



One Day Special Event Application

DATE OF REQUEST: _____

APPLICANT NAME (organization): _____

CONTACT NAME (If different): _____

PHONE: _____ CELL PHONE: _____ E-MAIL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE of EVENT: _____ TIME of EVENT: _____

TYPE of EVENT:

- | | | | | |
|----------|-------------|-------------|-----------------|------------|
| Filming | Road Race | Walk-A-Thon | Procession | Assemblage |
| Festival | Block Party | Other | If Other: _____ | |

ABOUT YOUR EVENT

Set Up Starting Time:

Clean Up End Time:

- | | | |
|--|-----|--|
| Will this event require a street closing permit? | Yes | No (If yes, please complete Street Closing Application) |
| Will you serve Alcohol? | Yes | No (If yes, please apply for a One Day Full or Limited Liquor License) |
| Will there be Live Music and Sound? | Yes | No (If yes, please apply for a One Day Amplified Music License) |
| Is the event held in a Public Park? | Yes | No (If yes, please reserve the park via lowellma.myrec.com) |
| Will you serve Food at your event? | Yes | No (If yes, please apply for a Temporary Food Permit) |

General Event Description (Brief description and webpage info, maps and site plans, attach if necessary)

EVENT LOCATION: _____

ACTIVITIES: _____

Expected Participants: _____ Spectators _____

E-mail: rdei@lowellma.gov



Terms & Conditions

The City of Lowell is proud to host a range of special events that enrich and energize our community. By submitting an application to the City of Lowell, the individual/group agrees to abide by the following Terms & Conditions described below. Failure to obtain all permits and licenses may result in a permit denial. The following is a summary and for general informational purposes. Please contact the Cultural Affairs office for more detailed and event specific rules and requirements.

- A. **[Laws, Rules, Regulations, and Permits]** -- Applicant shall comply with all applicable local, state or federal Laws, rules and regulations and obtain all necessary permits and licenses. For guidelines on applicable permits and licenses, view the Special Events Planning Guide.
- B. **[Fees & Outstanding Balances]** -- Unless otherwise waived by the City of Lowell, applicants are responsible for paying all fees, including the payment for services provided by the City, within 3 [three] weeks of the event. Any outstanding balances that are not paid within the 3 [three] week period will result in applicants not being able to obtain future event permits.
- C. **[Police/Traffic]** -- Some events may require police detail. This determination will be made by the Lowell Police Department in consultation with the Special Event Coordinator. All expenses are the responsibility of the applicant.
- D. **[Fire Safety Requirements]** -- Applicant is responsible for all fire safety requirements at the discretion of the Lowell Fire Department. Fire Department inspectors may make site inspections and may add additional requirements for safety. All expenses are the responsibility of the applicant.
- E. **[Alcohol or Noise Amplification]** -- Events serving alcohol or using outdoor amplification systems are required to obtain separate licenses from the License Commission. The area where alcohol will be sold must be clearly defined for the purpose of restricting the removal of alcoholic beverages to areas external of the event footprint by patrons and guests.
- F. **[Certificate of Insurance]** -- Unless otherwise waived by the City of Lowell, applicant must submit proof of a minimum of \$1,000,000 [one million dollars] liability insurance naming the City of Lowell as additionally insured upon submitting a permit. The certificate holder must be the City of Lowell, 375 Merrimack Street, Lowell, MA 01852.
- G. **[Maintenance]** -- Applicant shall leave the premises in the condition found prior to the start of the event at no expense to the City. The City is not responsible for anything left or stored in the event footprint by applicant.
- H. **[Damaged Property]** -- Individual/group agrees to provide full restitution to the City for any damages, thefts, losses or costs to the City that may occur during the event including, but not limited to, restitution for damage to any property borrowed from the City.
- I. **[Required Event Items]** -- Unless otherwise agreed upon by the City, the applicant is required to secure portable toilets, tents, tent weights, tables, and chairs for the event at the applicant's sole expense. The City is not responsible for damage inflicted on the applicant's property.
- J. **[Indemnification]** -- The City of Lowell nor any of its employees, agents or representatives are to be held harmless by the event organizers. The City will not be responsible for any damage or loss of any personal property/equipment used during the event.