



Town of Pembroke  
Town Manager's Office  
100 Center Street  
Pembroke, MA 02359

FOR  
MUNICIPALITY  
USE

**SPECIAL EVENTS PERMIT APPLICATION**  
Permits for Use of Town Roads, Town Properties

**This Section for Official Use Only**

Special Event Permit Number: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Administrative Official (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee Required Y/N? \_\_\_\_\_ Fee Amount \_\_\_\_\_ Check # \_\_\_\_\_

**SECTION 1. APPLICANT INFORMATION**

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

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

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

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

Cell Phone: \_\_\_\_\_

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

**SECTION 2: EVENT INFORMATION**

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

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

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

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

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

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

Break down Date/  
Time: \_\_\_\_\_

**SECTION 3: ATTENDANCE**

Estimated total attendance: \_\_\_\_\_

Estimated # of Registered Participants: \_\_\_\_\_

Estimated # of Volunteers: \_\_\_\_\_

Estimated # of Staff: \_\_\_\_\_

**SECTION 4: USE OF TOWN PROPERTY AND RESOURCES (check all that apply)**

<p><b><u>Police Department</u></b>                  Police Detail                  Approval of Traffic Plan or Routes                  Changes in Traffic Plan/ Route                  Parking Requirements/ Restrictions</p>	<p><b><u>School Department</u></b>                  All School Properties/Buildings</p>	<p><b><u>Board of Health</u></b>                  Portable Toilet                  Dumpster                  Food Handling Permit</p>	<p><b><u>Town Administrator</u></b>                  Town Beaches                  Town Parks/Grounds                  Town Buildings                  Town Roadways</p>
<p><b><u>Inspectional Services</u></b>                  Building Department, Tent Permits                  Temporary Sign Permits Electrical/                  Plumbing/ Gas Permits</p>	<p><b><u>Conservation Commission</u></b>                  Luddam's Ford                  Thomas Reading (Herring Run) Park                  Tubb's Meadow</p>	<p><b><u>Fire Department</u></b>                  Emergency Vehicles                  Cook Fire Approval                  Electricity Usage                  EMT/Paramedic</p>	<p><b><u>Recreation Department</u></b>                  Town Green/ Bandstand                  Community Center/                  Parking Lot</p>

**SECTION 5: INSURANCE REQUIREMENT**

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

The Town Manager may allow a lower amount or waive this requirement when the event is not open to the general public and the risks presented by the request justify a lower amount.

Said general liability insurance for bodily injury and property damage shall include the Town of Pembroke, 100 Center Street, Pembroke, MA 02359 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 Pembroke.

All terms, conditions, and provisions of law, including but not limited to the bylaws of the Town of Pembroke 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 of Local law regulating the use of the public property.

The Town Manager, 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 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: \_\_\_\_\_

**SECTION 6: PURPOSE OF EVENT**

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

List any of the event's charitable partners: \_\_\_\_\_

If a fundraising event, how much money will the event fundraise (estimated) and what are the estimated net proceeds that will go to charity?  
 \_\_\_\_\_

Please explain how will the event support and benefit the Town of Pembroke. \_\_\_\_\_  
 \_\_\_\_\_

Is this an annual event Y/N? \_\_\_\_\_ How many years has this event been held in Pembroke? \_\_\_\_\_

**SECTION 7: APPLICANT ACKNOWLEDGEMENT**

This application will be reviewed by the Town of Pembroke. Prior to approval or denial, a meeting with the applicant may be held to discuss concerns of any of the parties. Additional information which may help the Town make an informed decision should be attached to the application.

Requests for a Special Event Permit must be requested at least 30 days in advance. A completed application does not constitute approval. All approvals must be approved by the Town Manager.

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



### CONTACT INFORMATION:

Department	Employee	Contact Information
Town Manager's Office	Sabrina Chilcott	<a href="mailto:schilcott@townofpembrokemass.org">schilcott@townofpembrokemass.org</a> 781-293-3844
Pembroke Police Department	Interim Chief Richard MacDonald	<a href="mailto:rmacdonald@pembrokepolice.org">rmacdonald@pembrokepolice.org</a> 781-293-6363
Pembroke Fire Department	Chief Kenneth McCormick	<a href="mailto:kmccormick@pembrokefire.org">kmccormick@pembrokefire.org</a> 781-293-5416
Pembroke DPW	Gene Fulmine, Director	<a href="mailto:efulminejr@townofpembrokemass.org">efulminejr@townofpembrokemass.org</a> 781-293-5620
Pembroke Board of Health	Lisa Cullity, Agent	<a href="mailto:lcullity@townofpembrokemass.org">lcullity@townofpembrokemass.org</a> 781-293-2718
Pembroke Inspectional Services	George Verry, Inspector	<a href="mailto:mspizzuzza@townofpembrokemass.org">mspizzuzza@townofpembrokemass.org</a> 781-293-3864
Pembroke Conservation Comm.	Bob Clarke, Agent	<a href="mailto:mjoyce@townofpembrokemass.org">mjoyce@townofpembrokemass.org</a> 781-293-4674
Pembroke Recreation	Susan Roche, Director	<a href="mailto:sroche@townofpembrokemass.org">sroche@townofpembrokemass.org</a> 781-293-3249
Veteran's Office	Mary Whitman	<a href="mailto:mwhitman@townofpembrokemass.org">mwhitman@townofpembrokemass.org</a> 781-293-4651