

CITY OF BROCKTON
LICENSE COMMISSION
City Hall, 45 School Street
Brockton, Massachusetts 02301

SPECIAL EVENT POLICY

Pursuant to Brockton City Ordinance, Chapter 11, Article IV, Sec. 11-65.

Special Event Application: All completed Special Event Applications should be submitted during normal business hours to the Brockton License Commission at least thirty (30) days prior to the date(s) of the event to ensure that a hearing can be scheduled for the next available License Commission meeting prior to the event. No application for a Special Event license will be accepted by the License Commission without the following:

1. Recommendation from the Chief of Police or his/her designee;
2. Recommendation from the Fire Chief or his/her designee; and
3. A statement of understanding that the Applicant has read, understood, and agreed to the terms set forth in this Policy.

Alcohol Policy: The issuance of a special event license does **NOT** authorize the service or consumption of alcohol. Any Applicants wishing to serve alcohol at a Special Event must obtain the proper license to do so.

Required Police Details and/or other Security: The License Commission shall have the discretion to require police details and/or other security as a condition of a Special Event License.

Block Parties: A Block Party is a community-based event hosted by a group of neighbors, a not-for-profit organization or an association on a City street requiring closing of a street or portion thereof. Block Party Applicants must reside on the street and within the one block area being closed. During a Block Party, the street being used must be accessible to all abutters and emergency vehicles. For the street to be closed, an abutter's agreement signature sheet with the approval of at least 75% of the households residing on each street and/or block involved is required (including 75% of the residents of any apartment complex). Each applicant signing the petition must be an adult representative and reside on the block that is being closed.

Street Closures: Pursuant to Brockton City Ordinance, Chapter 11, Article IV, Sec. 11-68, no organizer or person staging a Special Event shall be permitted to close, obstruct or barricade a City street, sidewalk or public way to vehicular and/or pedestrian traffic. If a Special Event requires a street closure, the street closure will be carried out by the Brockton Department of Public Works at the Applicant's expense.

Insurance Requirements: All Applicants must secure general liability insurance from an approved insurance company listing the City of Brockton as an additional insured, and providing coverage of \$1 million per occurrence. The License Commission has the discretion to waive this requirement, depending upon the size and risk level of the event. If, at hearing, the License Commission requires an Applicant to secure an insurance policy as a condition of a Special Event License, the Applicant must provide a certificate of Liability Insurance to the Brockton License Commission before the Special Event License is issued. The City of Brockton must be named as additional insured for the date and location of the event.

Indemnification: The Applicant shall indemnify and hold the City of Brockton harmless from any and all acts and omissions arising out of the event by the applicant, his/her/its agents, members, employees or representatives, guests and invitees. Further, the Applicant shall indemnify and hold harmless the City of Brockton against any/all suits, claims, actions, costs or damages to which the City may be subject to by reason of damages and/or injury to the property or person of anyone, arising or resulting from fault, negligence, or wrongful omissions by the applicant, his/her/its agents, members, employees or representatives, guests and invitees. Said indemnification and hold harmless should apply in any event that a claim is brought against the City of Brockton for said acts caused by others. The Applicant, his/her/its agent(s), members, representatives or employees shall release and hold the City of Brockton harmless for any injury to themselves, members, corporate officers, agents, representatives or employees, guests and invitees in connection with the event or any activity related thereto.

APPLICANT ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read, understand, and agree to the terms, rules, and guidelines set forth in Brockton License Commission Special Event Policy.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the terms, rules, and guidelines specified herein, and that I will accept all responsibilities for any payments for municipal services and/or resources as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Signature of Applicant

Date

**CITY OF BROCKTON
LICENSE COMMISSION**
City Hall, 45 School Street
Brockton, Massachusetts 02301

APPLICATION FOR SPECIAL EVENT LICENSE

DATE: _____

Name of Applicant: _____

Applicant Address: _____

Applicant Telephone Number: _____

Event Sponsor: _____

Sponsor's Address: _____

Sponsor's Telephone Number: _____

Contact Person: _____

Contact Address: _____

Contact Telephone Number: _____

Alternate Contact Person: _____

Alternate Contact Telephone Number: _____

Name of Event: _____

Type of Event:

- | | | | |
|---------------------------------------|---|---|---|
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Walk/Run/Race | <input type="checkbox"/> Concert/Performance/Show | <input type="checkbox"/> Celebration/Dance |
| <input type="checkbox"/> Parade/March | <input type="checkbox"/> Community Event | <input type="checkbox"/> Sport Event/ Recreation | <input type="checkbox"/> Circus/Fair/Market |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Special Attraction | <input type="checkbox"/> Family Gathering | <input type="checkbox"/> Other _____ |

Description of Event (describe in detail agenda and/or program offered): _____

Location of Event: _____

How many days will event last? _____ Date(s) of Event: _____

Start Time: _____ End Time: _____

Expected number of attendees each day: _____

Will food be served? _____ Will alcohol be served? _____

Describe what security arrangements applicant has made for this event: _____

Is parking available at the location of the event? _____

If so, how many spaces are available? _____

What arrangements, if any, have been made for off-site parking? _____

Will event require temporary closure of street(s)? _____

If YES, what street(s) are to be closed? _____

Street segment from: _____ To: _____

What items will be in the street? (other than legally parked cars): _____

*** I UNDERSTAND THAT NO ORGANIZER OR PERSON STAGING A SPECIAL EVENT SHALL BE PERMITTED TO CLOSE, OBSTRUCT OR BARRICADE A CITY STREET, SIDEWALK OR PUBLIC WAY TO VEHICULAR AND/OR PEDESTRIAN TRAFFIC; IF A SPECIAL EVENT REQUIRES A STREET CLOSURE, SAID CLOSURE SHALL BE CARRIED OUT BY THE CITY. Initial here: _____

Signature of Applicant

Date

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SPECIAL EVENT LICENSE

**RECOMMENDATION FROM
CHIEF OF POLICE OR DESIGNEE**

I, _____, of the Brockton Police Department have
(Chief of Police or Designee)

reviewed the Application for Special Event License of _____
(Name of Applicant)

for _____
(Name of Event)

to be held at _____
(Location of Event)

on _____,
(Date(s) of Event)

which is to start at _____ and end at _____ for a period of _____ days.
(start time) (end time)

Based on information provided in this application, I:

- Recommend its approval without conditions.
- Recommend its approval subject to the following conditions:

- Do not recommend its approval.

Brockton Police Chief or Designee

Date

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SPECIAL EVENT LICENSE

**RECOMMENDATION FROM
FIRE CHIEF OR DESIGNEE**

I, _____, of the Brockton Fire Department have
(Fire Chief or Designee)

reviewed the Application for Special Event License of _____
(Name of Applicant)

for _____
(Name of Event)

to be held at _____
(Location of Event)

on _____,
(Date[s] of Event)

which is to start at _____ and end at _____ for a period of _____ days.
(start time) (end time)

Based on information provided in this application, I:

- Recommend its approval without conditions.
- Recommend its approval subject to the following conditions:

- Do not recommend its approval.

Brockton Fire Chief or Designee

Date