



Town of Shutesbury

Special Events Policy

Purpose

The Town of Shutesbury's Select Board has created this policy to ensure that all special events comply with applicable laws regarding public safety, health, and order. The policy aims to protect the Town and its residents from public nuisances and ensure adequate safety and security for both event patrons and the public. For example, events that fall under the purview of this policy include: boat races, large scale gatherings, fairs, and any gathering on Town-owned property. If you have questions about whether an event falls under this policy, please contact the Town Administrator at (413) 259-1214 or townadmin@shutesbury.org.

Application and Review Process

Application Submission

All event organizers must submit a Special Event Permit Application to the Town. If an answer on the form requires more space, a separate sheet should be attached. The application form (attached) requires the following information:

- The name and address of the landowner where the event will be held.
- The name, address, and phone number of the applicant.
- The name, address, phone number, and Federal ID number of the sponsoring organization.
- The date of the event and the date the application was submitted.
- The name, description, and location of the event.
- The event's start and end times.
- The estimated attendance and number of vehicles.
- A description of the parking site, including the number of spaces.

- A description of the sanitary facilities to be used.
- A description of any buildings to be used, including seating capacity and exits.
- Information on whether entertainment will be provided and if noise from the entertainment could affect neighbors. If noise is a concern, a description of the entertainment and proposed times must be included.
- Information on whether food or alcoholic beverages will be sold or furnished.

Signature and Approval Requirements

All three parties, the landowner, the applicant, and the sponsor, must sign and date the application. By signing, they are stating that they have complied with all local, state, and federal regulations, that the information provided is accurate, and that they will pay for any required police and fire services. In addition, the following department heads must sign the form before the Select Board will consider the application: Police Chief, Fire Chief, Board of Health. Final approval is granted by the Chair of the Select Board or designee.

Public Safety and Services

Authority

If an event could pose a safety problem, the final decision will be made by the head of the appropriate department. The Police Chief, Fire Chief, and/or the Select Board will make the final decision on the need for police and fire coverage and the fee amount required.

Fees for Services

All fees for police, fire, or ambulance services are the joint and shared responsibility of the landowner, applicant, and sponsoring organization. Services provided by the Town will be billed at the current rate established by each department.

In addition to the charge for services, a 10% administrative fee will be added to the bill to cover officer expenses.

The fee structure for some services is as follows:

- **Police Officer:** Call the Chief for the hourly rate (four-hour minimum).
- **Firefighter:** The hourly rate is to be announced (four-hour minimum).
- **Fire Truck:** \$25.00/hour per truck.

TOWN OF SHUTESBURY
SPECIAL EVENT PERMIT APPLICATION

The Board of Selectmen, with this application, seeks to ensure that the applicant has complied with all applicable laws of public safety, health and order; that the Town and its residents are protected from the creation of a nuisance and that there is adequate safety and security for patrons and the affected public.

(If an answer requires additional space, please attach a separate sheet)

Date of Application: _____

Name of Applicant: _____ Phone #: _____

Address: _____

Email Address: _____ FED I.D.#: _____

Date of Event: _____

Name/Description of Event: _____

Location of Event: _____

Event Begins: _____ a.m. p.m. Event Ends: _____ a.m. p.m.

Estimated Attendance: _____ Estimated Number of Vehicles: _____

Describe Parking Site (# of spaces etc): _____

Name of Sponsoring Organization: _____ Phone #: _____

Address: _____

Email Address: _____ FED I.D.#: _____

Name of Landowner where Event will be held: _____

Address: _____ Phone #: _____

Email Address: _____

Describe Sanitary Facilities to be used: _____

Describe Buildings to be used (include seating capacity, exits, etc.): _____

Will entertainment be provided? Yes No If yes, attach a separate sheet explaining type, time(s) and duration of entertainment.

Could noise from event carry to the property of neighbors? Yes No If yes, attach a separate sheet explaining type, time(s) and duration of expected noise.

Will alcoholic beverages be sold or served? Yes No

Will food be sold or served? Yes No

NOTE: The Fire Chief and Police Chief will determine the need and the amount of fire, police and ambulance coverage needed.

Fees for Fire/Police & Ambulance services. All fees for fire, police and ambulance services will be the joint and several responsibilities of the landowner, applicant and sponsoring organization. Fire and police service supplies by the town departments will be billed by the town at the current rate established by each department. In addition to the charge for services, a 10% administrative fee will be added to the bill to cover office expenses.

Police Officer (four hour minimum), Call Chief for hourly rate 413-259-1279 \$ _____

Fire Fighter (four hour minimum), Call Chief for hourly rate 413-259-1211 \$ _____

Fire Truck (\$25.00/hour per Truck) \$ _____

10% Administrative Fee \$ _____

Total Fees \$ _____

STATEMENT OF ACCEPTANCE

By signing this application, I am stating that I have complied with all local, state, and federal regulations. That the information supplied accurately describes the proposed event and that I will pay current fees for fire and police services.

All three signatures are required before the Select Board will consider the application.

Applicant: _____ Date: _____

Sponsor: _____ Date: _____

Landowner: _____ Date: _____

All three department signatures are required before the Select Board will consider the application.

Board of Health: _____ Date: _____

Fire Chief: _____ Date: _____

Police Chief: _____ Date: _____

This permit is not valid until it is approved by the Select Board

Select Board Approval: _____ Date: _____

Select Board Chair or Designee