

# MA Cultural Council Institute ~ Breaking into City Hall

## Special Events Helpful Hints

as presented by the Town of Barnstable

### A. TYPE OF EVENT

Property	Event
<ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>	<ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

) The type of events and proposed location may alter the requirements a community has for your proposal. Make sure to talk to the correct department to get proper guidance from the start.

) Every community, and possibly every village may have different requirements

) *Remember....Requirements and permits may vary per event due to the uniqueness of the event. There is not a "One Size Fits All".*

### B. GENERAL REQUIREMENTS

Examples of basic requirements Towns may require for an event on public or private property include:

*Every town assigns different departments to be in charge of these areas*

- Check with related departments on expectations
- Many towns do not have a "master" permit to circulate town-wide.

- Use of Property
- General Liability
- Workers Comp
- Security
- Medical
- Access
- Bathrooms
- Cones/Barriers
- Parking/Transportation

### C. ENHANCEMENT PERMITS

#### Building Department

- Temporary Sign Permits
- Electrical Permits
- Tent Permits
- Inflatables

#### Local Licensing Authority

- Special Entertainment License
- Special Beer/Wine License

#### Health Department

- Temporary Food Permit
- Farmers Market
- Petting Zoo/Pony Rides

#### Additional Permits

- Promoters License
- Parking Permits
- Propane

- Information and documentation submitted must be accurate.
- Municipal staff uses these details to properly assess the necessary approvals from various departments and boards
- Event organizers may be required to clarify or amend an application due to unique or fluctuating circumstances related to an event.
- It is important to understand that these amendments may delay the review process.

*Many of these enhancement permits are regulated by the State therefore there may be phases in the approval process a department is not able to be "flexible".*

**D. HELPFUL HINTS**

**BEFORE TOWN HALL**

Floor plan, event route

Alt dates/times/locations

Other \_\_\_\_\_

**DON'T FORGET**

Plastic Bags?

Recycling?

Additional fees? (Staff details, donations)

Other \_\_\_\_\_

**IT TAKES A VILLAGE**

New event organizers: start of event planning soliciting guidance from local groups/organizations such as: Village Associations, Chamber of Commerce, Business Improvements Districts, Local Cultural Councils, etc.

Advertising Opportunities: public calendar, Town government TV Channel and social media platforms; Visitor Centers.

**NOTES**


