



Dear Event Applicant:

Enclosed is the Town of Northfield's 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 an 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. 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 Event Permit Applications, the Northfield Board of Selectmen 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 Board of Selectmen's Office at 413-498-2901 x110.



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

The Town has established 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 \$15, at least 30 days prior to requested date. New events and large scale events (more than 50 attendees) must file their application with the Town at least 60 days prior to the requested event date.

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

Maps or drawings submitted with the application must be legible.

Once the application is deemed complete and appropriate, Town departments will review the application and applicants may be required to meet with department representatives. The event director may be required to establish a full safety plan in conjunction with both the Police and Fire Departments before the application goes before the Board of Selectmen. Once the departments have signed off on an application, the application will go before the Selectmen for review (it is recommended that the event director appear at this meeting). The Board of Selectmen has the sole authority to approve, approve with conditions or modifications, or disapprove events.

### **Approval**

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

In addition to the application and event fees, other fees may be required and may include, but are not limited to, entertainment fees, Board of Health fees, fire inspection fees and building department permit fees. All costs associated with public safety including police and fire details shall be paid by the applicant upon receipt of an invoice.

Event directors are required to notify all abutters affected by the event using a Town certified abutters list, which is obtained through the Assessor's Office. The Board of Selectmen reserves the right to require additional resident notification as a condition of the permit. Notice must be given to abutters at least two weeks prior to the date of the event. Assessors have up to 10 business days to provide the applicant with the list, for which there is a fee (see attached fee schedule). Signage for the event must conform to the sign bylaws of the Town of Northfield and any signage 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 Board of Selectmen reserves the right to amend the event application at any time.

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

- Notify Town Administrator/Board of Selectmen's (BOS) office of desired date/event. (60 days or 120 for new/large events in advance of anticipated event date)
- Obtain an event application from the Town Administrator/Board of Selectmen's office 413-498-2901 x 110 or online [www.northfieldma.gov](http://www.northfieldma.gov).
- File completed form with application fee of \$15.
- Town Administrator/BOS office will advise on necessity of departmental meeting.
- Application to be presented to Board of Selectmen.

### **Checklist - Approved Events**

- Retain insurance policy for event (Certificate must be filed with the Town at least 2 weeks prior to the event).

- Pay event fee - see schedule of fees.
- Apply/pay fees for any additional Town permits. (*All fees must be paid by two weeks prior to event or permit may be withheld.*)
- Schedule public safety details, if required.
- Provide evidence of Worker's Compensation Coverage. (attached, if required.)
- Request abutters list from the Assessor's Office (see fee schedule)



## Event Permit Fee Schedule

**Required Application Fee:** \$15 Permit Application

**Tiered Permit Fees**, to be paid upon permit approval.

### Events

Events up to 50 people	\$50/day
Events over 50 people	\$100/day, max \$500

### Road Races/Marathons/Triathlons

Road races under 5K	
up to 50 people	\$50/day
50-200 people	\$100/day
200+ people	\$150/day

5K-under 10K	
up to 50 people	\$75/day
50-200 people	\$150/day
200+ people	\$200/day

10K +/Multi-sport events/Triathlons	
up to 200 people	\$250/day
200+ people	\$400/day

Assessors abutters list \$25.00

**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 Board of Selectmen reserve 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.



## TOWN OF NORTHFIELD EVENT PERMIT APPLICATION

The application, together with any 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 sixty (60) business days prior to the special event date to insure proper processing

*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? \_\_\_\_\_

*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 with the following indicated:

- Detailed event layout/route with directional arrows, street names
- Make note of any roads or sidewalks that will be blocked or closed
- Placement and collection of signage, traffic control devices, barricades
- Location of event staff, volunteers along with proposed locations where police details are needed, emergency medical stations, food service, port-a-potties, etc.

**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)?

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

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

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

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

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

**\*Provide action plans for the following:**

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

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**B.** \*Road Closures/Traffic Control Plan

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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. *(entertainment license may be required)*

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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 REQUIREMENT**

For special events involving the use of Town of Northfield facilities or public right-of-way, proof of liability with coverage in the amount of \$1,000,000.00 per occurrence is required, unless an additional amount is determined by the Town Administrator.

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.

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 of comply with notices given to him/her.

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: \_\_\_\_\_

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

**Town of Northfield Department Review**

**POLICE DEPARTMENT**

Police Detail Required? \_\_\_\_\_

Number of Officers Needed? \_\_\_\_\_

Comments/Conditions:

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

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

**FIRE DEPARTMENT**

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

Number of Fire Personnel Needed? \_\_\_\_

Comments/Conditions:

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

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

**EMERGENCY MEDICAL SERVICES**

Is an Ambulance required? \_\_\_\_\_

Number of Personnel Needed? \_\_\_\_\_

Comments / Conditions:

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

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

**REGIONAL SCHOOL (if applicable: school property being used?)**

Comments / Conditions:

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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: \_\_\_\_\_

**RECREATION**

Comments / Conditions:

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

**OTHER COMMENTS**

Comments / Conditions:

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

**TOWN ADMINISTRATOR**

Comments/Conditions:

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

<b>CONTACT INFORMATION</b>		
Board of Selectmen's Office	Town Administrator <a href="mailto:admin@northfieldma.gov">admin@northfieldma.gov</a>	413-498-2901 x115
	Sandra Wood Town Secretary <a href="mailto:townsec@northfieldma.gov">townsec@northfieldma.gov</a>	413-498-2901 x110
Northfield Fire Department	Chief Skip Dunnell	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 Robert F. Leighton <a href="mailto:police@northfieldma.gov">police@northfieldma.gov</a>	413-498-5118
Northfield Highway	Thomas Walker, Superintendent <a href="mailto:nhwy@northfieldma.gov">nhwy@northfieldma.gov</a>	413-498-5117
Northfield Board of Health	Catie Kostecki <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	Theresa Quinn Tsipenyuk	
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 feel free to contact the fire chief 48 hours prior to the scheduled event.

Thank you,

F. M. "Skip" Dunnell III  
Chief





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

Have you submitted your application for a Common Victualer's License from the  
Selectboard Office? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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 David Zarozinski at 413-549-3710.



## TOWN OF NORTHFIELD SPECIAL EVENTS PERMIT

**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: \_\_\_\_\_ # of spectators: \_\_\_\_\_

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