



# Town of Lexington

## Special Event Permit Guidelines

### **Welcome and Instructions**

The Town of Lexington is pleased to welcome a variety of special events, from community festivals to concerts and athletic competitions. It is the goal of the Town of Lexington to work with event managers and organizers to help ensure that the events taking place in our community are both safe and successful, while minimizing the impact on our residents and businesses. We hope that you find the instructions set forth in this manual helpful in planning and preparing to carry out your special event.

Please review the instructions, and rules and regulations governing special events. Complete the application and submit it to the Town of Lexington, Town Manager's Office, 1625 Massachusetts Avenue, Lexington, MA 02420. If you have any questions, please contact the Town Manager's Office at (781) 698-4540.

On behalf of the Town of Lexington, its residents, businesses and employees, thank you for considering Lexington for your event.

# Guidelines for Special Events

A **special event** is any activity that occurs upon public or private property that affects the ordinary use of parks, playgrounds, fields, buildings, public streets, right-of-way or sidewalks. Special Events may include festivals, fairs, concerts, holiday celebrations, parades, athletic tournaments, road or bicycle races, etc.

Individuals or organizations wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the Town limits, including Town parks, must obtain a Special Event Permit from the Town of Lexington. Event sponsors should submit applications a minimum of 60 (sixty) days before the event.

**Permit Posting:** Special event permits should be posted at greeting areas or main entrances at events. Event organizers and managers are reminded that they may be asked by Town staff to show proof of permit during the event.

**Hours:** Event activities are prohibited after 11:00 p.m. in residential areas and before 7:00 a.m. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated and must be part of the permit.

**Alcohol:** Alcohol is prohibited in all Town of Lexington public property, including buildings, parks, playgrounds, fields, etc.

**Restrooms/Trash/Cleanup:** The Town of Lexington may require event

organizers to provide temporary toilet facilities. Temporary toilet facilities must be cleaned daily. Trash must be disposed of in approved containers. Daily trash pickup and disposal is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition at the conclusion of the event. The event organizer may be required to arrange with the Department of Public Works for trash pickup and disposal, and to pay all costs associated with the aforementioned requirement. If the applicant fails to clean up debris and trash within the specified period, cleanup will be arranged by the Town and all costs will be charged to the applicant.

**Traffic & Parking:** Parking is permitted in designated areas only. The Police Department will provide signage for posting as required in the permit. Signs may be picked up the day before the event and must be returned at the completion of the event. The Police and Fire Departments require that all entries, exits and fire lanes be maintained.

**Signs:** Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures.

**Smoking:** Smoking is not permitted in any public facility, on school grounds or on recreational or historical parks, playgrounds or fields.

**Fireworks:** Fireworks are not permitted without the prior approval of the Town of Lexington Fire Department.

**Tents/Sleeping Trailers:** Tents and trailers require an inspection and permit from the Town of Lexington Health, Building and Fire Departments. Such structures require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent or trailer, a fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent or trailer.

**Security/Traffic Control:** Events may require the hiring of police officers to provide for security and/or traffic control.

**First Aid and Medical:** Events may require provisions for first aid and medical personnel. Arrangements should be made with a private service for the event. The Fire Department can provide a list of contacts.

**Enforcement:** Town of Lexington Police, Fire or other staff so designated by the Town Manager, may request that a resident, event employee or participant leave any park or public facility for violation of rules and regulations.

**Insurance:** All applicants must provide a certificate of insurance in the minimum amount of \$1,000,000 for commercial general liability as a precondition for obtaining permits. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town of Lexington and Town Attorney, including an indemnification and hold harmless clause. The Certificate of Insurance must name the Town of Lexington as an additional insured on all applicable policies. This Certificate and verification of Worker's

Compensation Coverage must be submitted to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance.

**Additional Permitting and Cost Requirements:** Depending upon the Special Event, additional permits may be required by Town of Lexington Departments. These may include, but are not limited to, permits for temporary food preparation, athletic field use, field lighting, merchandise sales, raffle licenses, and indoor space needs. The organizers of the event are responsible for obtaining any additional permits or licenses and are responsible for any additional costs incurred by the Town of Lexington as determined by representatives of each Town Department before the issuance of the Special Event Permit.

# Special Event Application Checklist

- ✓ Submit your Special Events Permit Application (with all maps, diagrams and attachments as required) at least 60 days before the event.
- ✓ Provide a Schedule of Events along with a Site Plan which addresses:
  - The location of the event on the property
  - For road or walk race, a detailed map of the route
  - Features and attractions
  - Participant circulation
  - Proposed parking including how you will handle overflow parking
  - Any proposed road closures
  - Location of trash receptacles and dumpsters
  - Location of temporary toilet facilities
  - Accessible routes for the disabled
  - Locations, size and number of any tents, trailers or temporary structures
  - Location, size, and description of any signage or banners
- ✓ If food will be served or sold at the event, contact the Lexington Health Department to discuss Food and Beverage regulations before you submit your application. If required, your food permit must be submitted before final approval of the Special Event.
- ✓ If Police Details and/or Firefighters/EMTs will be required, contact the Lexington Police Department and Lexington Fire Department to secure services. Only Police Officers or Traffic Detail Officers may direct traffic on town streets. Evidence that Police and/or Fire Personnel have been secured must be presented before the approval of the final Special Event Permit.
- ✓ Provide a Certificate of Insurance to the Town Manager's Office no later than ten (10) business days before the event. Final Special Event Permits will not be issued without submission of a Certificate of Insurance.
- ✓ Obtain any additional approvals and permits required by Board of Selectmen, Town Departments (i.e. Recreation Department, Town Clerk's Office, Public Facilities Department).