
CITY OF CAMBRIDGE SPECIAL EVENT APPLICATION

SPECIAL EVENTS

Tel. 617-349-4846 Fax. 617-349-4868

(For Parades, Road Races and Walkathons Only - Please complete reverse side of this application)

NAME OF EVENT: _____

1. Date: _____ Time: from _____ to _____
Rain Date: _____ Time: from _____ to _____
 2. Location: _____
 3. Description of Property: _____ Public _____ Private _____
 4. Name of Organizer: _____ City Sponsored Event: Yes _____ No _____
Contact Person: _____
Address: _____ Telephone: _____
E-Mail: _____ Cell Phone: _____
Day of Event Contact & Phone: _____
 5. Number of Attendees Expected: _____
 6. MA Tax Number: _____
 7. Is the Event Being Advertised? _____ Where? _____
 8. What Age Group is the Event Targeted to? _____
 9. Have You Notified Neighborhood Groups or Abutters? Yes _____ No _____, Who? _____
-

ACTIVITIES: *(Please check where applicable.)* Subject to Licenses & Permits from Relevant City Departments

- A. Vending: Food _____ Beverages _____ Alcohol _____ Goods _____ Total # of Vendors _____
- B. Entertainment: (Subject to City's Noise Ordinance.) Live Music _____ DJ _____ Radio/CD _____
Performers _____ Dancing _____ Amplified Sound _____ Stage _____
- C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____
Other _____ Total # _____
Name of Carnival Operator: _____
Address: _____
Telephone: _____
- D. Clean Up: # of additional trash receptacles required _____ # of additional recycling receptacles required _____
- E. Portable Toilets: (Each cluster of portable toilets must include at least one ADA accessible toilet)
_____ Standard # _____ ADA accessible

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: _____

2. Name, Address & Daytime Phone Number of Organizer: _____

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up _____

4. Date of Event: _____ Expected Number of Participants: _____
5. Start Time: _____ Expected End Time: _____
6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**): _____

7. Locations of Water Stops (if any): _____
8. Will Detours for Motor Vehicles Be Required? _____ If so, where? _____

9. Formation Location & Time for Participants: _____
10. Dismissal Location & Time for Participants: _____
11. Additional Parade Information:
 - Number of Floats: _____
 - Locations of Viewing Stations: _____

 - Are Weapons Being Carried: Yes _____ No _____
 - Are Marshalls Being Assigned to Keep Parade Moving: Yes _____ No _____

DEPARTMENT APPROVAL (For Committee members use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, & others may request cash in advance payment.

Approval Required	Date: _____	Signature _____
___	1. Special Events: _____	
___	2. Cambridge Police: _____	
	Is Police Detail Required: _____	# of Details Assigned: _____
___	3. Traffic, Parking & Transportation: _____	
___	4. ISD/Health: _____	
___	5. ISD/Building: _____	
___	6. Electrical: _____	
___	7. Fire: _____	
	Is Fire Detail Required: _____	# of Details Assigned: _____
___	8. Public Works: _____	
___	9. Recreation Department: _____	
___	10. License Commission: _____	

The Departments listed above have their own application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual Departments.

REGULATIONS:

1. All members of the organizing committee and concessionaires must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant or concessionaire is responsible to pay all applicable fees. Any non-payment of fees to any city department will result in the denial of the application.
3. The applicant is responsible to ensure that there is no illegal activity on the premises.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of city officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators must comply with the regulations of the Cambridge Fire Department.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps & curb cuts clear. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All can sodas must be purchased in Massachusetts and must be recycled according to City of Cambridge recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the Special Events Committee.
7. The applicant will be responsible for any damage to any public property.
8. **All applicants are responsible for filing their applications in a timely manner: First time applicants must file at least 60 days in advance of their event. Annual event applicants should file at least 45 days in advance for larger events and at least 14 days in advance for smaller events. Non-compliance may result in denial of the application.**
9. The applicant shall indemnify and hold harmless the City of Cambridge and its employees from any damage it may sustain or be required to pay, by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and conditions of this license.
10. The City of Cambridge reserves the right to revoke the application at any time.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____ **Date:** _____