

City of Lowell  
JFK Civic Center, 50 Arcand Drive, Lowell MA 01852  
 Cultural Affairs and Special Events  
 Special Events Permitting Guidelines-Summary

**Special Event Permits** are issued to individuals and organizations planning to conduct an event within the City of Lowell.

**All Special Events** except those sponsored or co-sponsored by the City of Lowell will be subject to the following guidelines and fee schedule.

**Basic Information...**

- Complete your Special Events application and return it to the Special Events Coordinator for review and processing.
- All applications should be submitted a minimum of 4 weeks in advance of the event.
- Any outstanding balances associated with an event must be paid within fourteen (14) days of the event. Any outstanding balances that have not been paid to the City of Lowell will result in organizers not being able to obtain future event permits from the City of Lowell.

Sanitation facilities (port-a-johns) are generally required at most events and the Special Events Coordinator will determine the number required. It shall be the responsibility of the applicant to provide those units at their expense.

**Fees**

A fee of \$25 will be required at the time of application.  
 Additional fees may apply. See schedule below:

**City of Lowell Rate and Fee Schedule**

<u>Service/Item</u> .....	<u>Rates</u>
Custodian.....	\$34.62/HR.
Electrician.....	\$55.35/HR.
Fire Department Personnel.....	\$69.92/HR. (4 hour min)
Parks and Recreation Personnel .....	\$32.35/HR. (may vary)
Police Officer Detail–Supervisor .....	\$53.00/HR., \$58.00/HR. w/alcohol (4 hour min)
Additional Supervisors .....	\$55.00/HR., \$60.00/HR. w/alcohol (4 hour min)
Patrolman.....	\$45.00/HR, \$50.00/HR. w/alcohol (4 hour min)

**Street Closing Permits** (submit app. to Special Events)  
 Department of Public Works–\$75

**Special Events Permit**  
 Cultural Affairs & Special Events–\$25

**Alcoholic Beverage Licenses & Amplification Permit**  
 License Commission, City Hall, 3<sup>rd</sup> Floor  
 \$125-full liquor/1 day\*; < 2 hrs. \$75  
 \$75-beer & wine/1 day; < 2 hrs. \$30  
 Amplification permit–No fee

**Special Event-Festival/Food**  
 Development Services  
 City Hall, 2<sup>nd</sup> Floor  
 \$100

\* May only be approved by the Commission to a manager of a non-profit organization.

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**If you are:**

**Closing a street...**

Events requiring the closing of a public way must obtain a "Street Closing Permit". Several departments—Public Works, Police, Engineering, Fire review and sign off on this permit. The Special Events Coordinator will determine if a street closing permit is required and if so, will provide and help process the application. A certificate of insurance naming the City of Lowell as additionally insured is required with the submission of the application.

**Serving alcohol...**

Applicants planning to dispense any form of alcoholic beverages at a Special Event must obtain a Special Events Permit prior to appearing before the Lowell License Commission to obtain a liquor license for said event.

**Serving food...**

If you are serving food or recruiting food vendors/trucks, you will need to contact the Senior Health Inspector in Development Services to review your plans and schedule an inspection.

**Using propane for cooking or other fixtures (fire pits, heaters, etc.)**

Contact the Lowell Fire Department for an inspection.

**Using a City park...**

Applicants seeking to utilize a park or playground within the City of Lowell must apply to the Parks and Recreation Department. The Board of Parks will act on the application and will notify the applicant of their requirements prior to issuance of a permit. Upon receipt of the Board of Parks Permit, applicants must contact the Special Events Coordinator to determine the services required and any related costs associated with their event.

All requests for public use on City of Lowell property must be submitted at the minimum thirty (30) days prior to the date of intended use.

**Planning a road race...**

Most road race permits will require the use of Lowell Police Officers for traffic control. The applicant will assume costs for this service. If your race is a non-profit event you may use Auxiliary Police with permission from the Lowell Police Department.

**Using JFK Plaza...**

Events scheduled to be held at J.F.K. Plaza are to be conducted no earlier than 7:00 AM and no later than 9:00 PM. Hours of operation at other locations will be determined by the Special Events Coordinator.