



Dear Event Applicant:

Enclosed is the Town of Northfield's Special Event Permit Application. Please complete the application form, sign, date, and attach a legible site plan for your event. Your application(s) will not be processed without a completed form and applicant signature.

**What requires a Special Event Permit Application?** In general, any scheduled outdoor public gathering, regardless of size, involving the use of, or having an impact on, public property, public facilities, parks, streets, sidewalks, rights-of-way, vacant land, parking lots, or the temporary use of private property in a manner that varies from its current land use, as well as activities with outdoor amplified sound, requires a permit. A "Special Event" is an event open to the general public; it can be on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, concert, carnival, road race, parade, or walk-a-thon. Activities that do not require a permit include weddings, funeral ceremonies, private yard sales, bake sales, Christmas tree sales on private property, fundraising car washes and certain retail sales promotions such as local business sales.

In reviewing Special Event Permit Applications, the Northfield Select Board will, at a minimum, consider the following:

- **Completeness of application** and applicant's ability to meet any required conditions;
- **Impact on community:** road closings (miles, location, time), restrictions on public use of town facilities; restrictions on businesses and organizations; time of year/day of week; duration of event;
- **Tangible community benefits:** Northfield resident and business involvement; applicant's involvement/location in Northfield; financial benefit to Town and community;
- **Impact on municipal services**
- **Charitable impact/affiliations**

Thank you for your interest in the Town of Northfield. We look forward to working with you to ensure the success of your special event. If you have any questions, please contact the Select Board Office at 413-498-2901 x110.



## **Town of Northfield Special Event Policies & Procedures**

The Town has established Special Event Policies and Procedures to provide a clear and uniform method for reviewing event applications, to ensure maximum public access and safety, and to contribute to the success of all events by providing a system for advanced planning.

### **Permit Application Process**

Completed applications must be filed with an application fee of \$25, at least 60 days prior to requested date. Events more than 500 attendees must file their completed application with the Town at least 120 days prior to the requested event.

*For large events over 500 people it is **required** that the applicant schedule a preliminary review meeting* with the Select Board to discuss the process, the event and the requirements with the Select Board *before* they submit application.

The completed application must include a sign-off on the Insurance Requirement form.

Maps and/or plot plans submitted with the application must be legible.

The event director may be required to establish a full safety plan in conjunction with the Police, EMS and Fire Departments before the application is submitted to the Select Board.

Once the departments have signed off on an application, the application will go before the Select Board for review. **The Select Board has the sole authority to approve, approve with conditions or modifications, or disapprove events.**

If your event will impact normal traffic and/or have over 500 participants and/or be out of the normal realm of the business property operations, you may be required to file a Traffic and Crowd Management Permit Application (attached).

## **Approval**

If the Select Board approves a special event application, an Event Permit will be issued only upon the acceptance of all conditions placed upon the application, full payment of the fees (see attached chart), and submission of proof of an **active insurance policy naming the Town of Northfield as an additional insured** (see required insurance section).

All fees *must be paid in full* and the certificate showing that insurance has been obtained *must be filed with the Town* no later than two weeks prior to the event for events under 500 participants, and 30 days prior for events with over 500 participants.

In addition to the application and event fees, other fees may be required and may include, but are not limited to, Board of Health permit fees, Police Detail fees, Emergency Services fees, Fire Department fees and Building Department permit fees (due when filing for permit). Costs associated with public safety including police, EMS and fire details shall be paid by the applicant upon receipt of an invoice.

Directors for events over 500 participants are required to notify all immediate abutters affected by the event two weeks prior to the event using a Town certified abutters list, which is obtained through the Assessor's Office. Note: events over 500 participants have additional notification requirements (see below). Assessors have up to 10 business days to provide the applicant with the list, for which there is a fee (contact the Assessors Office for fee rates). Select Board reserves the right to require additional resident notification as a condition of the permit.

Signage for the event must conform to the sign bylaws of the Town of Northfield and may require a permit from the Building Department. Any signage installed for the event must be removed within 24 hours of the conclusion of the event.

Please note that if your event is a road race, street markings are expressly prohibited unless prior approval is obtained by the Northfield Police Department and the Highway Department.

**The Select Board reserves the right to amend the event application at any time and/or require additional information or place additional conditions on any applicant.**

### **Checklist – Special Event Permit Application**

- Obtain a Special Event Permit application from the Town Administrator/Select Board office 413-498-2901 x 110 or online [www.northfieldma.gov](http://www.northfieldma.gov).
- **Recommended that you notify Town Administrator/Select Board office of desired date/event before submitting application.**
- For large events over 500 people it is *required* that the applicant schedule a preliminary review meeting with the Select Board prior to submitting the application.
- Applicant will file all necessary plans/applications to the appropriate departments as required to receive appropriate approvals and permits.
- File completed application at Town Administrator/Select Board Office with \$25 fee 60 days in advance of anticipated event date for events under 500 participants, 120 days in advance of anticipated event date for events over 500 people.
- Completed application will be scheduled to be reviewed at a Select Board meeting (recommended applicant be present). NOTE: For events exceeding 500 participants the following additional conditions will apply:
  - Town Administrator/Select Board office will advise on date of Select Board meeting to review permit. Applicant required to be present.
  - Applicant must notify (in writing) immediate abutters at least two weeks prior to the meeting date with the Select Board. (NOTE: This notification does not satisfy the notification required two weeks prior to the event.)

### **Checklist - Approved Events**

- Retain insurance policies for event. Provide evidence of Insurance Coverages as required.
- Pay all event fees - see schedule of fees.
- Pay fees for any additional town permits/details, etc. (*All fees must be paid two weeks prior to event or permit may be withheld or cancelled.*)
- Send out notification to immediate abutters two weeks prior to event (events over 500 participants).



## Event Permit Fee Schedule

**Required Application Fee:** \$25 Permit Application *(to be submitted with application)*

**Permit Fees:** *(to be paid upon permit approval)*

### Events

Events up to 50 people	\$50/day
Events over 50 people	\$100/day
Events over 500 people	\$200/day
Events over 1,000 people	\$500/day

### Road Races/Marathons/Triathlons

Road races under 5K	
up to 50 people	\$50/day
50-200 people	\$100/day
500+ people	\$200/day
5K-under 10K	
up to 50 people	\$75/day
50-200 people	\$150/day
200+ people	\$250/day
10K +/Multi-sport events/Triathlons	
up to 200 people	\$250/day
200+ people	\$400/day

### Board of Health:

[www.northfieldma.gov/board-health](http://www.northfieldma.gov/board-health)

### Fire Department:

Propane Storage	\$25.00
Tent Fire Inspection Fee	\$10.00 per tent or canopy

**The Select Board reserves the right to define the word "day" and assess permit fees that reflect individual events' actual impact on public use of public space/roads.**

Permits will not be issued until all fees are paid in full and a fully executed insurance certificate has been provided to the Town. *No alcohol, tobacco or cannabis sponsors are allowed on town property, nor can they be consumed, sold or given away on Town property. (Select Board Office for temporary liquor licenses).*



## **TOWN OF NORTHFIELD SPECIAL EVENT PERMIT APPLICATION**

A fully completed application, together with all supplementary information and fees as may be required by the Town of Northfield, must be submitted to the Town Administrator's Office at 69 Main Street, Northfield, MA 01360, not less than 60 days in advance of anticipated event date for events under 500 participants, 120 days in advance of anticipated event date for events over 500 people.

*Please answer all questions. If they do not apply, put N/A.*

### **APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Website: \_\_\_\_\_

### **EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Time: \_\_\_\_\_

Set up Date/Time: \_\_\_\_\_ Break Down Date/Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Number of Years Event has been in Existence: \_\_\_\_\_

Is the Event Sanctioned by a National Body? If so, by whom?

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*Please attach event sanction certificate*

## **ATTENDANCE**

Estimated # of Participants \_\_\_\_\_ Entry Fee per Participant \_\_\_\_\_

Estimated # of Spectators \_\_\_\_\_

# of Event Staff/Volunteers \_\_\_\_\_ Total Attendance: \_\_\_\_\_

Please attach an event map and site plan – see attached list and instructions to complete the plan.

☐ Check here to request waiver of Permit Fee

## **PURPOSE AND DESCRIPTION OF THE EVENT**

Is your organization a registered 501(c) 3? \_\_\_\_\_ # \_\_\_\_\_

Provide ST-2 Certificate

**All filings must be up to date and the organization must be in good standing with the Attorney Generals Division of Public Charities.**

What is the event's charitable partner(s)?

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If a fundraising event, how much money will the event fundraise (estimated) and what is the purpose?

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Will the event support and benefit the Town of Northfield? How?

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**\*Provide action plans for the following – see Site Plan page for complete check list (attach sheets as needed):**

**A.**    \*Parking Plan (participants & spectators)

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**B.**    \*Road Closures/Traffic Control Plan (see if traffic permit is required – see below)

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**C.**    \*Medical Emergency/First Aid Plan:

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**D.**    \*Set up and break down/cleaning plan to return property to original state:

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**E.** \*Will you be initiating a recycling plan for event clean-up?:

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**F.** \*Restroom Facilities (Company used, location, quantity):

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**G.** Will food or beverages be served at the event? If so, please list what kind and how it will be distributed. *(Vendors need Board of Health Approval)*

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**H.** Will any amplified music (live or DJ) or public address system take place at the event? If so, please describe.

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**I.** Will any tents or structures be used? If so, how many, where and approximate size? *(building permit and fire department approval may be required)*

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## **INSURANCE REQUIREMENTS**

For special events involving the use of Town of Northfield facilities or public right-of-way, proof of:

General Liability with liability coverage for personal injury, bodily injury and property damage including Products and Completed Operations with limits not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. Such insurance shall be written on an occurrence basis. This policy shall provide coverage on a primary and non-contributory basis and should name the Municipality as an "Additional Insured". Said general liability insurance for bodily injury and property damage shall include the Town of Northfield, 69 Main Street, Northfield, MA 01360 as an additional insured on the policy of insurance which shall include a provision prohibiting cancellation of said policy except upon at least 30 days prior written notice to the Town of Northfield.

Umbrella Liability of at least \$2,000,000 per occurrence with a \$2,000,000 Annual Aggregate. The Municipality should be named as an "Additional Insured".

Automobile Liability (applicable for any automobile operating exposure) with limits of not less than \$1,000,000 covering all owned, non-owned, hired, rented or leased vehicles. The Municipality should be named as an "Additional Insured".

Workers' Compensation and Employers' Liability Insurance including (i) Workers' Compensation Insurance providing statutory coverage as required by the Commonwealth of Massachusetts, and (ii) Employers' Liability Insurance coverage with limits of not less than \$500,000 per accident. Each contractor, subcontractor, and consultant performing work on or about the Premises shall have similar policies covering their employees.

All terms, conditions, and provisions of law, including but not limited to the bylaws of the Town of Northfield shall remain in full force and effect and shall not be altered by this

permit. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local law regulating the use of public property.

The Town Administrator, or appointee, may revoke or terminate this application/permit if applicant fails to comply with any or all of its provision, requirements, or regulations as herein set forth or through willful or unreasonable neglect fails to heed or comply with notices given to him/her.

THIS SPECIAL EVENT PERMIT IS SUBJECT TO ANY AND ALL LAWS, REGULATIONS, STANDARDS, GUIDELINES, AND POLICIES OF THE TOWN OF NORTHFIELD AND DEPARTMENT OR BODY OTHERWISE HAVING JURISDICTION AND FURTHER SUBJECT TO THE SPECIFIC TERMS, CONDITIONS AND RESTRICTIONS PRINTED OR WRITTEN OR ATTACHED AND MAY BE VOIDED OR REVOKED AT ANY TIME IF ANY REGULATION STANDARD, GUIDELINE, OR POLICY OF THE TOWN OF NORTHFIELD IS VIOLATED.

IF THIS PERMIT IS GRANTED THE PERSON TO WHOM IT IS ISSUED SHALL FULFILL ALL REQUIREMENTS OF THE REGULATIONS GOVERNING OF THE TOWN OF NORTHFIELD AND SHALL NOT BE TRANSFERRED, ASSIGNED OR CONVEYED.

The applicant certifies that he/she has read and examined this application and agrees to comply with the terms and conditions contained herein.

Signature of Applicant: \_\_\_\_\_

HOLD HARMLESS/INDEMNIFICATION AGREEMENT: I shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Northfield, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the lease or use of Town of Northfield property for any damage to its real or personal property that occurs in conjunction with the lease or use of \_\_\_\_\_ by myself, or any agent of mine, unless the damage is caused by the Town of Northfield's gross negligence or willful misconduct.

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Northfield Department Review**  
**(To be filled out by the department if applicable)**

**POLICE DEPARTMENT**

Police Details Required? \_\_\_\_\_

Comments /Conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p style="text-align: center;"><b>Estimated Cost</b></p> <p><b># of Personnel:</b> _____</p> <p><b># of hours:</b> _____</p> <p><b>TOTAL est: \$</b> _____</p> <p style="text-align: center;"><b>Bill Services To:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">_____ (Chief Signature)</p>
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Department Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT**

Fire Detail Required? \_\_\_\_\_

Comments /Conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p style="text-align: center;"><b>Estimated Cost</b></p> <p><b># of Personnel:</b> _____</p> <p><b># of hours:</b> _____</p> <p><b>TOTAL est: \$</b> _____</p> <p style="text-align: center;"><b>Bill Services To:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">_____ (Chief Signature)</p>
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Department Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## **EMERGENCY MEDICAL SERVICES**

Ambulance Required? \_\_\_\_\_

Comments /Conditions:

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<p><b>Estimated Cost</b></p> <p><b># of Personnel:</b> _____</p> <p><b># of hours:</b> _____</p> <p><b>TOTAL est: \$</b> _____</p> <p><b>Bill Services To:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Chief Signature)</p>
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Department Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## **HIGHWAY DEPARTMENT**

Comments / Conditions:

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Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **BOARD OF HEALTH**

Comments / Conditions:

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Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEWER DEPARTMENT**

Comments / Conditions:

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Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN ADMINISTRATOR**

Comments / Conditions:

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Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SELECT BOARD**

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DENIED

Comments / Conditions:

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Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SITE PLAN

**Add an attachment to show the number and location for the following: (Failure to submit site plan will result in application not being approved.)**

- \_\_\_\_\_ Security/Command, First Aid Facilities and Ambulance Locations.
- \_\_\_\_\_ Food Concession and/or Food Preparation Area(s).
- \_\_\_\_\_ Fencing, Barriers and/or Barricades.
- \_\_\_\_\_ Admissions Gate(s).
- \_\_\_\_\_ Generator Locations and/or Source of Electricity. Booths, Exhibits, Displays or Enclosures Canopies or Tent Locations.
- \_\_\_\_\_ Platforms, Stages, Grandstands or Related Structures.
- \_\_\_\_\_ Number of Canopies or Tents.
- \_\_\_\_\_ Size(s) of Canopies or Tents.
- \_\_\_\_\_ Vehicles and/or Trailers.
- \_\_\_\_\_ Event Parking/ Overflow Parking.
- \_\_\_\_\_ Portable Toilets.
- \_\_\_\_\_ Trash Containers and Dumpsters.
- \_\_\_\_\_ Dumpsters w/covers.
- \_\_\_\_\_ Gas Tanks, i.e. helium, propane, etc.
- \_\_\_\_\_ Generators.

Other Related Event Components not covered above.  
Please describe:

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<b>CONTACT INFORMATION</b>		
Town Administrator Office	Town Administrator <a href="mailto:allamas@northfieldma.gov">allamas@northfieldma.gov</a>	413-498-2901 x115
Selectboard Office	Sandra Wood Town Secretary <a href="mailto:townsec@northfieldma.gov">townsec@northfieldma.gov</a>	413-498-2901 x110
Northfield Fire Department	Chief Skip Dunnell <a href="mailto:skipdunnell@gmail.com">skipdunnell@gmail.com</a>	413-498-5100
Northfield Emergency Medical Services	Chief Mark Fortier <a href="mailto:Nfldems@verizon.net">Nfldems@verizon.net</a>	413-498-5112
Northfield Police Department	Chief Jon Hall <a href="mailto:police@northfieldma.gov">police@northfieldma.gov</a>	413-498-2901 X116
Northfield Highway	Thomas Walker, Superintendent <a href="mailto:nhwy@northfieldma.gov">nhwy@northfieldma.gov</a>	413-498-5117
Northfield Board of Health	<a href="mailto:bdhealth@northfieldma.gov">bdhealth@northfieldma.gov</a>	413-498-2901 x117
Northfield Building Commissioner	James Hawkins <a href="mailto:binspect@northfieldma.gov">binspect@northfieldma.gov</a>	413-498-2901 x122
Recreation Commission	Stacy Bond <a href="mailto:Reccom@northfieldma.gov">Reccom@northfieldma.gov</a>	413-522-1867
Board of Assessors	Beth Walker <a href="mailto:assessors@northfieldma.gov">assessors@northfieldma.gov</a>	413-498-2901 x118





NORTHFIELD FIRE DEPARTMENT  
93 Main Street  
Northfield, Massachusetts 01360

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**To: All Food Vendors**

**Re: New Code requirements per Mass Fire Safety Code 527 CMR 1.0,  
Effective May 2, 2016**

Massachusetts General Law Chapter 527 Section 1.0 is now in effect, the Northfield Fire Department will be enforcing all the requirements for mobile and temporary food vending. The following is a list of enforced requirements:

- A fire department inspection is required for all temporary cooking food vendors.
- All outside propane storage required for the site will be permitted by the Northfield Fire Department. (See permit fees section).
- LPG tanks must be hydrostatic tested within 12 years or they will not be allowed to be placed in service and must be removed from the event.
- LP-gas container(s) shall be located at the outer edge of the canopy, a minimum of 5' away from any heat producing appliance. The container shall be protected to prevent tampering or damage by vehicles or other hazards. The container shall be securely fastened to prevent tipping that could result in damage to the hose or connection. All tanks and lines shall be leak free. Safety valves are to be pointed away from the tent and heating appliance.
- Cooking canopies are to be located no less than 10' from any other canopy, tent or structure.
- Food shall be served from the outer edge of the tent. Suitable barriers shall be provided to maintain a distance of not less than 5' between areas accessed by the general public and the cooking equipment.
- The use of membrane structures (tents) for cooking activities is restricted to free standing canopies with no sides attached during the cooking activities.
- A minimum of one K-class and one 10 pound ABC extinguisher shall be placed at the end of each cooking line. All extinguishers must have a current inspection tag.

- Flat top & grill cooking shall have a minimum of one K-class and one 10 pound ABC fire extinguisher. All extinguishers must have a current inspection tag.
- Flat top and grill cooking that takes place under a flame rated tent shall be 36 " clearance from any flammable materials (example: any portion of the tent or canopy).
- All tents that are used for food vending with cooking operations will be required to be flame rated and proof of rating if not properly labeled. Rating must meet NFPA 102, NFPA 701 or the California flame rating equivalent.
- Food vendors working from a mobile food unit (truck or trailer), must meet the requirements of 527 CMR 50.2.1.9 and NFPA 96 when cooking anything that produces grease laden vapor.
- All cooking equipment will be required to be approved and listed commercial equipment per 527 CMR 1.0, NFPA 96, 3.2.4 (2011 Edition).
- All fire extinguisher systems and extinguishers will need to be serviced and inspected by a licensed technician. A service tag with the last date of inspection will be required per 527 CMR 1.0.

If there are any questions regarding the listed requirements, please contact the fire chief prior to the scheduled event.

Thank you,

F. M. "Skip" Dunnell III  
Chief



FP-006  
(Rev. 1.1.2015)

*The Commonwealth of Massachusetts*  
TOWN OF NORTHFIELD  
**Application for Standard Permit**



Return completed application to: Town of Northfield Fire Department

Permit Number: \_\_\_\_\_  
City of Town \_\_\_\_\_  
Date: \_\_\_\_\_

Dig Safe Number

Start Date:

In accordance with the provisions of M.G.L. Chapter 148, as provided in Section  
application is hereby made

by: \_\_\_\_\_  
(Full Name of Person, Firm or Corporation) (Phone Number)

of: \_\_\_\_\_  
(Address; Street or P.O. Box, City or Town, Zip Code)

for permission to (state clearly purpose for which permit is requested) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Competent Operator (if applicable) \_\_\_\_\_ Cert. No. \_\_\_\_\_

Date Issued-rejected \_\_\_\_\_ By \_\_\_\_\_  
(Signature of Applicant)

Date of expiration \_\_\_\_\_ Fee \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_



NORTHFIELD BOARD OF HEALTH  
69 Main Street  
Northfield, Massachusetts 01360  
413-498-2901 x 117 FAX: (413) 498-5103

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### TEMPORARY FOOD SERVICE APPLICATION

Name of Business: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Telephone(s): \_\_\_\_\_

LOCATION OF MOBILE FOOD SERVICE: \_\_\_\_\_

Base of Operation (if food is to be prepared off-site from temporary site):  
\_\_\_\_\_

Type of food(s) being served:

How will refrigerated items be kept cold while at the site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How are hot items to be heated and maintained? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where will the hot water for hand/pot washing be supplied from? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has Applicant/Owner been trained in Food Certification Course? Y \_\_\_\_ N \_\_\_\_

Has a "Person in charge" been named? Y \_\_\_\_ N \_\_\_\_

Is so, please state name of "Person in Charge": \_\_\_\_\_

Contact Phone Number of Person in Charge: \_\_\_\_\_

Is operator Servsafe Certified? Y / N      \*Attach Copy of Certificate.

Type of Food Service Unit: (Check all that apply)

- ☐ Mobile Trailer      ☐ Permanent Building      ☐ Pushcart  
☐ Other: \_\_\_\_\_ (please specify)

## **FOOD STORAGE**

Is adequate freezer and refrigeration (mechanical/ice) available to maintain frozen foods at a frozen state, and refrigerated foods at 41° degrees F and below?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will each refrigerator or freezer be supplied with a thermometer?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Number of refrigeration units: \_\_\_\_\_

Number of freezer units: \_\_\_\_\_

**Note: Packaged foods shall not be stored in contact with water or undrained ice. Wrapped sandwiches shall not be stored in direct contact with ice.**

**Protective covers must be provided for unwrapped foods on display.**

Signature of Vendor: \_\_\_\_\_

Print Name:

Please sign and return with the \$25.00 fee (check made payable to Town of Northfield)  
to: Northfield Board of Health, 69 Main Street, Northfield, MA 01360

Thank you. If you have any questions, please call the Board of Health at 413-498-2901 x117.



## TOWN OF NORTHFIELD SPECIAL EVENTS PERMIT FORM

**Date of Application:** \_\_\_\_\_

Event organization and address for marketing use:	Name & address of contact person:
Phone:	Cell #:
Event Website:	Email:

Event name for marketing use: \_\_\_\_\_ Event dates(s): \_\_\_\_\_

Location of event (if on State land, approval is needed): \_\_\_\_\_

Description of event: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ Set up date: \_\_\_\_\_ Set up time: \_\_\_\_\_

# of participants (includes volunteers and employees): \_\_\_\_\_ # of spectators: \_\_\_\_\_

	Yes	No	
Will your walk/run/bicycle event take place after dark?			(see Police / 413-498-5118)
Will your event require street closings?			(see Police / 413-498-5118 A meeting with Police is required <b>and</b> Highway Department /413-498-5117)
Do you have an EMS plan?			(see EMS Chief 413-498-5112)
Do you have a need a Traffic/Crowd Management plan?			(see Police / 413-498-5118 <b>and</b> Fire Dept. / 413-498-5100)
Use the Amplified Music?			(see Town Administrators Office / 413-498-2901 x110)
Will there be alcohol?			(see Select Board Office for One Day Liquor License / 413-498-2901 x110)
Use of propane?			(see Bldg. Dept. / 413-498-2901 xx122 <b>and</b> Fire Dept. / 413-498-5100)
Will there be food served?			(see Board of Health for One Day Food Service License / 413-498-2901 x117)
Will there be food vendors?			(see Board of Health Office / 413-498-2901 x117)
Use of barrels or signage?			(see Highway Dept. / 413-498-5117)
Use of electricity /generator?			(see Bldg. Dept. / 413-498-2901 x122 <b>and</b> Fire Dept. / 413-498-5100)
Use of tents?			(see Bldg. Dept. / 413-498-2901 x122 <b>and</b> Fire Dept. / 413-498-5100)
Will there be signage?			(see Bldg. Dept. / 413-498-2901 x122)

## **TRAFFIC AND CROWD MANAGEMENT PERMIT**

*(If Applicable – see below\*)*

The Town of Northfield recognizes from time to time community groups; fraternal organizations; businesses and the town itself will have occasions that impact normal traffic and or have large numbers of participants out of the normal realm of the business or property operations.

**\*Examples of qualifying occasions include, but are not limited to:**

- Road closings
- Influx of traffic that may delay the normal flow of the streets or area of the event
- On street parking that may impede or restrict traffic flow on a street
- Over flow parking off paved surfaces near the event
- Remote parking for the event with shuttle service
- Other temporary and or occasional special events attracting an unusual/large amount of attendees

**The organizers of the event shall apply for and receive a Traffic and Crowd Management Permit by notifying the Police and Fire Departments and the Select Board when one or more of the following may occur:**

- Traffic delays in or on to a public way
- Making use of a field, cleared lot, or other area not directly associated with the business for parking
- Making use of a field, cleared lot, or other area not directly associated with an existing use for an activity not customarily or accessory to the existing properties function
- Result in gatherings of over 500 people

**Exempt from this policy:**

- Family gatherings (e.g. wedding/funeral) that does not obstruct normal traffic flows
- Family gatherings where neighbors agree to allow over flow parking on their properties
- Yard Sales that do not obstruct normal traffic flows

**Permission granted by this policy does not exempt the applicant from any other regulatory requirements such as:**

- Special Alcoholic Beverage License (Select Board Office)
- Fire Works (Fire)
- Sanitary facilities (Board of Health)
- Food service (Board of Health)

Entities that are unsure if this policy is applicable to them are encouraged to communicate with the municipal departments that may have input or regulations pertaining to the proposed event.

The Select Board may grant waivers from this procedure if they deem it necessary or advisable to effectuate the intent of the policy.

### **Failure to Apply Ahead for Permit**

In the event an Event fails to apply for a Traffic and Crowd Management Permit in advance of an event which subsequently creates the need for a dedicated traffic detail, the event organizer will be charged two-times the normal traffic detail rate.

### **PROCESS**

1. Applicant requests Application for a Traffic and Crowd Management Permit from the Select Board/Town Administrator office or from the town's website.
2. Applicant must bring the paperwork in sequence to the departments with their Special Event Permit application prior to the event. (This allows enough time for all departments to review.)
3. Applicant completes entire application. Applicant must get sign off from both the Fire and Police Department to ensure proper documents submitted.
4. Application shall be submitted to the Select Board/Town Administrator office with the completed Special Event Permit Application, within the requisite number of days prior to the date of the event.
5. Once approved, copies of the application will be provided to the applicant, Police Department, and Fire Department.
6. Applicant agrees to adhere to all applicable rules, regulations, town bylaws, state and federal laws.
7. If the event sponsor is different than the event venue, the event sponsor would be the applicant for the request.
8. The cost for this Traffic and Crowd Management Permit is:

\$ 100.00 for profit

\$ 50 for non profit (must submit copy of 501c(3) to qualify.

**NOTE: If your event will result in increasing traffic by over an estimated 500 vehicles then you will be required to include a professionally prepared traffic study/plan for the entirety of the event.**

#### Attachments:

- Provide traffic management plan, parking plans, signed permission from other land owners for use of their property if applicable.
- Any proposed signage for traffic direction, type and locations.
- Traffic study/plan (if applicable).



**Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: (if different) \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Key personnel if applicable**

Sponsor of event: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Parking Manager: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Services: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Security Services: \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

**Event Information:**

Type of Event: \_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Even: (start) \_\_\_\_\_ (end) \_\_\_\_\_

Name of Venue and Location of Event: \_\_\_\_\_

Number of persons expected to attend: \_\_\_\_\_

I, \_\_\_\_\_, the applicant for the Traffic and Crowd Management Permit request, certify under the pains and penalties of perjury that the above and attached information is true and that I will comply with all applicable Laws of the State of Massachusetts and policies and regulations of the Town of Northfield.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Departments** (applicant must get all approvals)

**Fire Department:**

\_\_\_\_\_ Review Crowd Manager 527 CMR 10 (outdoor events subject to assessment of conditions as outlined in section 10.14.3.2)

\_\_\_\_\_ 527 CMR 2 Manufacturing, Storage, Transportation and use of Fireworks. Section 2.09 Theatrical Special Effects or Pyrotechnics Display before a proximate Audience Part (3B) the use of Pyrotechnic special effects indoors is prohibited.

\_\_\_\_\_ Please keep all Fire Lanes clear and Handicapped parking spaces accessible for such.

Received in the Fire Department on: \_\_\_\_\_

**Recommend Approval:** \_\_\_\_\_

**Denial:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Department official signature**

\_\_\_\_\_  
**Date Completed**

**Stipulations (if any)**

**If denied – state reason(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Police Department:**

The Police Department will determine if a detail officer(s) is needed or not.

Received in the Police Department on: \_\_\_\_\_

**Recommend Approval:** \_\_\_\_\_

**Denial:** \_\_\_\_\_

\_\_\_\_\_  
**Police Official Signature**

\_\_\_\_\_  
**Date Completed**

**Stipulations (if any)**

**If denied – state reason(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_