



2012 SPECIAL USE PERMIT APPLICATION INSTRUCTIONS

*This is only an application. This form is not a permit. **Completing and submitting this application does not confirm your date nor signify any intention by the DCR to approve this application.** The DCR accepts special use permit applications November 1, 2011 through May 1, 2012.*

How do I apply for a permit?

STEP #1

Complete all fields on the Special Use Permit application. Attach any additional information such as route maps, site set up diagrams, list of vendors, vehicles and anything else that you need to expand on. Please retain a copy of your completed application for your records.

STEP #2

Return the Special Use Permit application with a check or money order for \$35.00 (non refundable) application fee at least 45 days prior to the actual event date. Money orders or checks should be made payable to the Commonwealth of Massachusetts/DCR. Credit cards and cash are not accepted. If you are paying with a purchase order, please include a copy of the P.O.

STEP #3

Mail applications to:

**The Department of Conservation and Recreation
Attention: Department of Special Events
251 Causeway Street, 9th Floor
Boston , MA 02114**

What happens next?

1. A DCR event coordinator will review and forward your application to all appropriate parties including site supervisor, park rangers, State Police etc. for review. If your event requires any DCR staff, equipment or services there will be event costs which you will be responsible for payment of prior to your event.
2. You must secure and submit a Certificate of Liability Insurance with a minimum amount of 1 million dollars. The Commonwealth of Massachusetts, Department of Conservation and Recreation listing the above address, must be named as additional insured for the date and location of your event. Your Certificate of Liability Insurance must be received by the DCR as soon as possible and at least **14 days** prior to your event for your permit to be issued.
3. Your 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

- ❖ Applications received without payment cannot be processed and will be returned.
- ❖ In all your event publicity, printed materials and communications with your participants please refer to your event location as DCR property. (Example: "DCR Borderland State Park")
- ❖ Your Certificate of Liability Insurance must be received by the DCR as soon as possible and at least **14 days** prior to your event for your permit to be issued.
- ❖ No alcohol or tobacco sponsors are allowed. Alcohol cannot be consumed, or given away on DCR property. *304 Code of Massachusetts Regulations 12.06- Alcoholic Beverages Prohibited*
- ❖ Setting up of tents/staging, scaffolding, certain inflatables will require approval from the Massachusetts Department of Public Safety.



DEPARTMENT OF CONSERVATION AND RECREATION

Department of Special Events

251 Causeway Street, Suite 600, Boston MA 02114

2012 SPECIAL USE PERMIT APPLICATION

Application Fee \$35

for office use only:
PERMIT NUMBER
CHECK NUMBER

EVENT DATE(S): _____

PARK NAME: _____

LOCATION REQUESTED: _____

(Current site set up maps, road closure plan, walk and run route maps **MUST** accompany the application)

Name of Event: _____

Name of Organization: _____

Do you have a Stewardship agreement with the DCR? _____ If so, please provide documentation.

Applicant Name: _____

Address _____ City/State/Zip _____

Phone # _____ Cell Phone # _____

Fax # _____ Event Website _____

Email Address(Required) _____

Number of Participants: _____ Number of Spectators: _____

TYPE OF EVENT (CHECK ALL THAT APPLY)

Run _____ Boating _____ Festivals _____

Walk _____ Swimming _____ Concert _____

Other(specify) _____

	DATE(S)	START TIME	END TIME
Event Set Up			
Registration			
Event			
Clean Up			

CERTIFICATE OF LIABILITY INSURANCE REQUIRED. THE CERTIFICATE MUST NAME THE COMMONWEALTH OF MASSACHUSETTS, DEPARTMENT OF CONSERVATION AND RECREATION AS ADDITIONALLY INSURED FOR THE DATE AND LOCATION OF YOUR EVENT. YOUR CERTIFICATE DOES NOT HAVE TO BE SENT WITH THIS APPLICATION, BUT MUST BE SUBMITTED AS SOON AS POSSIBLE AND AT LEAST 14 DAYS PRIOR TO YOUR EVENT FOR YOUR PERMIT BEING ISSUED.

DESCRIBE YOUR EVENT IN DETAIL. ATTACH CURRENT SITE SET-UP MAPS, WALK AND RUN ROUTE MAPS WITH WATER STOPS/CHECK POINTS AND DESCRIPTIONS, ROAD AND LANE CLOSURE PLAN.

Please indicate whether the following items pertain to your event:

YES NO Does your event require electricity?
If yes - are you bringing a generator? _____
If yes - are you **REQUESTING** a DCR power source? _____
(may require additional DCR staffing charge)
If yes- what is the electricity for? _____

YES NO Are you placing portable toilets?
If yes - what company _____

What date and time are they being delivered? _____

What date and time are they being picked up? _____

YES NO If available-Do you **REQUEST** the use of DCR Restrooms?
(may require additional DCR staffing charge)
If yes - what time do you want them open? _____ Closed? _____

YES NO Are you placing any tents or other structures at your event?
(note: tents larger than 10x10 require Dept. of Public Safety approval.)
If yes-what is the name of the tent company? _____
Set-up date & time _____
Removal Date & time _____

YES NO Are you setting up any stages? (all stages require Dept. of Public Safety approval.)
If yes-what company? _____
Set-up date & time _____ Removal date & time _____

YES NO Are you serving any refreshments?
If yes-What are you serving? _____

YES NO Are you **REQUESTING** to have any vendors? (Food, fire & health permits required)
If yes -- Please list vendors and items for sale on a separate sheet

YES NO If your event is a walk or run, will you have any waterstops/checkpoints?
If yes-must include a map with the locations.

YES NO Are you **REQUESTING** a road closure? Location _____

YES NO Are you **REQUESTING** a lane closure? Location _____

**** NOTE: All "REQUESTS" must have DCR 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, defend, and hold harmless the Department against any and all claims that may arise.

SIGNATURE OF APPLICANT _____ **DATE** _____
(applications will not be processed without a signature)