

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

CITY CLERK'S OFFICE
NEWBURYPORT, MA

(For Street Closure or Any Use of a Public Way - Please complete page 3 of this application)

NAME OF EVENT: Pride in the PortDate: June 17th, 2022 Time: from _____ to _____

Rain Date: _____ Time: from _____ to _____

2. Location*: State Street - Liberty to Essex Street MARKET SQ
Bulwase
Inw St

*Please Note: If the location is a public park or the rail trail, please also contact the Parks Department

3. Description of Property: _____ Public _____ Private _____

4. Name of Organizer: Sarah Lord / Resurge City Sponsored Event: Yes _____ No X
Contact Person coworkingAddress: 402 Merrimac Street Telephone: 978 361 5546E-Mail: Sarah.lord087@gmail.com Cell Phone: _____

Day of Event Contact & Phone: _____

5. Number of Attendees Expected: 200-300

6. MA Tax Number: _____

7. Is the Event Being Advertised? yes Where? Social media8. What Age Group is the Event Targeted to? All ages!9. Have You Notified Neighborhood Groups or Abutters? Yes X No _____, Who? _____

ACTIVITIES: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments

A. Vending*: Food _____ Beverages _____ Alcohol _____ Goods _____ Total # of Vendors 0

*If checked, signature from Health Director required (Page 3)

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music _____ DJ X Radio/CD _____Performers X Dancing X Amplified Sound X Stage _____

C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department of Public Services (DPS).

Will you be conducting the clean-up for this event? Yes X No _____

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

(Festival)

PARADE ☒

ROAD RACE ☐

WALKATHON ☐

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:

SARAH LORD / RESURGE COWORKING

2. Name, Address & Daytime Phone Number of Organizer:

40R MERRIMAC ST NBPT
978 361-5546

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up

DPS

4. Date of Event: JUNE 11TH 2022 Expected Number of Participants:

200-300

5. Start Time:

12 PM

Expected End Time:

8 PM

6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**):

~~STATE ST~~

MARKET SQ

NO ACTUAL PARADE

(~~LIBERTY - ESSEX~~)

INN ST

7. Locations of Water Stops (if any):

N/A

8. Will Detours for Motor Vehicles Be Required? Yes

If so, where?

LIBERTY ST - ESSEX

9. Formation Location & Time for Participants:

~~STATE STREET~~

MARKET SQ / INN ST

10. Dismissal Location & Time for Participants:

~~STATE STREET~~

MARKET SQ / INN ST

11. Additional Parade Information:

• Number of Floats:

0

• Locations of Viewing Stations:

0

• Are Weapons Being Carried:

Yes

No

☒

• Are Marshalls Being Assigned to Keep Parade Moving:

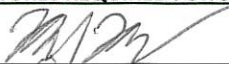
Yes

No

☒


APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

CITY MARSHAL



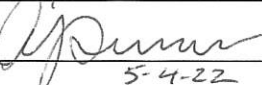
4 Green St.

FIRE CHIEF



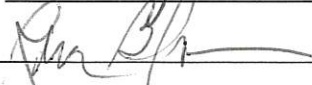
0 Greenleaf St.

DEPUTY DIRECTOR


5-4-22

16A Perry Way

CITY CLERK



60 Pleasant St.

HEALTH DIRECTOR

60 Pleasant St. (only needed when Food & Beverage Vendors are included in the event)

Updated April 1, 2022

a list of all streets notified shall be provided to the city clerk to be date stamped and appended to the application record. Press releases and other media type notifications are encouraged.

(6) *Insurance.* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an additional insured. The policy shall be no less than two million dollars (\$2,000,000.00).

(7) *Event termination.* If in the judgment of the city marshal, fire chief or department of public services (DPS) director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.

(8) *Event and traffic security.* The city marshal, fire chief, DPS director or in the case of a triathlon, the harbormaster can require special duty personnel to assist in the organizing and coordinating the safety and security of the event. All special duty assignments will be paid by the event organizers.

(9) *Clean-up.* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

(10) *Parking.* The event organizers shall be responsible for including parking instructions in materials disseminated to event participants. If the event is happening within one-half mile of municipal parking, then participants shall be asked to park at such parking facilities.

(11) *Notification of previous event organizers.* To the extent reasonably possible, the city clerk shall notify all event organizers from events held from 2014—2016, inclusive, by a one-time phone, email, or letter of the new application timeline and other requirements.

(12) *Simplification.* Departments are encouraged to unify their respective applications into a singular application, managed and distributed by the city clerk's office.

(13) *Americans with Disabilities Act.* Event organizers are reminded of the importance of and expectation of adherence to the Americans with Disabilities Act of 1990 (42 U.S.C § 12101) and subsequent applicable amendments.

(e) *Enforcement.*

(1) *Regulations.* Consistent with this section, the city shall promulgate regulations to enforce and otherwise implement the provisions of this section upon passage by the city council. Any event previously approved by city council shall be deemed permitted.

(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in section 1-17 of chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in subsection (e)(4) below.

(4) *Violation.* The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the city clerk and city council and shall be used as a factor in future application approvals and denials.

(5) *Failure to notify.* If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote of the city council.

I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.

Signed: _____

Shu

Date: _____

5/3/2022

If yes:

- a) How many trash receptacles will you be providing? N/A DPS
- b) How many recycling receptacles will you be providing? N/A DPS
- c) Will you be contracting for disposal of : **Trash** Yes X No **Recycling** Yes No
- i. If yes, size of dumpster(s): **Trash** **Recycling**
- ii. Name of disposal company: **Trash** **Recycling**
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes No X
- iv. If no, where will the trash & recycling be disposed ? DPS

If no:

- a) # of trash container(s) to be provided by DPS 4
- b) # of recycling container(s) to be provided by Recycling Office
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least

one ADA accessible toilet)

Standard # ADA accessible

Name of company providing the portable toilets:

PRIDE

in the port



Saturday, June 11th

Bar25: Noon-5pm

It's a party on State Street! DJ, Dancing, Pre-party for the cruise!

Performance by Seacoast Stilettos

Cash donations at the door to benefit Youth On Fire Organization

Riverwalk Brewery- Noon-4pm

Sweet Paws Rescue Pride Pawrty

Mutt strut, Kids activities and more to come!



Thirsty Whale: 6-10pm

Drink specials, dancing and Pride Smirnoff Swag! Cash donations at the door to benefit NAGLY Organization

Captain's Lady: 7-10pm

SUNSET CRUISE! DJ, Dancing, Cash Bar and plenty of surprises!

Ticketed event to support BAGLY, Inc.

Link to tickets: bit.ly/3Ok6oQ7

Thank you to our sponsors:



**REsurge
coworking**

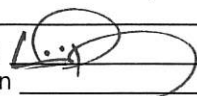


BENTLEY'S™
EXPERIENCE ELEVATED



DEPARTMENT APPROVAL (for Committee Member use only):

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval Required	Date: _____	Signature _____
___	1. Special Events:	_____
___	2. Police:	_____
	Is Police Detail Required:	_____ # of Details Assigned: _____
___	3. Traffic, Parking & Transportation:	_____
___	4. ISD/Health:	_____
___	5. Recycling:	_____
___	6. ISD/Building:	_____
___	7. Electrical:	_____
___	8. Fire:	_____
	Is Fire Detail Required:	_____ # of Details Assigned: _____
___	9. Public Works: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>	
	Yes: \$_____ due on _____	No Fee for Special Events applies
	Other requirements/instructions per DPS	_____
___	10. Parks Department:	
___	11. License Commission	_____

The departments listed above have their own application process.
Applicants are responsible for applying for and obtaining all required
permits & certificates from the various individual departments

Sec. 13-97. - Road races, walkathons, bicycle and other multidisciplined events.

(a) *Short title.* This section may be cited as the "road races, walkathons and bicycle events."

(b) *Purpose and intent.* The use of city streets and sidewalks for the purpose of road races, walkathons or bicycle tours are positive events that promote exercise, general good health and Newburyport as a destination. These events do from time to time create hardships, impacting neighborhoods and traffic. To create a balance between conflicting interests, by safeguarding participants, residents, visitors and the City of Newburyport, this section will define and codify the procedure for the benefit of all.

(c) *Definitions.*

(1) *Road race.* A competitive or non-competitive running event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(2) *Walkathon.* A competitive or non-competitive walk event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(3) *Bicycle race.* A competitive or non-competitive bicycling event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(4) *Multidisciplined event.* A competitive or non-competitive event requiring or offering running, walking, biking, swimming or any combination thereof in which an entry fee is required or a charitable donation is solicited or suggested.

(5) *Event.* Any road race, walkathon, bicycle race, multi-disciplined event as defined above.

(d) *Limitations.*

(1) *Procedure.* All events shall, through that event's organizer, board of directors, charity foundation or designee ("organizer") apply for city council authorization to hold the event through the office of the city clerk no later than sixty (60) days before the event's proposed date. There shall be a grace period through December 31, 2017, during which applications will be accepted beyond the prescribed due date. Prior to application with the city council, the event shall file and receive approval from all applicable city departments, boards, and commissions. Copies of such approved applications, including along with documentation of any fees, donations, in-kind donations paid as part of said application(s), shall be included as part of the city council application.

The date of application is the date a completed application is submitted to the city clerk's office and stamped by the same. The city clerk, upon review of the completed form, will place the application on the next regular city council agenda, even if such submission is a late file. Upon following the procedures of the council, as deemed appropriated in the sole judgment of the council, the application will be considered approved if the council votes favorably by majority. The application shall name one (1) person responsible on the application and shall provide contact information to include name, address, email address, and telephone number.

(2) *Exemptions.* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.

(3) *Course map.* All applications shall be accompanied by a legible, precise course map showing the event route, water stops, refreshment stops, and so-called "port-a-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by police, fire, department of public services, parks commission and harbor masters departments prior to submission to the city clerk.

(4) *Electronic amplifier.* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 a.m., except for Sundays when electronic amplifiers, loud speakers or bullhorns will not be used for public address announcements or music before 9:00 a.m.

(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents fourteen (14) days in advance that neighborhood roads will be closed if no alternate route is available to those residents. Notification shall be made by race organizers by informational packet drop-off at all residences that may be impacted, including, but not limited to, road closures, restricted driveway access, parking restrictions, or noise. In the case of multi-family residences with so-called security doors, notification will be sufficient at said security door. A copy of the notification shall be provided to the city clerk and, when possible, posted on the city website and distributed via email. Further,



Applicant Information

Name of organization Pride in the Port
 Contact name Sarah Lord
 Address 40 R Merrimac Street
 City Newburyport
 State MA Zip 01950
 Phone 978 361 5546 Fax _____
 Email Sarah.lord087@gmail.com

Scheduling Information

Date of Application 5/5/2022

We request use of:

- ☐ Atkinson Common
- ☐ Atwood Park
 - ☐ Garrison Gardens
- ☐ Bartlet Mall
- ☐ Brown Square
- ☐ Cashman Park
 - ☐ Basketball ☐ Tennis ☐ Ball field ☐ Soccer
- ☐ Cherry Hill Athletic Fields
- ☐ Clipper City Rail Trail
- ☐ Cornelius Doyle Triangle
- ☐ Cushing Park

- ☐ Inn Street
- ☐ Jason Sawyer Playground
- ☐ Joppa Park
- ☐ March's Hill
- ☒ Market Square/Bullnose
- ☐ Moseley Woods Pavilion
- ☐ Moulton Square
- ☐ Newburyport Skate Park
- ☐ Patrick Tracy Square
- ☐ Perkins Park
 - ☐ Basketball ☐ Tennis ☐ Ball field
- ☐ Woodman Park
- ☐ Other _____

Dates/days requested June 1st, 2022

Time slot requested noon - 6pm
(1 1/2 hour blocks)

Activity dance class Number of attendees 50

Authorized Applicant Signature SHL

FOR INTERNAL USE ONLY

Approval is contingent upon approval from the following authorities: ADDITIONAL COMMENTS:

- ☐ Health Department
- ☐ Fire Department
- ☐ Police Department
- ☐ Licensing Commission
- ☐ City Council
- ☐ Harbormaster

Submit completed form to
 Newburyport Parks Dept
 60 Pleasant Street
 Newburyport, MA 01950
 parks@cityofnewburyport.com
 978-465-4462

See page 2 for Rules and Regulations and contacts for use of other parks and recreational facilities

For Parks Commission Use	
Date reviewed	<u>5/5/22</u>
Approved	<input checked="" type="checkbox"/>
Rejected	<input type="checkbox"/>
Comments	<u>[Signature]</u>
Donation received	_____



Newburyport City Hall
60 Pleasant Street, PO Box 550
Newburyport, MA 01950
978.465.4462
FAX 978.465.4452
parks@cityofnewburyport.com

RELEASE AND WAIVER OF CLAIMS

I do hereby agree to forever release the City of Newburyport, and all of its employees, agents, officials, board members, volunteers and also any and all individuals and organizations assisting or participating in use of the parkland and/or facilities of the Newburyport Parks (the "Releasees") from any and all claims, rights of action, and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to me or property damage resulting from my use of the City of Newburyport Parks parkland and/or facilities. I also promise to indemnify, defend and hold harmless the Releasees against any and all legal claims, suits, and proceedings of any description that may have been asserted in the past, or may be asserted in the future, arising directly or indirectly from my use of the City of Newburyport Parks parkland and/or facilities. I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my use of Newburyport's parkland and/or facilities is voluntary, that I understand the risks of such use, and that I am free to choose not to participate in said use. By acknowledging this RELEASE AND WAIVER OF CLAIMS as part of this form, I affirm that I have decided to participate in this use with full knowledge and understanding of this RELEASE AND WAIVER OF CLAIMS and that the Releasees will not be liable to anyone for personal injuries and/or property damage which I may suffer in said use of parkland and/or facilities.

Signed SML Date 5/5/2022
Permitted park user signature

Printed name Sarah Lord

Organization _____

Address 40 R Merrimac St, Newburyport, MA
01950

City of Newburyport

