



# CITY OF PEABODY

## SPECIAL EVENT APPLICATION (Event to be held on City owned property)

Peabody City Hall  
24 Lowell Street, Peabody, MA 01960

Phone: 978-538-5900

[www.peabody-ma.gov](http://www.peabody-ma.gov)

This application must be received 90 days prior to the event. Please note that submission of this application should in no way be construed as final approval or confirmation of your request. Final approval will require sign-off by all applicable City Departments, and filing of and payment for all required permits. Upon receipt of this completed application you will be contacted by the Business Liaison for the City of Peabody.

|  |   |
|--|---|
| <b>Date of Application</b>   |   |
| <b>Applicant Information</b><br>(name, address, phone number, email)   |   |
| <b>Event Category</b><br>(please check any and all that apply)   | <input type="checkbox"/> Car Show<br><input type="checkbox"/> Concert/Performance<br><input type="checkbox"/> Fine Arts Exhibits<br><input type="checkbox"/> Parades/Procession<br><input type="checkbox"/> Road Race/Walk/Sporting Event<br><input type="checkbox"/> Sidewalk Sale or Fair (with multiple vendors)<br>Other: |
| <b>Event Detail</b><br>(name and short description)<br>Please feel free to attach a separate page with more information. |   |
| <b>Proposed Date and Location</b>  | For road races/walks, please include start/finish locations and attach map of route.  |
| <b>Event Start Time</b>  | Your event may require pre-inspection by City Staff on the day of the event.  |
| <b>Event End Time</b>  |   |
| <b>Event Contacts</b><br>(include organizer's name, address, phone, email and web-site if applicable)                    |   |

**EVENT FEATURES**

**Please Answer All That Apply**

|  |   |
|--|---|
| Will You Serve or Sell Alcohol?<br>If yes, you will need Licensing Board Approval  | Y or N                      If Yes, how many vendors?   |
| Will You Serve, Sell or Give Away Food?<br>(Vendors need Board of Health approval.)  | Y or N                      If Yes, how many vendors?   |
| Will You Sell or Give Away Merchandise?  | Y or N                      If Yes, how many vendors?   |
| Will You Charge Vendors?   | Y or N                      If Yes, how much?   |
| Will You Charge an Admission Fee?  | Y or N                      If Yes, how much?   |
| Is Your Organization a Registered 501(c)3?   | Y or N                      If Yes, number _____  |
| Will Your Event Use, Close or Block Any of the Following?<br>*Blocking the public way may result in expenses incurred by the applicant for public safety services. | <input type="checkbox"/> City Streets<br><input type="checkbox"/> City Sidewalks<br><input type="checkbox"/> City Parking Lots<br><input type="checkbox"/> City Commons, Park, or Trail<br><input type="checkbox"/> City Rights of Way<br><input type="checkbox"/> City Fire Hydrants   |
| Will Your Event Require Any of the Following?  | <input type="checkbox"/> Tent/s<br>If Yes, how many?<br><br><input type="checkbox"/> Electrical Services/Generators<br>If Yes, please provide name of vendor _____<br><br><input type="checkbox"/> Water source<br><br><input type="checkbox"/> Temporary Fencing<br><br><input type="checkbox"/> Amplified Sound (live music or deejay)<br><br><input type="checkbox"/> Portable Toilets/Public Restrooms<br><br><input type="checkbox"/> Public Dance Floor<br><br><input type="checkbox"/> Stage<br>If Yes, what size _____<br>If Yes, please provide name of vendor _____ |
| Will Your Event Include Any of the Following?  | <input type="checkbox"/> Open Flames or Cooking/Propane<br><input type="checkbox"/> Carnival or Amusement Rides<br><input type="checkbox"/> Exterior Lighting<br><input type="checkbox"/> Games<br><input type="checkbox"/> Inflatable Amusements<br><input type="checkbox"/> Live Animals<br><input type="checkbox"/> Music-Please select: Live or DJ<br><input type="checkbox"/> Raffle   |
| <b>Attendance</b>  | How many people do you expect to attend?  |
|  |   |

|  |   |
|--|---|
| <b>Publicity</b>   | Will your event require signs or banners? Y or N  |
| <b>Parking &amp; Traffic Plan</b><br>Please provide description and feel free to attach a separate page with more information. |   |
| <b>Clean-Up Plan</b><br>(include trash removal/clean-up plan, and name of vendor, if applicable)                               |   |
| <b>Event Security &amp; Public Safety</b>  | Upon review of your application, you may be required to use and pay additional fees for Public Safety, Public Works and/or Emergency Response Personnel.  |
| <b>Insurance</b>   | All applicants must provide a certificate of insurance in the minimum amount of \$1,000,000.00 as a precondition for obtaining permits. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the City of Peabody and City Council, including an indemnification and hold harmless clause. The Certificate of Insurance must name the City of Peabody as an additional insured on all applicable policies. This Certificate must be submitted with the application no later than sixty (60) days before the event. The Special Event Permit will not be issued without submission of a Certificate of Insurance. |

The application process begins when you submit this completed Special Event Application to the City of Peabody. Please note that submission of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application the City of Peabody Business Liaison will help guide you through the permitting process. Copies of your application will be forwarded and reviewed by the appropriate City departments. **If your event requires additional permits, licenses, certificates, site inspections or police detail, you will be notified. In some cases, costs are associated.** Upon approval by all Departments, you will receive a signed copy of the application that will serve as the Official Permit.

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

|   |
|---|
| <p><b>OFFICE USE ONLY</b></p> <p>\$100.00 FEE PAID <input type="checkbox"/></p> <p>DATE OF RECEIPT OF COMPLETED APPLICATION _____</p> <p>APPROVED _____ DATE _____</p> <p>Abutter Notification Required? ___ Yes ___ No</p> <p>COMMENTS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|

**DEPARTMENT NOTIFICATIONS**

This section is to be filled out by the City of Peabody Department Heads and returned to:  
The City of Peabody Business Liaison in Community Development & Planning, 24 Lowell Street, Peabody.

**FIRE DEPARTMENT**

Fire Detail Necessary? \_\_\_\_\_ Number of Inspectors/Personnel Needed \_\_\_\_\_

Comments/Conditions \_\_\_\_\_

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

**HEALTH DEPARTMENT**

Comments/Conditions \_\_\_\_\_

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

**PARK DEPARTMENT**

If in a Park or on a trail is the location & date available? **Y or N** Permit Issued? **Y or N**

Comments/Conditions \_\_\_\_\_

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

**POLICE DEPARTMENT**

Police Detail Required? \_\_\_\_\_ Number of Officers Needed \_\_\_\_\_

Comments/Conditions \_\_\_\_\_

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

**PUBLIC SERVICES**

Comments/Conditions \_\_\_\_\_

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