



**Board of License Commissioners  
Greenfield, Massachusetts**

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**Application for use of the Common or Court Square for events or displays**

Applications for use of Court Square can typically be considered through a simple administrative review through the Mayor's Office. This can take 3 – 5 business days. City-run events may take precedence over private events, but we will work with you to come up with alternative dates.

Applications which include alcohol, entertainment where an admission fee is charged, or set up on the Common proper must go before the Board of License Commissioners, who meets on the third Tuesday of each month at 4pm, so this completed application must be received no later than 12pm on the Thursday preceding the meeting in order to be considered. Earlier is appreciated.

Applicant Name \_\_\_\_\_

Organization \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone \_\_\_\_\_ email \_\_\_\_\_

Contact address \_\_\_\_\_

This application is for use of:

- The Common
- Court Square
- Both the Common and Court Square

This application is for:

\_\_\_\_\_ An event                      \_\_\_\_\_ A display/sign                      \_\_\_\_\_ Both an event & a display/sign

**Display/sign:**

Description of sign or display \_\_\_\_\_

Content of sign or display \_\_\_\_\_

Location on the Common of the sign or display \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_



**Event/Activity:**

Name of proposed event \_\_\_\_\_

Dates of proposed event \_\_\_\_\_

Hours \_\_\_\_\_

Do you need a rain date (if yes, what would be the rain date)? \_\_\_\_\_

Location of proposed event \_\_\_\_\_

Approximate number of people expected to attend \_\_\_\_\_

Are you requesting access to City Hall restrooms (Restroom use may be possible depending on size and nature of event)? \_\_\_\_\_

Will you need access to electricity? \_\_\_\_\_

*If electricity will be used for more than one day the applicant will assume the cost for this, with a \$5 minimum charge.*

Approximately how much time will be needed to clean up the site after the event? \_\_\_\_\_

Fully & specifically describe the event (attach additional pages if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Attach a sketch of the planned use of Court Square & the Common with any applicable area(s): entertainment area(s), vendor area(s), location & number of toilets, location & number of garbage receptacles, garbage storage area, and location of first aid/medical stations, if any.***

Will vendors will be at the event? \_\_\_\_\_

If yes, how many vendors? \_\_\_\_\_

Will vendors be selling:

- merchandise
- food/beverage \*
- alcohol \*\*
- other services (describe) \_\_\_\_\_

***Attach a list of all vendors who will be selling at the event. The list should include the name of the business, owner/vendor name, contact information (including address, phone, email, & website), and types of items being sold.***

*\* Food & beverage vendors will need to submit paperwork to the Health & Fire Departments in all cases.*

*\*\* If vendors will be selling alcohol, an application for a special one-day liquor license must be submitted to the Board of License Commissioners.*



Is security &/or traffic control necessary? If yes, please describe. \_\_\_\_\_

\_\_\_\_\_

Will you have a designated area for first aid or emergency medical care? If yes, please describe.

\_\_\_\_\_

Are you also applying to place signs within Greenfield to advertise or give directions to your event?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, at which locations? \_\_\_\_\_

\_\_\_\_\_

Any other concerns or pertinent information regarding the event of which the City should be aware?

\_\_\_\_\_

The City of Greenfield may require a certificate of insurance listing the City as additional insured after evaluating the nature of the use. If applicable, we will notify you to submit a copy of your insurance policy or liability binder.

**Attestation**

Applicant agrees to indemnify, hold harmless, release and forever discharge and defend the City of Greenfield, its employees, agents, servants, administrators, board members, representatives or any individual or entity acting on or purporting to act on the City of Greenfield, behalf from and against any and all causes of action, demands, damages, injuries, losses, penalties, fines, costs and expenses, and any other claims or liabilities whatsoever of every name and nature, both in law and in equity, including reasonable attorneys' fees and disbursements, for any injury to person and/or damage to property in any way arising out of the actions and omissions of the applicant which in anyway relates to the use of Court Square or the Common and exercise of the privileges pursuant thereto.

**I attest that to my knowledge the information provided in this application is accurate and not misleading.**

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

There is no fee for use of the Common or Court Square, however if the event will have vendors the following vendor host license fee applies:

- Event with 1 – 3 vendors – no fee
- Event with 4 – 10 vendors - \$10
- Event with 11 – 25 vendors - \$25
- Events with 26 or more vendors - \$50



**The following are conditions for use of the Common  
(in addition to any others specified for your activity &/or display).**

Nothing may be attached to or hung from any permanent structure on the Common (e.g. trees, utility poles, signs, monuments, etc) without permission from the City of Greenfield.

Insurance may be required when applicable (i.e. for constructed displays) at the discretion of City of Greenfield.

If electricity will be used for more than one day the applicant will assume the cost for this, with a \$5 minimum charge.

Displays must have a sign noting the name of the exhibitor/sponsor.

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For Court Square Use:

Internal Use: Comments / Initial

- Health \_\_\_\_\_
- Fire \_\_\_\_\_
- Police \_\_\_\_\_
- DPW \_\_\_\_\_
- Electricity / Central Maintenance \_\_\_\_\_
- Inspections (in case of tent over 10' x 10' \_\_\_\_\_
- Community & Economic Development \_\_\_\_\_
- Notes \_\_\_\_\_

Signature of Mayor \_\_\_\_\_ Date \_\_\_\_\_

For use of The Common:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Conditions or Comments:

Board of License Commissioners