



TOWN OF WHATELY MASSACHUSETTS

Dear Event Applicant:

Enclosed is the Town of Whately's Special Event Permit application. Please complete the application form, sign, date, and attach a legible site plan for your event. Your application will not be processed without a completed form and applicant signature. **You must consult with all of the required Town Departments and obtain the signature of the Department Heads before the application will be considered for final approval.** Contact information for the Town Departments can be found at the end of this application packet.

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, town property, town facilities, town parks (except Herlihy Field*), town streets, town sidewalks, town parking lots and town-owned open space require an Event Permit from the Whately Selectboard. Depending on the event additional permits and licenses may also be required.

Examples of events that may require a Special Event Permit from the Selectboard are:

- Road Races
- Cycling Events
- Triathlons
- Festivals
- Outdoor Events (concerts, weddings, etc.)
- Parades

**Please see the Recreation Commission website at <https://www.whately.org/recreation-commission/pages/facility-rentals> for Herlihy Park reservations.*

TOWN OF WHATELY SPECIAL EVENT PERMIT APPLICATION

This application with supporting documentation must be submitted to the Town Administrator's Office located at 4 Sandy Lane, South Deerfield, MA 01373 or via email to adminassist@whately.org, not less than thirty (30) 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: _____

E-mail: _____

Event Website: _____

EVENT INFORMATION

Name of Event: _____

Type of Event: _____

Event Date(s): _____

Event Time: _____

Set up Date/Time: _____

Break Down Date/Time: _____

Event Location: _____

ANTICIPATED ATTENDANCE

Estimated # of Participants: _____

Estimated # of Spectators: _____

Estimated # of Event Staff/Volunteers: _____

Total Attendance: _____

EVENT MAP & SITE PLAN

Please attach an event map and site plan with the following indicated:

- Detailed event layout/route with directional arrows and street names
- Identify 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 required, emergency medical stations, food service, port-a-potties, etc.
- Trash generated by the event must be removed immediately after the event. Event signage, port-a-potties, and all other event equipment should be removed within 48 hours.

INSURANCE REQUIREMENT

Proof of general liability insurance in the amount of \$1,000,000.00 per occurrence is required, unless an additional amount is determined by the Town Administrator. The Town of Whately shall be named as an additional insured.

APPLICANT CERTIFICATION

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: _____

Thank you for your interest in the Town of Whately. We look forward to working with you to ensure the success of your special event. If you have any questions, please contact Administrative Assistant, Amy Schrader at adminassist@whately.org or 413-665-4400 x1.

DEPARTMENT APPROVALS

POLICE DEPARTMENT

Comments/Conditions:

Department Signature: _____ Date: _____

FIRE DEPARTMENT

Comments/Conditions:

Department Signature: _____ Date: _____

SOUTH COUNTY EMERGENCY MEDICAL SERVICES

Comments/Conditions:

Department Signature: _____ Date: _____

HIGHWAY DEPARTMENT

Comments/Conditions:

Department Signature: _____ Date: _____

BOARD OF HEALTH

(if food will be served)

Comments/Conditions:

Department Signature: _____ Date: _____

***** FINAL APPROVAL *****

SELECTBOARD/TOWN ADMINISTRATOR

Comments/Conditions:

Department Signature: _____ Date: _____

DEPARTMENT NAME	CONTACT INFORMATION	
Selectboard's Office	Town Administrator townadmin@whately.org	413-665-4400 x1
	Jessica Murphy, Administrative Assistant adminassist@whately.org	413-665-4400 x1
Fire Department	Jp Kennedy, Fire Chief fire@whately.org	413-478-0873
South County Emergency Medical Services	Joshua Sparks, Director emscheif@town.Deerfield.MA.us	413-665-8814 x50
Police Department	James Sevigne, Police Chief j.sevigne@whately.org	413-665-0430
Highway Department	Keith Bardwell, Highway Superintendent highway@whately.org	413-665-2983
Health Agent	Mark Bushee, Health Agent	413-268-8404