



2017 SPECIAL USE PERMIT SPECIAL EVENT APPLICATION INSTRUCTIONS

Thank you for considering the DCR for your event! Completing this form is only 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 DCR to approve this application. *The DCR accepts special event permit applications for the 2017 season November 1, 2016 through May 1, 2017.*

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 \$45.00 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.

STEP #3

Mail applications with fee to:

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

What happens next?

1. Your application will be reviewed by all appropriate DCR staff and Public Safety officers. If your event requires any DCR staff, equipment or services, there will be event costs. You will be responsible for payment of costs prior to event.
2. Commercial applicants will be responsible for outdoor event venue rental fees.
(302 Code of Massachusetts Regulations 4.02: Fees For Licenses, Permits, and Services To Be Charged By State Agencies)
 1. Small event (100-500 people) \$250 per day
 2. Mid-size event (501-1,500 people) \$1000 per day
 3. Large event (1,501-10,000 people) \$2000 per day
3. **You must secure and submit a Certificate of Liability Insurance** to DCR at least **14 days** prior to your event. The Commonwealth of Massachusetts, Department of Conservation and Recreation 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.
4. 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

- ❖ All event publicity, printed materials and communications with your participants, shall state DCR in the title when referring to your event location. (Example: "DCR Borderland State Park".)
- ❖ No alcohol or tobacco sponsors are allowed. Alcohol cannot be consumed, sold or given away on DCR property.
302 Code of Massachusetts Regulations 12.04 Alcoholic Beverages Prohibited without authorization.
- ❖ Setting up of tents/staging, scaffolding, certain inflatable items will require approval from the Massachusetts Department of Public Safety. <http://www.mass.gov/eopss/docs/dps/appl/form-bbrs-state-building-permit-04-09-2011.pdf>
- ❖ All non-profit organizations must submit a copy of your 501C3 non-profit determination letter.
- ❖ Department of Conservation and Recreation (617)626-1250.



DEPARTMENT OF CONSERVATION AND RECREATION

Attention: Office of Special Events, 9th Floor
 251 Causeway Street, Boston MA 02114

2017 SPECIAL EVENT APPLICATION

Application Fee \$45
 Complete ALL fields below

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: _____

Applicant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell Phone #: _____

Fax #: _____ Event Website: _____

Email Address(Required): _____

Number of Participants(Required): _____ Number of Spectators: _____

TYPE OF EVENT (CHECK ALL THAT APPLY):

Run _____ Boating _____ Festivals _____
 Walk _____ Swimming _____ Concert _____
 Other(specify) _____

	DATE(S)	START TIME (include am/pm)	END TIME (include am/pm)
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 AT LEAST 14 DAYS PRIOR TO YOUR EVENT FOR YOUR PERMIT TO BE 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 _____ Set-up Date & Time: _____ Removal Date & Time: _____
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 20x20 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)