



## Special Event Guidelines & Fee Schedule

The City of Amesbury is pleased to welcome a variety of special events to our city!

The purpose of this guide is to provide event organizers with general information as well as items to consider when planning an event to ensure that it is successful and enjoyable.

A special event is the use of any City park, building, street or other facility or private property when an organized activity is conducted, to which the public is invited or admitted, with a common purpose and under the direction or control of a person, and any one or more the following factors exist:

1. A fee is charged, or money is collected;
2. Alcohol and/or food will be sold;
3. Temporary structures are constructed;
4. A City facility will be closed to general use by the public or use by the general public will be denied in part or in whole;
5. The location will be used beyond its normal capacity or typical range of uses;
6. The proposed use is likely to infringe on other users' activities at that location;
7. The activity on a street or other public place is impacted in a manner which disrupts the normal or usual traffic patterns, regulations or controls;
8. The Mayor reasonably determines that the event will result in substantial impact on City resources, facilities, or public safety services in response thereto.

*Examples of special events include, by way of illustration and without limitation, concerts, dances, assemblages, processions, parades, marching band reviews, circuses, fairs, festivals, block parties, community events, mass participation sports (such as, marathons and running events, bicycle races or tours, sports tournaments, obstacle course races), spectator sports or other organized activity conducted for a common or collective use.*

*Special events do not include normal City-sponsored programs or activities, or regular sporting events or tournaments held inside a building or at a facility qualified as a "place of public assembly" and intended for that purpose.*

**Jimmy Olsen, Assistant Director**

Nicholas J. Costello Transportation Center • 68 Elm Street • Amesbury, MA 01913  
(978) 388-8137 • [olsenj@amesburyma.gov](mailto:olsenj@amesburyma.gov)

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## Application

The applicant must submit the completed permit application online at [www.AmesburyRec.com](http://www.AmesburyRec.com).

If the event is held on private property and is outside of their business purview, there is a \$25 permit fee.

An application must be submitted at least 30 days prior to the event (up to 6 months in advance). Non-compliance with this deadline may result in denial of the application. Once the permit application is submitted, you will be notified of the date for you to present your special event to the Special Events Committee comprised of appropriate City departments (meetings are held the third Thursday of the month at 9 am at the City Hall Auditorium (62 Friend Street).

Two weeks prior to the event, all permits, permit fees and other applicable fees must be paid to the appropriate departments. Once the application is submitted, the Recreation Department will let the program/event representative know if they must attend a special events meeting.

### Field and facility permit may be revoked for the following,

- Use of alcohol, tobacco, and other controlled substances.
- Use of wet and or unplayable fields.
- Excessive litter.
- Use of foul and or abusive language.
- Damage of fields or facilities.

### Fee Schedule for City of Amesbury Facilities

- Amesbury Youth Athletic Leagues- No charge with 85% Amesbury Residency\*
- Non-resident Athletic Leagues- \$100 0-4 hours, \$200 4-8 hours
- Amesbury Adult Athletic Leagues- \$10 per participant per season\*
- Events run by City departments- \$0
- City owned facilities (non-fields)- \$100 0-4 hours, \$200 4-8 hours
- Single use fields residents- \$60 0-4 hours, \$120 4-8 hours
- Single use fields non-residents- \$120 0-4 hours. 200 4-8 hours
- Classes- \$25 per hour

\*Verification of group and residency is required at the time of request. All teams must submit a roster with names and addresses.

### Fee Schedule for Special Events on private property

- Special Event on private property- \$25 permit fee

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## General Information

- It is the responsibility of each permit holder to submit requests to Amesbury Recreation.
- Permits will be based on availability, scheduled renovations, or any other factors implemented by Amesbury Recreation and or the Department of Public Works.
- Payment is expected prior to receiving the permit, no future permits will be issued to a group or organization until all outstanding fees are paid.
- Any charitable non-profit registered as a 501c3 may apply for a fee reduction or waiver from the City.
- The City of Amesbury is under no obligation to offer any reduction or waiver.
- Any reduction or waiver is at the sole discretion of the Mayor.
- Reallocation or subletting of fields or facilities is strictly prohibited.
- Only request dates and times that you will be using the fields.
- The City of Amesbury requires a certificate of insurance naming the City of Amesbury as additionally insured.
- If there is any pre-existing damage to a field or facility upon arrival by a permitted group, please contact the Department of Public Works as well as Amesbury Recreation immediately to report the damage.
- Field lining is not included as part of the fee for using the field.

## Priority of field/facility use

1. City Departments
2. School Department
3. Resident Youth Athletics
4. Resident Special Events
5. Non-resident events/athletics

## Departments attending the special events meeting

### Recreation

- Please see Recreation Department to check if the date and location are available for the special event. Please contact Jimmy Olsen at 978-388-8137 or by emailing [olsenj@amesburyma.gov](mailto:olsenj@amesburyma.gov).
- Please note you will need to contact the school principal if you are using any school building or property which will need a school building use permit.

*Possible fees: Permit application and fee, facility, or land use fees (see fee schedule), copies of permits, insurance certificate and tax-exempt letter will need to be sent to this office.*

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### **Amesbury Fire Department**

- Grilling or open flame is not allowed on city property without the approval of the Amesbury Fire Department.
- Use of Propane requires a propane permit.
- First Aid and Medical: You may be required to have city medical personnel based on event activities and size.

*Possible fees: EMS personnel, propane permit*

### **Amesbury Police Department**

- A Police detail is required for some events to ensure public safety, particularly those which will have more than 100 people in attendance. For those events that expect more than 200 people, multiple officers may be required. Private security may be used (at the applicant's expense) however it will not reduce the number of sworn officers required. The number of officers will be determined by the special events committee who will be required to adhere to this standard. Waivers will only be granted by the Chief of Police. Waiver requests must be in writing and submitted to the Chief of Police no later than 14 days prior to the start of the event.
- Over 100 people will require a special parking plan and MUST show where all attendees will be safely parking. This parking plan MUST be submitted to the special events committee no later than 30 days prior to the start of the event.
- If there are anticipated Street closings/ detour signage or if the event is a competition or race of any kind, more detailed plans will be required and must be submitted to the special events committee no later than 60 days prior to the start of any race.
- Failure to follow the above rules may result in termination of the event. If public safety is impacted criminal charged may be filed.

*Possible fees: Police detail Current detail rate \$240.00 per officer for up to 4 hours. For those events going longer than 4 hours but less than 8 hours = \$480. If the event is going longer than 8 hours the event is cost is \$60 per hour for each additional hour. Nights and weekends, along with those events that will be serving alcohol have additional fees. Please consult with the Special Events committee for more information.*

### **Department of Public Works**

- Recycling and trash containers can be provided by the DPW if you cannot provide your own. Recycling is mandatory in Amesbury and recycling containers must be available at all events on City property. Contact the DPW Office to make arrangements, 978-388-8116. Security deposits will be returned once the borrowed containers are returned. Permit holders are required to pick up containers the business day before the event or weekend and return the next business day.

*Possible Fees: Cones and/or barricades, electricity, bathroom custodial fees, signage, delivery & set up fees*

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### **Inspectional Services**

- Any structures including tents must have permission of the building inspector. Depending on the size and type, permits may be required. Tents must be secured to prevent wind gusts from blowing them around. Electricity is needed for music, public address systems, rides, and temporary lighting. Only licensed electricians may hard wire a device into an electrical service and only with a permit from the electrical inspector.
- Signs- permits are required for temporary signs (unless on private property). No signs may be affixed to trees, buildings, or street fixtures
- All food service on municipal property generally requires a temporary food permit application from the Health Department. This must be submitted 14 days prior to event. Submitted with this application, should be copy of existing food service license, Copy of Certified Food Protection Certification(s), Menu items and equipment lay-out and certificate of insurance.
- Portable sanitary toilets must be present at a ratio of 1 per 50 people per health department. At least 1 ADA handicapped accessible toilet will need to be provided as well. Rental and recovery of these toilets are the sole responsibility of the group or organizer.
- All dogs must be always on a leash per City's bylaws. All dog wastes must be picked up and disposed of properly.

*Possible Fees: Electrical permit fee, Electrical Inspector detail, temporary food permit application, portable toilets, custodial fee*

### **Mayor's Office**

- To obtain a liquor license, you must be approved by the liquor license commission. The service of alcoholic beverages outside a private residence frequently requires a One-day or special Liquor License. To determine, if necessary, please contact Aubrie Campbell at 978-388-8121 or by emailing [campbella@amesburyma.gov](mailto:campbella@amesburyma.gov).

*Possible Fees: Special Liquor License fee, \$25 each*

### **Conservation Commission (if applicable)**

- Proposed activities may be subject to wetlands review by the Amesbury Conservation Commission under state and local wetlands laws and regulations.
- Please contact the Amesbury Conservation Agent at [conservation@amesburyma.gov](mailto:conservation@amesburyma.gov) well in advance to determine if the activity is subject to a review. If a review is warranted, the conservation agent will guide you through the permitting process

*Possible Fees: Notice of Intent or Request for Determination of Applicability fee.*

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## **PARKS AND FACILITIES RULES AND REGULATIONS**

1. All groups requesting private or public use of city facilities must obtain a copy of Liability Insurance for their organization and must list the City of Amesbury as an additional insured party for a minimum of \$1,000,000 general liability coverage.
2. There shall be no open fires or portable grills of any kind allowed without special permission and must be permitted by the Amesbury Fire Department.
3. Food concessions must have approval of the Office of the Board of Health. Please contact the Inspections Department at 978-388-8129. All temporary food applications must be submitted to the Inspections Dept. at least 14 days prior to the event so that the Board of Health can review the application. In addition, food cannot be served to the public at these events without a temporary food permit issued by the Amesbury Board of Health. All vendors on Park property must have a vendor's license from the Amesbury City Clerk.
4. Alcohol is not allowed unless you receive permission from the City of Amesbury. If you will be serving alcohol on premise, you will need to get approval from the Amesbury Liquor License Commission. This is a Special One Day License permit, and the application fee is \$25. The application can be found by reaching out to the Mayor's Office at [campbella@amesburyma.gov](mailto:campbella@amesburyma.gov) or by calling 978-388-8121.
5. All organizations must leave reserved property in a clean and environmentally undisturbed condition. The person authorized to make the request must be responsible to pay for any damage to or loss of City property that may occur during use period. Any damage or loss resulting from the use of structures, equipment, grounds and/or other facilities by the permittee will be billed accordingly (less deposit) for repair, replacement, or cleaning. Removal of garbage, trash, and any temporary structures are the sole responsibility of the group using the area. The Amesbury Department of Public Works can be consulted prior to the event for trash removal subject to the approval of the DPW Director. You can reach the DPW at 978-388-8116.
6. Restrooms- Portable Sanitary Toilets must be present at a ratio of 1:50 people. At least 1 ADA handicapped accessible toilet will need to be provided as well. Rental and recovery of these toilets are the sole responsibility of the group or person using the toilets. The City reserves the right to charge additional fee if the facility toilets are left in an unacceptable condition.
7. A refundable deposit of \$100 per day, upon discretion of the City of Amesbury, will be charged as a security deposit for one day events under 300 people. Events with over 300 estimated people, will be charged a refundable deposit of \$500 per day. Upon review of the premises by the City's DPW, the deposit will be refunded. All checks must be made out to the "City of Amesbury."
8. Security Requirements: Any event over 100 people attending may require police details to be paid by permitted organization.

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