

LICENSING REQUIREMENTS FOR THEATRICAL EXHIBITS, CARNIVALS AND CIRCUS EVENTS

1. Complete the Town of Franklin Public Event Application
2. Provide in writing what actions are to be taken to address:
 - A. Pedestrian traffic, parking, and other issues relating to public safety
 - B. Incidents of disruptive behavior
 - C. Noise levels within the area
3. Provide written permission from property owner
4. Provide liability insurance
5. Provide workmen's compensation insurance
6. You must contact the Board of Health, Police Department, Fire Department and Building Department for any applications and inspections that may need to be performed.
7. Fee \$125

The Town Administrator will forward copies of application/checklist to the departments list below:

The Police Chief.

Fire Department - Will do a safety inspection.

Board of Health - Board of Health (520-4904) will confirm that all necessary permits are obtained and will do a health inspection on the premises.

Building Inspection Department –Determines that applicant is in compliance with all building codes and zoning regulations. They will also do a safety inspection. Applicant must arrange with the Building Inspection Dept. (520-4926) to schedule an inspection.

The Treasurer/Collector - will determine that property owner is update on municipal taxes. All taxes must be paid to date.



Town of Franklin
Town Administrator's Office
Tel: (508) 520-4949
355 East Central Street
Franklin, Massachusetts 02038-1352

**PUBLIC EVENT APPLICATION
(PARADE, ROAD RACE, PERFORMANCE OR ASSEMBLY)**

Date: _____

Applicant Name: _____

Applicant's Organization: _____
(corporation, unincorporated association, etc.)

Contact Name: _____

Address: _____

Telephone # _____

Description of Event:

Date(s) Including Start and End Times: _____

Description of Proposed Activity (ies)

For Parades, Marches: Assembly Location, Route, Dispersal Location: _____

Attach copy of route

Expected Number and Type of Participants (persons, animals, vehicles): _____

Audience/Spectator Estimate: _____

Describe all crowd control, traffic control, or other safety measures: _____

Insurance Information: _____

Issuing Company: _____

Public Liability Coverage Limit: _____

Requirements:

- You may be required to obtain a police detail or other additional municipal services. Costs for these are the responsibility of the applicant and prepayment, a deposit, or surety for payment may be required.
- You are required to provide us with Certificate of Insurance evidencing minimum public liability coverage of \$2,000,000 for the event and showing the Town of Franklin as an additional insured.

NOTE: Approval of permit is based upon Town Administrator's determination that event will not pose a substantial risk of endangering public health, safety or welfare, based upon his application of public safety criteria, as provided in Town Administrator's Policy and Procedure for Permitting of Parades, Performances and Assemblies.

Applicant, By: _____
Signature Title

_____ **Print Name**

COMMENTS: FOR TOWN USE ONLY

Police/Safety Officer: _____

DPW: _____

BOH _____

Fire: _____

Inspection: _____

Approval Yes No

Conditions: _____

Signature: _____