



City of Chelsea, MA

Phone: 617.466.4150 · Email: specialevents@chelseama.gov

SPECIAL EVENT PERMIT GUIDELINES

Thank you for your interest in holding a **Special Event** in Chelsea, Massachusetts. This information presents an overview of the procedures & requirements for anyone who is considering applying for a Special Event Permit. **Applications must be submitted online 45 days prior to the event date.**

NOTE: For ATHLETIC/SPORTS activities such as practices, games, and tournaments taking place within a City of Chelsea park, please refer to our **Athletic Field Use Policy Guide** found at:

<https://recreation.chelseama.gov> → Permits → **Athletic Field Permit**

The City of Chelsea recognizes the contribution of special events such as a festival, charity walk, block party, parade, or concert to the city's attractiveness for residents, visitors, and businesses.

A Special Event Permit is required to use any type of City-owned property when one or more of the following conditions exit:

1. The proposed event involves more than 10 people
2. The proposed event requires City personnel for road closures, traffic control, crowd control or other safety and logistical support;
3. Public rights of way are impeded by the event's activities;
4. The proposed event requires approval from one or more City departments;
5. Special circumstances which require (1) multiple uses of public property; (2) assuring the preservation of public property and public places; (3) prevention of dangerous, unlawful, or impermissible uses; and/or (4) protection of safety of personal and property around the event as determined by the City officials.

The application/permit process ensures that the activity meets legal requirements, allows the City to adequately schedule needed public services, and alerts affected neighborhoods and businesses.

The City of Chelsea will review all requests and make a decision to permit the event based on the following consideration:

- safety of pedestrians and vehicles
- overall impact of street access and traffic
- impacts other activities (events, construction) on the date(s) requested
- number of times a neighborhood has been impacted by events in a one-year period
- positive benefit(s) to the community
- availability of City personnel and resources

In the case of a schedule conflict or multiple events impacting a specific neighborhood, priority is given to the City of Chelsea events and to others on a first-come-first-served basis.

SPECIAL EVENT PERMIT REQUIREMENTS

Pre-Event Coordination (Online Application submission required)

Provide all special event information by applying online to:

<https://recreation.chelseama.gov/> → Permits → Special Event Permit

All necessary information must be included with the application (attached as a PDF) at the time of submittal **at least 45 days prior to the event**. For assistance contact: Special Events Permit: 617-466-4150

Public Notification of Impacts

When special events take place in Chelsea neighborhoods, the impacts of these events on residents and businesses in these neighborhoods are real. Neighbors need to be aware of the event, need to plan for alternate access, might not be able to use their normal parking spots, and can have their schedules thrown off by the activity.

Extensive and timely neighborhood notification is required to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the activity.

Provide proof of any communications, letters, flyers, signatures, news releases, or newspapers ads informing all parties of the event including residents, businesses, transit, and other agencies and those determined by the City of the event and any impacts such as traffic volumes, parking, detours, delays, and noise. All communications must include a name and contact information for the event organizers. **This communication should be completed 2 weeks prior to the event.** Contact Special Event Permit (617) 466-4150.

For events with a significant impact on residents and /or business, the City may notify the impacted area and allow a comment period during a 30-day review.

Limitations on the Event Promotion

The date of the event shall not be considered confirmed and the applicant shall not market or promote the event until the City issues the Special Event permit. A permit could be revoked if significant changes to the approved event program are done without City processing.

Traffic Control Plan

Provide a detailed plan of traffic control with a map showing the placement of traffic monitors and public safety officers in critical areas. This plan needs to include an emergency services plan (first aid and medical assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate fire and medical emergencies. For assistance and expertise, please contact the Chelsea Police Department (617) 466-4855; <https://chelseapolice.com> and the Chelsea Fire Department (617) 466-4600; www.chelseama.gov/fire-department

Transportation/Parking Plan

Provide a written plan for handling event parking for the participants and spectators and show any documentation pertaining to arrangements made with the Police or Fire Departments or the Department of Public Works that may be impacted by the traffic reroutes and /or delays due to street closure. These Departments may contact the event organizer at the collusion of the event for evaluation purposes. Some events may require permission from the City's Traffic and Parking Commission.

Security and Crowd Control

The requirement for uniformed public safety officers and other City Staff will be determined by the City.

Portable Toilets

Large events may require to provide portable toilet and hand washing stations for attendees. The American Restroom Association's recommendation for the provision of toilets is one restroom for each gender for every 300 persons. Please refer to the ARA website: <https://americanrestroom.org>

Garbage

Garbage cans must be provided if existing public receptacles are not able to handle the large volume of waste created by the event. The event organizer is responsible for the cleanup and restoration of City property following the event. The City will charge for staff time at an overtime rate for any additional cleanup that is required following the event. Department of Public Works (617) 466-4200; www.chelseama.gov/public-works

Food Service and Health Codes

Required permits must be obtained and displayed for food preparation handling and distribution. Massachusetts Public Health Laws require that a certified Food Handler be present at events where cooked food is sold, could require a temporary food vendor permit depending on the type of food and where it is cooked. For assistance and expertise, contact the Department of Inspectional Services (617) 466-4130; www.chelseama.gov/inspectional-services

Alcohol Use

Consumption of beverages containing alcohol is not allowed on public property. City Departments may place restrictions on the way in which alcohol is managed at the proposed event. Private property only: If alcohol is being sold go to the Licensing Department website to apply for a one-day application (617) 466-4152, <https://www.chelseama.gov/licensing>.

Fire Safety

Portable barbecues are prohibited unless it is on *private property* then the Fire Department would evaluate and make a determination. If allowed, a permit would need to be secured before the event can begin. (617) 466-4600; www.chelseama.gov/fire-department.

Business Certificates

Anyone engaging in business in the City of Chelsea must obtain and be the holder of a valid business certificate. Business means all activities for gain such as the sales of goods or services. If you have any questions regarding whether or not you need a business certificate, please contact the City of Chelsea Licensing Dept. (617) 466-4152; www.chelseama.gov/licensing

Noise

All events must adhere to the City of Chelsea Noise Regulations (Ordinance: Sec. 16-99. Noise control)

Equipment

Expenses related to barricades, stages, traffic control devices, portable toilets, tents, canopies, garbage receptacles, use of generators, and removal are the responsibility of the event organizer. Documentation in the form of a work order or an invoice that equipment needs/services have been arranged by the event organizer is required. Contact: Dept. Inspectional Services (617) 466-4130; www.chelseama.gov/inspectional-services and the Dept. of Public Works (617) 466-4240; www.chelseama.gov/public-works.

Volunteer Event Staff

Provide information of the organization or group volunteers' services. This information needs to include the coordinator contact name, address and phone numbers, the number of volunteer expected to be at the event and where they will be stationed. Documentation must be received no later than 2 weeks prior to the event. Note individuals providing traffic control/monitoring services must be over 18 years of age.

Police Officers / Commissioned Officers must be stationed at traffic signals.

American with Disability Act (ADA) Requirements

The ADA requires that the City of Chelsea and the private sector provide public accommodations to allow equitable access for people with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide maintain access for people with disabilities. This may include providing a clear path of travel to and on the sidewalks and maintaining the designated parking and accessibility to restrooms for people with disabilities. More information: www.ada.gov

Indemnification

The applicant shall agree to sign an indemnification agreement which shall require the applicant to indemnify, defend, and hold the City harmless from any or all claims for bodily injury or property damage that may arise out of or in connection with the applicant's permitted use.

Insurance

During all periods of use, sponsors of community events and persons using the facilities by concession contract may be required to obtain and maintain public liability and property damage insurance acceptable to the City and/or other insurance necessary to protect the public and the City on the premises to be used unless waived by the City Manager. A certificate evidencing the insurance or upon written request of the City, a duplicate copy of the policy shall be provided to the City as evidence of the insurance protection. This insurance shall not be cancelled or reduced without prior written notice of the City at least 30 days in advance of the cancellation and shall name the **City of Chelsea, its elected and appointed officials, officers, agents, and employees as additional insured by endorsement**. The general liability insurance is to be obtained from a company authorized to do business in the State of Massachusetts with policy limits of not less than \$1,000,000 per occurrence. Such policy or policies of insurance shall further provide that said policies of the Facility User shall be primary over any insurance held by City that may be applicable. The types and limits of insurance may be changed from time to time as determined by the City of Chelsea.

Special Event Permit Display

A copy of the approved special events permit shall be maintained at the location of the special event throughout the duration of the event.

Grounds for Permit Denial

Reasons for denying a permit include:

- The event, as presented, cannot function safely.
- The City was not provided sufficient notice of the event. Special Event Permit applications must be submitted 45 days prior to the event date.
- The Police and Fire Department resources to support the event would deny reasonable fire and police protection to other parts of the city.
- The event does not meet traffic control and or parking management conditions.
- The proposed event would unreasonably disrupt the orderly or safe circulation of traffic as would present an unreasonable risk of injury or damage to the public.
- The applicant provide false or misleading information, the applicant fails to complete the application or to supply other required information or documents; or the applicant declares or shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit.
- The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity or unreasonably infringe upon the rights of abutting property.

The Recreation & Cultural Affairs Division will consult with the Departments and City Attorney before denying a permit and the reasons for the denial shall be in writing.

Exemptions*

Although note required to be issued a Special Event permit, an event organizer of an activity exempted is required to comply with all local, state, and federal laws and regulations governing public safety or health. The following activities are exempted for having to obtain a special event permit:

- Parades, athletic events, or another special event that are sponsored or conducted in full by the City of Chelsea
- Funeral procession by a licensed mortuary
- Activities conducted by a government agency acting within the scope of its authority
- Lawful picketing on public sidewalks

*If music or amplification is used for such events the organizer must still apply for Entertainment /Amusement license from the Licensing Department. www.chelseama.gov/licensing

Revocation of Permit

All permits issued shall be temporary, shall vest no permanent right in the applicant, and may be revoked upon the occurrence of any of the following:

1. Immediate revocation in the event of a violation of any of the terms and conditions of the permit.
2. Without notice in the event such use becomes, for any reason, dangerous or any structure or obstruction permitted becomes insecure or unsafe.

Contact:

SPECIAL EVENT PERMIT
617-466-4150



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SPECIAL EVENT PERMIT APPLICATION CHECKLIST

At time of submittal: 45 days prior the event date

- Completed online City Grows application

PERMIT MEETING REVIEW (*Applicant may be asked to attend*)

- Public Notification Plan
- Traffic Control Plan
- Parking Plan
- Equipment Plan
- Security & Crowd Control Plan
- Toilet Facilities Plan
- Garbage Cleanup Plan

Prior to Permit being issued

- Indemnification Signature
- Proof of Insurance

At least two weeks prior to event

- Proof of impact notification *as determined by the City*
- Proof of resident & agency notifications
- Volunteer Details
- Sign off by City Departments

Contact: **Law Department**

Special Event Permit
617-466-4150