

## Special Event Large Scale Street Use Permit

(Parades, bike rides, races, etc. Requests to use or close 3 or more City blocks, or more than 1,200 feet of City streets, and may require re-routing or blocking of traffic.)

**Special Event/Sound Permit combination:** A sound permit is included with the special events permit application. No price adjustments will be given for any events not using amplified sound.

**Time Requirement:** Completed applications are required (2) months in advance of the proposed event. Applications submitted less than two (2) months (60 days) prior to the date of the proposed event will NOT be considered.

**Process:** A comprehensive map indicating the location of the event, proposed street use(s) or closing(s) and other information as required must accompany the application.

At least forty-five (45) days prior to the event, applicants must attend a meeting of the Street Use Committee, which consists of the City Clerk, Chief of Police, Fire Chief, and Director of Public Works or their designees. These meetings are scheduled as needed and should be held during the day. At this meeting, the event will be discussed in detail to determine requirements for safety issues, barricades, toilet facilities, first aid, etc. Applicant is instructed to notify all affected property owners 30 days before an event.

The person or representative of the group making application for a street use permit shall appear before the public safety and human services committee, prior to the granting of said street use permit to provide any additional information which is reasonably necessary to make a fair determination as to whether a permit should be granted. A copy of the agenda on which the application appears, as well as a letter stating someone must be in attendance or the permit cannot be acted upon will be emailed to the applicant prior to the scheduled meeting.

**Risk Management:** The City of Fitchburg requires that all Special Events anticipating more than 500 participants be insured. General Liability insurance coverage will include contractual liability with minimum limits of \$1,000,000 per occurrence for bodily injury and property damage. The Certificate of Insurance will name the City of Fitchburg as an "Additional Insured." Please note that permits will not be issued without proof of insurance. Proof of insurance must be received no later than thirty (10) days prior to the event.

**Police:** Off-duty Police officers may be required for large events. Scheduling will be discussed at the Street Use Committee meeting and is determined by the Police Department. Please note: officers will not be hired to check I. D. for events involving the sale or service of alcohol.

**Fire:** A representative from the Fire Department will evaluate events to determine fire and safety requirements.

**EMS:** Clerk's Office staff will send a copy of the application to EMS to inform them of the event for safety purposes.

**Compliance with Policies:** The terms of the permit and the general policies on street use must be absolutely adhered to throughout the process. Violations will be subject to fines and/or event closing.