

TOWN OF ANDOVER Special Event Application Form

Applicant and Sponsoring Organization Information Non-Profit Profit

Name of Organization / Sponsor: _____ Non-Profit No. _____

Address: _____ City: _____ State: ____ Zip: _____

Tax ID #: _____ Applicant name: _____

Phone: _____ Email: _____

Web Site: _____ New Event to Andover Returning Event

Event Manager: _____ Contact Info: _____

Other Contact person/s: _____ Contact Info: _____

Event Information

Block Party

Event Type: Run/Walk/Bike Home/Garden Show Parade Sidewalk Sale
 Concert Fair/Festival/Carnival Food Truck Other

Other (specify) _____

Event Title: _____

Start Date1 & Time : _____ End Date & Time _____

Start Date2 & Time : _____ End Date & Time: _____

Start Date3 & Time : _____ End Date & Time _____

Rain Start Date & Time: _____ Rain End Date & Time: _____

Open to the Public: Yes No Estimated Attendance: # _____

Set Up Date/Time & Description: _____

Breakdown Date /Time & Description: _____

Is there a fee collected from Public to attend? Yes No

Requested Location(s):

The Park

Old Town Hall/ Townhouse -- Outside/ Sidewalk

Downtown

Please see Andrea Zaines with Municipal Services, Facilities and Field Information at 978-623-8727 information: <https://andoverma.gov/270/Facility-Field-Rentals> about the three locations below.

1. Town or School building, name:

2. Fields town or school name:

3. Old Town Hall/ Townhouse -- Inside

Andover High School fields, gym or field house - Please see Athletic Director's Office at 978-247-5500

Collins Center - Please see more information at: <http://www.collins-center.com/>

Senior Center - Please see Renee Baker from Elder Services at 978-623-8320 or email: Renee.Baker@andoverma.us

Recreation Park at 165-183 Abbot St. - Please see Jessica Downing from Recreational Services at 978-623-8342 or email: JDowning@andoverma.us

Street(s) or Route Information

Street(s) or Street Route (Run/Walk/ Bike) :
Specify:

Other, Street Closure, Sidewalk Closure :
Specify

Please provide Map and Layout of proposed location and Usage

Event Details

Please indicate whether the following items pertain to your event. Complete by applicant.

YES NO

Location: Use of Town Property

Townhouse or Old Town Hall Sidewalk use
The Park
Downtown Area, *describe:*

Closures and Police/ Fire Rescue

Street or Sidewalk Closure, Detour Signs? provide *names:*
Parking Lot(s) Closure, *names:*
Fencing, Barrier(s) and / or Barricade(s) or Traffic Cones? *which:*
Request Banner(s), Sign(s), need Cert. of Insurance, *which:*
Request/ require Police Detail, (not typically required for Block Party)
Request First Aid Facilities and Ambulance (s), *which:*

Food Services or Alcoholic Beverages

Food Concession and/or Food Preparation
Please specify method: Propane Gas Electric Charcoal Catered Other Propane Use
Propane for portable heaters or artisans may need propane
Alcohol Beverages Served (Beer & Wine, All Liquor or Donated) - *req. Town Clerk's and Health Div. Licenses*

Licenses or permission for

Will you be holding a raffle or game of chance? (Town Clerk's Office) *Describe:*
Music and/or Amplified Sound - *If yes please indicate Start Time End Time*
> *The Town of Andover requires noise at reasonable levels and only until 9 PM.*
Will your event have Entertainment? - *describe:*
Amusement Rides (Building Dept.)- *list and describe:*
Inflatable Device(s) (Building Dept.) – *list and describe:*
Will your event have Fireworks? (Board of Selectman and Fire Rescue)
Will your event have animals? *If yes, specify:*

Facilities, Utilities and Structures

Will your event require lights? *If so, specify hours:*
Will your event require electricity or electrical connections? *where:*
Will you event require temporary water connection? *where:*
Will you set up table(s) and/or chair(s)? *Approximate number?*
Does your event require electricity? (Building Dept. -Electrical Inspector) *Source:*
Booth(s), Exhibit(s), Display(s) and/or Enclosure(s)
Canopy (ies) and or Tent(s) (Building Dept.)- *describe & dimensions:*
Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s)
Stage(s), which and *indicate dimension:*
>Scaffolding, Bleachers, Platforms, Grandstands or Stages (may require Building Dept. Permit)

Trash, Restrooms or Trailers

Trash or Rubbish Container(s) (Municipal Services)
Applicant to provide Dumpster(s) and Dumpster Vendor (Health Div. & Fire Rescue Permits)
Use of Town Restrooms - *explain which Town or School Buildings*
Applicant to provide Portable Toilet(s) –
explain where and provide approximate no./ vendor:
Applicant to provide and use Vehicle(s) and/or Trailer(s) - *approximate number:*
Applicant to provide and use Sleeping Trailer(s) and/or other accommodations, *describe:*

Other Permits

Please note that all components of the event are subject to approval by the Town Manager's Office and may also require approval by and/or permit(s) from other Town agencies and departments. It is the responsibility of the applicant to secure all necessary Town of Andover permits, and submit payments required for permits.

Affidavit of Applicant

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Andover as they pertain to the requested usage. The permit, if granted is non-transferable and is revocable at any time at the absolute discretion of the Town of Andover Town Manager's Office (or designee). All programs and facilities of the Town of Andover are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

Signature of Applicant: _____ Date: _____

Special Events Contacts:

- Town Manager-978-623-8210 * Municipal Services-978-623-8700 * Fire Rescue -978-475-1281
- Police Dept.-978-475-0411 Ext.1034 * Health Div.-978-623-8640 * Town Clerk's Office-978-623-8230
- Municipal Services Facilities Div.-978-623-8727 * Building Div. (Building, Gas, Plumbing, Electrical) 978-623-8620
- Recreational Services 978-623-8342 * Elder Services 978-623-8320 * Athletic Director's Office 978-247-5500