



## TOWN OF FALMOUTH

Office of the Town Manager & Select Board  
59 Town Hall Square, Falmouth, Massachusetts 02540  
Telephone (508) 495-7320  
Fax (508) 457-2573  
[www.falmouthma.gov](http://www.falmouthma.gov)

Instructions for applying for a special event in the Town of Falmouth:

1. Complete the application and attach the following (at least 60 days in advance of event):
  - a. Narrative describing the event
  - b. Route map, or sketch of event location
  - c. Sign application, photo/sketch of sign(s) including dimensions, and location
2. For use of Marina Park, Bandshell or Falmouth Heights Ball Field, contact the Recreation Department first at (508) 457-2567 for availability and to reserve the space.
3. Forward the complete application to the Office of the Town Manager/Select Board. Include a \$10.00 filing fee (please make check payable to the Town of Falmouth).
4. The application is reviewed by the Town Manager's Internal Working Group for Special Events (which is made up of representatives of town departments and public safety). You will either be invited to attend the working group meeting, or members of the working group will review the application and contact you with any questions.
5. The recommendation of the Working Group is presented to the Select Board, and the Select Board will discuss and vote to approve during one of its meetings.
6. After approval by the Select Board, a notification will be emailed to you. The permit will be issued to you upon receipt of all fees and required documents.

**FILING FEE:** \$10.00

**SPECIAL EVENTS PERMIT FEES:**

Events of up to 49 people	\$25.00/day, including set-up days
Events of 50 or more people	\$200.00/day, including set-up days

**Road Races (by distance):**

Less than 5K:	Up to 49 people	\$50/day
	50 – 300 people	\$150/day
	300+ people	\$250/day
5K up to 10K:	Up to 49 people	\$150/day
	50 – 300 people	\$200/day
	300+ people	\$350/day
10K – Marathon:	Up to 49 people	\$200/day
	50 – 300 people	\$250/day
	300+ people	\$450/day

Use of Town Beaches for Weddings/Ceremonies, Resident	\$75.00
Use of Town Beaches for Weddings/Ceremonies, Non-Resident	\$150.00
Use of Town Beach Parking Lots, Resident	\$75.00
Use of Town Beach Parking Lots, Non-Resident	\$150.00

**DEPOSIT:** \$300.00 minimum



# Town of Falmouth

Office of the Town Manager & Select Board  
59 Town Hall Square · Falmouth, MA 02540

## Application for Special Events

### CONTACT INFORMATION

Applicant's Name: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

### EVENT DETAILS

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

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

Event Day & Date: \_\_\_\_\_

Rain Date: \_\_\_\_\_

Event Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

Setup Date: \_\_\_\_\_ Time: \_\_\_\_\_ Breakdown Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location Requested:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Parking Plan: \_\_\_\_\_

Will event include chairs, barriers, tents? (Yes or No) \_\_\_\_ (tent permit application, if necessary)

Will event include signs? (Yes or No) \_\_\_\_ (sign permit application, if necessary)

Will event be a road race? (Yes or No) \_\_\_\_ (include route map, see reverse side for road race rules and sign)

Will event include use of Shining Sea Bike Path? (Yes or No) \_\_\_\_ (see reverse side for bike path rules and sign)

Will event include food or beverages? (Yes or No) \_\_\_\_ (temporary food permit application)

Will event include alcoholic beverages? (Yes or No) \_\_\_\_ (one-day liquor license application)

Will event include entertainment? (Yes or No) \_\_\_\_ What type? \_\_\_\_\_

**ADDITIONAL INFORMATION:** (Use of restroom facilities, electricity, etc.) (Attach a narrative describing the event.)

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

References: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### SELECT BOARD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Requirements for Prospective Users of the Shining Sea Bikeway

Organizations or individuals seeking to use the Shining Sea Bikeway for Special Events are required to affirm that they will abide by the rules for users of the Bikeway.

The Shining Sea Bikeway is a shared use path that serves transportation and recreational needs on a continuing basis and must not be impeded or blocked.

### PROSPECTIVE USERS MUST AGREE TO

1. Stay to the right and pass on the left, giving an audible signal when passing
2. Allow breaks for passing traffic to merge into the event traffic: do not bunch up
3. Within 12 hours of the event, clear the path of any debris and directional markers
4. Confirm that helmets are in use, as required by law, for all bicyclists under 17 years of age
5. Provide marshals to direct participant traffic at road crossings so that traffic on the road and on the bikeway is not endangered or inconvenienced by the event
6. Obtain clearance from the Falmouth Police, if indicated, to hold the event
7. Notify all participants of their obligations under the above rules

### ADDITIONAL REGULATIONS: TOWN OF FALMOUTH

- Dogs must be leashed and controlled at all times
- Pet waste must be cleaned AND removed from the path
- Groups must not span more than half (one 5-foot lane) of the path
- Move right when signaled to allow others to pass within the lane
- When stopping, move off the path surface

### SAFETY AND CONSIDERATION

- The Shining Sea Bikeway is a **Shared Use Path** and all have equal rights to use it. Respect the rights of others.

Please sign and date to indicate acceptance of these requirements.

By \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_

---

### Prospective Road Race Organizers Must Agree to:

1. Obtain clearance from Falmouth Police and Fire Departments to hold event.
2. Include course map with application.
3. Remove all trash from the race course immediately following the event.
4. Parking plan for event must be submitted with application.
5. All temporary race signage must be removed within 12 hours of event.
6. If tents are used, any tent over 400 sq. ft. requires a permit from the Building Department.
7. If beach access is requested, seek approval from Beach Department.
8. No permanent paint marking of road race course on roadway/bikeway (except Falmouth Road Race and Cape Cod Marathon).
9. Only chalk or washable paint can be used on roadways for race markers.
10. If food is served after the event, proper approval from the Board of Health is required.
11. \$600.00 deposit required upon approval.

Please sign and date to indicate acceptance of these requirements.

By \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_

## Requirements for Prospective Users of the Shining Sea Bikeway

Organizations or individuals seeking to use the Shining Sea Bikeway for Special Events are required to affirm that they will abide by the rules for users of the Bikeway.

The Shining Sea Bikeway is a shared use path that serves transportation and recreational needs on a continuing basis and must not be impeded or blocked.

### PROSPECTIVE USERS MUST AGREE TO

1. Stay to the right and pass on the left, giving an audible signal when passing
2. Allow breaks for passing traffic to merge into the event traffic: do not bunch up
3. Within 12 hours of the event, clear the path of any debris and directional markers
4. Confirm that helmets are in use, as required by law, for all bicyclists under 17 years of age
5. Provide marshals to direct participant traffic at road crossings so that traffic on the road and on the bikeway is not endangered or inconvenienced by the event
6. Obtain clearance from the Falmouth Police, if indicated, to hold the event
7. Notify all participants of their obligations under the above rules

### ADDITIONAL REGULATIONS: TOWN OF FALMOUTH

- Dogs must be leashed and controlled at all times
- Pet waste must be cleaned AND removed from the path
- Groups must not span more than half (one 5-foot lane) of the path
- Move right when signaled to allow others to pass within the lane
- When stopping, move off the path surface

### SAFETY AND CONSIDERATION

- The Shining Sea Bikeway is a **Shared Use Path** and all have equal rights to use it. Respect the rights of others.

Please sign and date to indicate acceptance of these requirements.

By \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_

---

### Prospective Road Race Organizers Must Agree to:

1. Obtain clearance from Falmouth Police and Fire Departments to hold event.
2. Include course map with application.
3. Remove all trash from the race course immediately following the event.
4. Parking plan for event must be submitted with application.
5. All temporary race signage must be removed within 12 hours of event.
6. If tents are used, any tent over 400 sq. ft. requires a permit from the Building Department.
7. If beach access is requested, seek approval from Beach Department.
8. No permanent paint marking of road race course on roadway/bikeway (except Falmouth Road Race and Cape Cod Marathon).
9. Only chalk or washable paint can be used on roadways for race markers.
10. If food is served after the event, proper approval from the Board of Health is required.
11. \$600.00 deposit required upon approval.

Please sign and date to indicate acceptance of these requirements.

By \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_



# TOWN OF FALMOUTH

Office of the Town Manager & Selectmen

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

## **SPECIAL EVENTS USE POLICY**

**January 6, 2014**

### **1. Purpose**

The purpose of this policy is to promote the enjoyment of Town Property without negatively impacting the site or our neighbors and to reduce the Town's liability for private activities authorized on public property.

### **2. Special Events Policy**

The Town of Falmouth hereby establishes the following policy to govern Special Events. This policy shall apply to applications for use of public roads closed upon request and in all municipal parks, grounds and beaches.

Additional policies and procedures may apply depending on the scope of the Special Event Proposed. The Recreation Committee (Gus Canty Recreational Building; Grounds and Recreational Facilities and Fields) and Library Trustees and Library Department (all public libraries and grounds) and the Parks Department (Goodwill Park), and Beach Committee, have standing policies and fees related to use of related facilities. Any board, committee or commission so enabled to approve events will issue permission in conformance with the minimum conditions of this policy.

#### **SPECIAL CONSIDERATION:**

- a. During the Months of July and August, approval of Special Events will be made only after careful consideration of the effect that the event will have on parking and traffic congestion in the proposed area. For example, special events on the main streets of the villages of Falmouth will be given careful consideration and will be avoided if at all possible during July and August.*
- b. The Town Manager's Special Events Working Group will provide its recommendation to the Board.*

Each event must be approved by a vote of the permitting authority. Any individual or organization planning an event must complete a "Special Event Application Form" provided by the designated agency. The Permitting Authority will consider each complete application, including referrals from the Police Department, Fire Department, Department of Public Health and any other Town Department or Agency that may be involved in the event

requested. To allow for the review period, Special Event Request forms are requested at least **60 days in advance of the event date.**

For special events on Town beaches, please also see the Beach Use Policy.

All applicants agree to restore the site to its original condition, removing all trash, equipment, etc., immediately following the event, regardless of the source. The permitted group will compensate the Town for any clean-up or repairs required as a result of the approved activity.

The Event Sponsor / Applicant shall acknowledge this policy by returning a signed copy with the Special Event Request Form.

### **3. Minimum Conditions**

The following are minimum conditions:

- a. Special Events Fees (see attached Fee Schedule).
- b. In addition to the Special Events Fee, a \$300 deposit check, made payable to the Town of Falmouth is required of all special events. The deposit check will be held in the Selectmen's office and returned to the organizer(s) at the conclusion of the special event.
- c. Payment of related fees shall be submitted with an application
- d. Signs: Approval for one (1) on-premise special event/promotional sign may be approved by the Building Commissioner. Off premise signs that are within the Town's Sign Code requirements must be approved by the Board of Selectmen. Off premise signs that are not in compliance with the Town's Sign Code requirements must be submitted to the Design Review Committee in writing with a design or photograph of the proposed sign(s). Off-premise signs requested on private property must receive approval from the property owner in advance of approval by the Board of Selectmen. Requests for off-premises signage must be received by the Board of Selectmen/Design Review Committee one month in advance of the special event.
- e. Raffles must be performed by licensed non-profit organizations only.
- f. Parking is available in designated public parking lots and as allowed on the street. There are no special exceptions to posted parking regulations or fees.
- g. Portable toilets are allowed upon request.
- h. The Police Department will recommend the number, location, and duration of police details required.
- i. The Fire Department and Marine and Environmental Services Department will recommend details as may be required to ensure the safety of an event.
- j. Events proposing the sale of liquor must apply separately for a one day liquor license. The one day liquor license is issued by the Board of Selectmen
- k. Events will be permitted on a first-come, first-serve basis. Annual events such as road races, village association events, festivals, etc., will notify the Town as soon as annual dates are set to reserve the time needed.
- l. The Applicant agrees to Hold Harmless the Town of Falmouth and will sign and return the Hold Harmless agreement provided in the Application Packet.
- m. The Applicant will obtain all necessary permits for the event proposed, including, but not limited to:
  - Building Permits for tents and structures;
  - Health Inspections for food service;
  - Design Review Committee for off-premises sign approval.

- n. Special Event coverage –a certificate of Insurance in the amount of \$1,000,000 is required.
- o. Additional Insurances, including Auto Liability in the amount of \$1,000,000 and Workers Compensation insurance will be required for events with auto and employee liability exposure.
  - Events Proposing the consumption or sale of alcohol shall provide Liquor Liability Insurance in the amount of \$2,000,000 in the aggregate and \$1,000,000 per occurrence.
- p. All Special Events require review by the following departments:
  - Board of Selectmen (as specified)
  - Department of Public Works
  - Police Department
  - Fire Department
  - Any other permitting departments required, based on event proposed including, but not limited to:
    - Recreation Director
    - Building Commissioner
    - Design Review Committee
    - Health Department
    - Beach Department

A copy of all approved requests with special conditions shall be filed with the referring departments.

Per Order of the Board of Selectmen  
January 6, 2014

I, \_\_\_\_\_, have read and agree to all of the conditions of this policy and to any other conditions that may be required by the permitting authority.



# TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

FOR GOOD AND VALUABLE CONSIDERATION and the permitted right to use facilities of the Town of Falmouth as set forth herein, the undersigned Applicant does hereby agree to INDEMNIFY AND HOLD HARMLESS the Town of Falmouth from any loss, damage or expense arising out of the claim or demand of any person on account of or directly or indirectly as a result of the undersigned Applicant's use of the facility of the Town of Falmouth identified below authorized by the Special Events Policy. This INDEMNIFICATION AND HOLD HARMLESS Agreement shall be for the benefit of the Town of Falmouth and its elected and appointed officials, officers, employees, volunteers and other persons acting on authority of and on behalf of the Town of Falmouth. This INDEMNIFICATION AND HOLD HARMLESS Agreement includes defense costs, expenses, attorneys' fees, judgments and other damage awards.

Name of Facility: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

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



# FALMOUTH FIRE RESCUE DEPARTMENT

## FIRE PREVENTION

### -PUBLIC EVENT STANDARDS-



**This packet is provided for use during an approved Special Event in the Town of Falmouth with regards to regulatory items and inspectional services as outlined by the Falmouth Fire Rescue Department.**

Print name of person or organization: \_\_\_\_\_

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

Signature of representative: \_\_\_\_\_

(I acknowledge receipt of this packet and will adhere to any/all applicable requirements or conditions to be followed as outlined by the Fire Prevention Office of the FFRD)

Date received: \_\_\_\_\_



## FALMOUTH FIRE RESCUE DEPARTMENT PUBLIC EVENT STANDARD

### SCOPE

The following is the standard that sets the minimum requirements for fire & life safety and emergency planning, and shall be applied to all shows, trade or commercial, fairs, festivals, concerts, or otherwise, and shall apply whether or not the show is open to the public. It shall apply to indoor or outdoor events or a combination of both.

### A. PLANS

Accurate, to scale floor or site plans (TWO SETS) for the entire show shall be submitted to the Fire Rescue Department a minimum of thirty (30) days prior to the opening date of the show. Plans shall show size and location of booths, exits, and aisles. One approved plan will be returned.

### B. ADVANCED APPROVAL

The following activities must be approved in advance by the head of the Fire Rescue Department and a permit issued if required:

1. The display and operation of any heater, barbecue, heat producing device, lamp, lantern, etc.
2. The display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous to life.
3. The use and/or storage of flammables, compressed gases, or dangerous chemicals.

4. The use of any LPG fired equipment or any open flame cooking equipment such as a charcoal grill may require a permit. If required, the permit shall reflect the specific location the cooking is to take place. The area must be kept clear of combustibles and a minimum of a 3-A, 40-B, C (10LB) fire extinguisher shall be at each location, under this section, that intends to cook. No cooking or heat producing equipment shall be allowed in tents that are not fire retardant or that are accessible by the public.
5. Any displayed, motorized vehicle shall have its battery disconnected and its fuel supply reduced to not more than 1/2 tank or 10 gal. whichever is less. All motor vehicle tanks shall have locking gas caps or have their caps taped shut to prevent "tampering". Garden tractors, chain saws, power plants, and other gasoline-powered equipment shall be safeguarded in a similar manner.
6. No parking of any vehicles inside a building will be allowed unless with prior approval. Cars and trucks shall be removed immediately after unloading.

#### **C. EXITS AND FIRE LANES**

1. Exit identification and designation of the way thereto shall be provided and maintained at all times.
2. Exit lights and/or emergency egress lights shall be installed, by the host facility, if required by the Head of the Fire Department, or his designee. Such devices shall be installed per 780 CMR (building code).
3. Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstructions. Booth construction shall be substantial and fixed in position in the specified areas for the duration of the show. Easels, signs, etc. shall not be placed in the exit paths.
4. All existing fire lanes shall be maintained, where possible, or additional temporary fire lanes shall be installed.
5. No vehicle shall be allowed to move through a crowd without at least two observers to prevent accidents.

#### **D. EMERGENCY PLANS AND EQUIPMENT**

1. Approved fire extinguishing equipment is located throughout the building, additional approved type fire extinguishers may be required on orders of the Fire

Rescue Department. Accordingly, the extinguishing equipment shall remain free of any obstructions and shall be plainly visible at all times.

2. Any grease producing cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall be protected with an automatic fire extinguishing system, unless otherwise exempted by the authority having jurisdiction.
3. The show manager shall advise all exhibitors of the building's/ facility's fire alarm system (if any), location of pull stations, standpipes, fire response, etc.
4. An emergency plan must be in place for the duration of the event. This must include the ability to report a fire, police, or medical emergency. The plan will include a method for the emergency services to contact responsible organization officials throughout the duration of the event. These officials must have the authority to make decisions and commit organizational funds to resolve emergencies that may occur during the event.

#### **E. UTILITY SERVICES**

1. Electrical and gas installations shall be made and inspected according to applicable National standards and Town regulations.
2. No more than two (2) propane tanks per booth/exhibit location. Propane tanks and compressed gas cylinders must be secured to a fixed object with a non-combustible material such as a chain. Containers of greater than 30 lbs. each shall be installed by a licensed gas fitter or the propane company that owns the tank/tanks.527 CMR 6.00)
3. All compressed gas cylinders such as those used for the filling of balloons or the charging of soda systems shall also be properly secured against damage due to being tipped over. Any spare compressed gas or LPG cylinders shall be secured in a safe and secure location approved by the fire department.
4. Electrical cords, hoses, etc. shall be protected against tripping (buried, covered, etc.).
5. Electrical cords/ multiple outlet units shall be protected by adequate overcurrent devices, (circuit breakers), be in good condition, and of adequate size to handle the loads. NOTE: This is in addition to the building circuit breakers.

## **F. FLAME RETARDANT TREATMENT**

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials, shall be flame retardant to the satisfaction of the Fire Rescue Department (per 527 CMR). Canvas, cloth, cardboard, leaves, and similar combustible material shall not be used. Accordingly, oil cloth, tarpaper, and certain plastic materials cannot be made flame retardant and therefore their use is prohibited.
2. All tents shall comply with 527 CMR 19.00 – tentage and/or 780 CMR - Building Code and/or NFPA 102 (whichever applies), and may require a permit through the appropriate authority having jurisdiction.

## **G. GENERAL**

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. Show management shall assume responsibility for daily adequate janitorial and rubbish pick-up services, and shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily. Rubbish shall not be allowed to accumulate.
3. Smoking, flammable liquids and open flames are not allowed in buildings and tents open to the public. No smoking signs will be posted.
4. Combustible materials shall not accumulate under bleachers.
5. Oily rags and waste shall be kept in a separate covered metal container.
6. The following items shall not be permitted, stored or sold: Electrically conductive balloons, weapons, fireworks, smoke bombs, stink bombs, snap caps, bomb bags, silly string and any other items that may cause harm, injury and/or may incite civil unrest. This includes, but is not limited to, displays, storage, sales, gifts, promotions, etc.

#### **H. Fire / EMS Details**

1. After reviewing the event plans, the Falmouth Fire Rescue Department may require a fire watch and/or an emergency medical detail based on the nature or scope of the event or number of occupants / participants.

#### **REGULATORY AUTHORITY**

**Public Events: MGL c 22, s14, c148 - 527 CMR, 780 CMR- Building Code**