Thank you for considering the Town of Braintree for your event! Completing this form is the first step in your application process. **This is not your permit.** Due to the numerous requests we receive, completing and submitting this application does not confirm your date nor signify any intention by the Town to approve this application.

### Applying for a Permit

**STEP #1**

Complete ALL fields on the Special Event application. Please attach all event information including route maps, site set up diagrams, list of vendors and any additional information relevant to your event. If you are a non-profit organization, please submit a copy of your 501C3 non-profit determination. (Please note a certificate of liability insurance is still required for non-profit organization.) Submit the completed application at least 45 days prior to the actual event date, and retain a copy for your records.

**STEP #2**

Return completed Special Event application with a check or money order for the $25.00 application fee at least 45 days prior to the actual event date. Money orders or checks should be made payable to the Town of Braintree. Credit cards and cash are not accepted.

**STEP #3**

Mail/drop off applications with fee to:

**Mayor’s Office/Special Events**  
**Town of Braintree**  
**One JFK Memorial Drive**  
**Braintree, MA 02184**

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### What happens next?

1. Your application will be reviewed to determine whether the requested location is available. Permits are granted on a first-come first-serve basis.

2. Applicable fees may apply to cover expenses incurred for facility custodial services and utility expenses. Charges will be determined by the Town and payment rendered prior to receipt of permit. A minimum fee of $100.00 is charged per 2 hour period. A fee of $45.00 is charged per additional hour. For events occurring outside of Town Hall hours, additional staffing costs will apply. Costs for police and/or fee details may also be assessed depending on the nature of your event.

3. If you are scheduling a large and/or complicated event, you may be required to obtain approval from several Town Departments (Building, Board of Health, Police and Fire) as well as one day alcohol and/or entertainment licensing. You will be notified as to which approvals are necessary depending on the size/scope of your event. These approvals must be obtained prior to the date of your event.

4. **You must secure and submit a certificate of Liability Insurance** to the Town of Braintree 14 days prior to your event. The Town of Braintree must be named as additional insured for the date and location of your event with a minimum amount of 1 million dollars ($1,000,000) in liability. This is required for all special use permits and your permit will not be issued without the certificate.

5. Your special event permit will be mailed, emailed and/or faxed to you. Due to the many changing components of an event, Special Event Permits are often issued only a few days in advance of your event.

### Important Information

- All event publicity, printed materials and communications with your participants shall state Town of Braintree in the title when referring to your event location. (Example: “Braintree Town Hall”)

- **Alcohol Policy:** NO alcohol is allowed without approval from the Town Licensing Board. If seeking Licensing Board approval, this form must be submitted with the application for a one day special alcohol license.

- **All non-profit organizations must submit a copy of your 501C3 non-profit determination letter.**

- The Town reserves the right to deny requests due to prior disrespect of facilities, property, equipment, personnel and/or rules and regulations.
TOWN OF BRAintree
SPECIAL EVENT APPLICATION

Application fee $25
Complete ALL fields Below

EVENT DATE(S): ___________________  Attendees: ______________

EVENT LOCATION: ________________________________________________

Name of Event: ___________________________________________________

Name of Organization: ____________________________________________

Applicant Name: ________________________________________________

Address: __________________________________ City: __________ State: ______ Zip: _______

Phone: ___________________________  Cell Phone: ______________________________

Event Website: _____________________________________________________

Email Address (Required): _________________________________________

TYPE OF EVENT (CHECK ALL THAT APPLY):
Run  _______ Banquet _______ Festival _______ Reunion _______
Walk _______ Movie Night ______ Concert _______ Fundraiser _______
Recital ______ Meeting _______ Theatre _______ Other ___________

FACILITY REQUESTED:
TOWN HALL AUDITORIUM _______ SUNSET LAKE _______ FRENCH’S COMMON _______ SMITH BEACH_____
TOWN PARK/FIELD (SPECIFY) ________________ TOWN BUILDING (SPECIFY) __________________

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Start time (am/pm)</th>
<th>End Time (am/pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Set Up:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Up:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATE OF LIABILITY INSURANCE REQUIRED. The certificate must name the Town of Braintree as additionally insured for the date and location of your event. Your certificate must be submitted at least 14 days prior to your event for your permit to be issued.
Please indicate whether the following items pertain to your event:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your event require electricity?</td>
<td></td>
</tr>
</tbody>
</table>
If yes, are you bringing a generator?  |  
If yes, are you requesting a Town power source?  |  
(may require additional Town of Braintree staffing charge)  |  
If yes, what is the electricity for?  |  
Are you placing portable toilets?  | (requires Board of Health Approval)  
Set up Date/Time  |  
Removal Date/Time  |  
Are you using Town Hall after normal business hours?  |  
(If yes, may require additional Town of Braintree staffing charge)  |  
Are you placing any tents or other structures at your event?  |  
Are the tents heated?  |  
(may require Building and Fire Dept Approval)  
Set up Date/Time  |  
Removal Date/Time  |  
Are you setting up any stages?  | (all stages require Building Insp. Approval)  
Set up Date/Time  |  
Removal Date/Time  |  
Are you requesting to have mechanical rides or inflatables (jumpy houses, etc.)?  |  
Are you serving any refreshments/ food?  | (may require Fire and/or Health Dept. Approval)  
If yes, what are you serving  |  
Does this require the use of propane tanks?  | (Fire Detail and extinguisher required)  |  
Are you requesting any vendors?  | (food, fire, health permits required)  
Provide a list of vendors and items for sale on a separate sheet  |  
Are you serving alcohol?  | (requires one day special alcohol license MGL c. 183, Sec. 14)  |  
Are you providing entertainment, i.e. music, DJ, movie?  | (may require entertainment license MGL c. 140, sec. 183)  |  
Are you requesting table and chair set up?  |  
Tables needed  |  
Chairs needed  |  
Is this for a Braintree Youth Program?  |  
For a walk/run, will you have any waterstops/checkpoints?  |  
If yes – must include a map with the locations  |  
Are you requesting a road closure?  |  
Location:  |  
Are you providing recycling and/or waste clean up services?  |  

**NOTE:** ALL “REQUESTS” must have Town of Braintree approval and may require additional charges. Permittee accepts complete liability and responsibility for Permittee’s use of the property and its actions and the actions of its members, guests, invitees, agents and employees upon the site, and an agreement that the Permittee will indemnify, defendant and hold harmless the Town of Braintree against any and all claims that may arise.

SIGNATURE OF APPLICANT:  
DATE:  
Special Event Permit

Applicant: ___________________________________________________________ Event Date: __________

Event Type: ______________________________________________________________________

To be completed by the Chief of Staff and Operations or his designee.

Approved: _______________________

Chief of Staff

To be completed by the Chief of Police or his designee (if police detail required)

No. of officers to be assigned: _____ Approved: _______________________

Duty Hours: ___

Police Chief

To be completed by the Fire Chief or his designee (if fire detail required)

No. of officers to be assigned: _____ Approved: _______________________

Duty Hours: ___

Fire Chief

To be completed by Town Clerk (if Lottery, license is required)

Approved: _______________________

Town Clerk

To be completed by the Building Inspector (if event includes staging or tents)

Approved: _______________________

Building Inspector

To be completed by the Health Department (if event includes food or drink, and/or Restroom Facilities)

Approved: _______________________

Health Department

To be completed by the Licensing Board (if event requires one day license for entertainment and/or alcohol)

Approved: _______________________

Licensing Board