is there a fee charged for participation? Describe:

Use of Facilities

- Describe plan for keeping park(s) clear of litter from event, and describe requested plan for handling accumulated trash:

- Describe plan for use and care of athletic fields, including inclement weather plan:

- If signs are requested, please provide a complete description of each requested sign, including but not limited to, size, method for posting, time frame for posting, advertisement, sponsorship:

Note: The two Event Sign Board(s) must be requested through the Memorial Park Trustees. The schedule is very tight each year.

- Describe electrical needs for event, and list specific requests: (*Requests to use athletic field lights must be submitted on a different form.*)

- If sound amplification is requested, describe how it will be used, and the plan that describes consideration of park neighbors:

- If use of *on-site* bathroom facilities are requested, please note that they must be left in clean condition for next user(s); if *portable* bathroom facilities are requested, describe plan for delivery/pick-up, and area cleanliness:

- If request includes food services, whether providing at no cost or at a fee, describe actual plan: *Note: Concession Room use requires special permission from the Memorial Park Trustees. .*

- If additional items are requested to be brought onto site for the event, describe each item and the plan for protecting the safety of participants and athletic fields: *Examples include but not limited to: tent, machine, grills, inflatable event, animals, portable lights*

This type of request will likely require the organization representatives attending a meeting of the Trustees of Memorial Park

- If request includes exclusive use of the park, describe reason for that need, and accommodations that might be provided to organization that normally uses the park at that time:

- Describe communication needs at park:

- If a “for-profit” individual or organization will be included in the event, describe the work that will be done:

- List additional information related to the success of your event:

Contact Information

Primary Contact Name:

E-Mail Address:

Address:

Day Phone:

Secondary Contact Name:

E-Mail Address:

Address:

Day Phone:

Required Signatures

Primary Contact _____

Position _____

School Principal/President of Organization _____