



## TOWN OF WHATELY MASSACHUSETTS

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Dear Event Applicant:

Enclosed is the Town of Whately's Special Event Permit application. Please complete the application form, sign, date, and attach a legible site plan for your event. Your application will not be processed without a completed form and applicant signature. **You must consult with all of the required Town Departments and obtain the signature of the Department Heads before the application will be considered for final approval.** Contact information for the Town Departments can be found at the end of this application packet.

**What requires a Special Event Permit application?** In general, any scheduled outdoor public gathering, regardless of size, involving the use of, or having an impact on, town property, town facilities, town parks (except Herlihy Field\*), town streets, town sidewalks, town parking lots and town-owned open space require an Event Permit from the Whately Selectboard. Depending on the event additional permits and licenses may also be required.

**Examples of events that may require a Special Event Permit from the Selectboard are:**

- Road Races
- Cycling Events
- Triathlons
- Festivals
- Outdoor Events (concerts, weddings, etc.)
- Parades

*\*Please see the Recreation Commission website at <https://www.whately.org/recreation-commission/pages/facility-rentals> for Herlihy Park reservations.*

**TOWN OF WHATELY SPECIAL EVENT PERMIT APPLICATION**

This application with supporting documentation must be submitted to the Town Administrator's Office located at 4 Sandy Lane, South Deerfield, MA 01373 or via email to [adminassist@whately.org](mailto:adminassist@whately.org), not less than thirty (30) business days prior to the special event date to insure proper processing

Please answer all questions. If they do not apply, put N/A.

**APPLICANT INFORMATION**

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

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

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

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

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Website: \_\_\_\_\_

**EVENT INFORMATION**

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

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

Event Date(s): \_\_\_\_\_

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

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

Break Down Date/Time: \_\_\_\_\_

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

**ANTICIPATED ATTENDANCE**

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

Estimated # of Spectators: \_\_\_\_\_

Estimated # of Event Staff/Volunteers: \_\_\_\_\_

Total Attendance: \_\_\_\_\_

**EVENT MAP & SITE PLAN**

Please attach an event map and site plan with the following indicated:

- Detailed event layout/route with directional arrows and street names
- Identify any roads or sidewalks that will be blocked or closed
- Placement and collection of signage, traffic control devices, barricades
- Location of event staff, volunteers along with proposed locations where police details are required, emergency medical stations, food service, port-a-potties, etc.
- Trash generated by the event must be removed immediately after the event. Event signage, port-a-potties, and all other event equipment should be removed within 48 hours.

**INSURANCE REQUIREMENT**

Proof of general liability insurance in the amount of \$1,000,000.00 per occurrence is required, unless an additional amount is determined by the Town Administrator. The Town of Whately shall be named as an additional insured.

**APPLICANT CERTIFICATION**

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: \_\_\_\_\_

Thank you for your interest in the Town of Whately. We look forward to working with you to ensure the success of your special event. If you have any questions, please contact Administrative Assistant, Amy Schrader at [adminassist@whately.org](mailto:adminassist@whately.org) or 413-665-4400 x1.

**DEPARTMENT APPROVALS**

**POLICE DEPARTMENT**

Comments/Conditions:

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

**FIRE DEPARTMENT**

Comments/Conditions:

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

**SOUTH COUNTY EMERGENCY MEDICAL SERVICES**

Comments/Conditions:

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

**HIGHWAY DEPARTMENT**

Comments/Conditions:

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

**BOARD OF HEALTH**

*(if food will be served)*

Comments/Conditions:

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

\*\*\*\*\* FINAL APPROVAL \*\*\*\*\*

**SELECTBOARD/TOWN ADMINISTRATOR**

Comments/Conditions:

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

DEPARTMENT NAME	CONTACT INFORMATION	
<b>Selectboard's Office</b>	Brian Domina, Town Administrator <a href="mailto:townadmin@whately.org">townadmin@whately.org</a>	413-665-4400 x1
	Amy Schrader, Administrative Assistant <a href="mailto:adminassist@whately.org">adminassist@whately.org</a>	413-665-4400 x1
<b>Fire Department</b>	John Hannum, Fire Chief <a href="mailto:fire@whately.org">fire@whately.org</a>	413-478-0873
<b>South County Emergency Medical Services</b>	Zachary Smith, Director <a href="mailto:ZSmith@town.Deerfield.MA.us">ZSmith@town.Deerfield.MA.us</a>	413-665-8814 x50
<b>Police Department</b>	James Sevigne, Police Chief <a href="mailto:j.sevigne@whately.org">j.sevigne@whately.org</a>	413-665-0430
<b>Highway Department</b>	Keith Bardwell, Highway Superintendent <a href="mailto:highway@whately.org">highway@whately.org</a>	413-665-2983
<b>Health Agent</b>	Valerie Bird, Health Agent	413-268-8404