



DATE: June 29, 2022
TO: City of Newburyport Officials
FROM: Erin Duggan, Marketing & Development Director, GNCCI
RE: Fall Fest Liquor Permit Request

NOTE:

As in years past, The Greater Newburyport Chamber of Commerce is interested in developing and producing a successful, family friendly program along the Waterfront this Fall. Fall Fest will kick off a series of time-honored October activities throughout the city including witches night and trick or treating.

As a Chamber, we are working hard to bring economic development opportunities to downtown Newburyport and in so doing, supporting our business members throughout the region.

This year's Fall Festival will take place in Waterfront Park to emulate the success of Spring Fest which took place in May, 2022. In addition to local live music, and artisan vendors, we would like to introduce a small beer garden behind the Firehouse.

The goal of the beer garden is to help provide a fun atmosphere while supporting some of our local member breweries. With strong ties to the brewing industry, our President Nate Allard will ensure participating breweries are vetted, insured and Tip certified.

In addition, we will have one Tip certified person from the Chamber of Commerce checking identifications at the entrance. The area will be gated and surrounded by secure barricade that will be tastefully designed to reflect the season.

Thank you for your consideration, please let me know if you have any questions or concerns.

Best,
Erin Duggan

Email: eduggan@newburyportchamber.org
Cell: 415.577.4112

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2022 SEP 11 PM 2:34

Clarifying locations:

1. Waterfront Park: Primary location with main stage, beer garden, vendors
2. Market Square: Secondary location with vendors only
3. Inn Street: Family Friendly Activities and Vendors

I have asked for the changes requested for the COI and am in the process of getting the revised certificate to you asap.

My primary point of contact at our insurance agency was out of office, I am hoping to have that to you by tomorrow.

I plan to join the 7PM call tonight with the liquor commission.

Best,
Erin

Erin Duggan

Marketing. Membership. Development. Events.

38R Merrimac St | Newburyport MA 01950

Cell: 415.577.4112

Don't Just Join. Belong!



RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

NEWBURYPORT SPECIAL EVENT APPLICATION

2022 SEP 21 PM 4:11

Tel.

Fax.

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

NAME OF EVENT: Fall Fest 2022

Date: October 15+16, 2022 Time: from 10 AM to 7 PM

Rain Date: N/A Time: from _____ to _____

2. Location*: Waterfront Park Only **SEE ATTACHED UPDATE**

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

3. Description of Property: See map. Public Private

4. Name of Organizer: Chamber of Commerce City Sponsored Event: Yes No

Contact Person Erin Duggan

Address: 3812 Merrimac Telephone: _____

E-Mail: eduggan@newburyportchamber.org Cell Phone: 415 577 4112

Day of Event Contact & Phone: Erin Duggan 415 577 4112

5. Number of Attendees Expected: 500-1000

6. MA Tax Number: _____

7. Is the Event Being Advertised? Yes Where? Social Media, Daily News

8. What Age Group is the Event Targeted to? All Ages, Family Friendly

9. Have You Notified Neighborhood Groups or Abutters? Yes No , Who? _____

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

A. Vending*: Food Beverages Alcohol Goods Total # of Vendors 20-30

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

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music DJ Radio/CD

Performers _____ Dancing _____ Amplified Sound Stage

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

N/A

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 No

If yes:

- a) How many trash receptacles will you be providing? 10
- b) How many recycling receptacles will you be providing? 10
- c) Will you be contracting for disposal of : **Trash** Yes 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
- iv. If no, where will the trash & recycling be disposed ? GNCCE Dumpster

If no: N/A

- a) # of trash container(s) to be provided by DPS _____
- 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 N/A one ADA accessible toilet)

_____ Standard # _____ ADA accessible

Name of company providing the portable toilets: N/A

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

Special Event - No Street Closures Requested

PARADE ROAD RACE WALKATHON

- 1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: Event
Erin Duggan
Greater Newburyport Chamber of Commerce
2. Name, Address & Daytime Phone Number of Organizer:
Erin Duggan
415 577 4112
382 Merimac St Newburyport MA 01833
3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up
Same As Above
Erin Duggan 415 577 4112
382 Merimac St Newburyport MA 01833
4. Date of Event: OCT 15/16 2022 Expected Number of Participants: 500-1000
5. Start Time: 11AM Expected End Time: 6PM
6. Road Race, Parade or Walkathon Route: (List street names & attach map of route):

No closures Requested.
Use of Waterfront Park, Inn St, Market Square
Confirmed

- 7. Locations of Water Stops (if any): N/A
8. Will Detours for Motor Vehicles Be Required? No If so, where?
9. Formation Location & Time for Participants: N/A
10. Dismissal Location & Time for Participants: N/A
11. Additional Parade Information: No parade or street closures

- Number of Floats:
Locations of Viewing Stations: N/A
Are Weapons Being Carried: Yes No X
Are Marshalls Being Assigned to Keep Parade Moving: Yes No X

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

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.
DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.
HEALTH DIRECTOR [Signature] 60 Pleasant St. (only needed when Food & Beverage Vendors are included in the event)

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: 1/10/22 Signature: Eric Deppa

1. Special Events: Eric Deppa

2. Police: [Signature]
Is Police Detail Required: _____ # of Details Assigned: _____

3. Traffic, Parking & Transportation: _____

4. ISD/Health: [Signature]

5. Recycling: [Signature]

6. ISD/Building: _____

7. Electrical: _____

8. Fire: Dep 575 12/20/22
Is Fire Detail Required: NA # of Details Assigned: _____

9. Public Works: Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply
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

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: 

Date: 7/10/22

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 harbormasters 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.

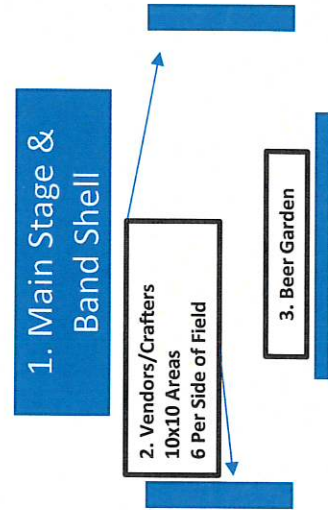
(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers 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,



Greater Newburyport Chamber of Commerce & Industry is celebrating the return of Fall Fest for 2 days this October 15 & 16, 2022. Fall Fest Schedule detailed below.

Day	Time	Action Item
Friday, October 14 th	All Day	Stage, Sound, Vendor Load In, Mapping for Vendors
Saturday & Sunday, October 15 & 16	1. 9AM 2. 11AM – 12:30PM 3. 12:30PM – 5PM	1. Vendor and Talent Load In 2. Main Stage Youth Programming 3. Local Bands
Monday, October 17	All Day	Clean Up/Equipment Removal

Waterfront Park Layout



Beer Garden 75 - 100 Capacity

