

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

**NEWBURYPORT SPECIAL EVENT APPLICATION**

Tel.

Fax.

2023 MAY -1 A 11: 08

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

NAME OF EVENT: Yankee Home coming

Date: July 29 - Aug 6th Time: from 7am to 10 pm

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location\*: City Wide see attachments for major locations

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

3. Description of Property: Bantlet Mill, Cashway, Dewart, Nock Scher Public  Private \_\_\_\_\_

4. Name of Organizer: Yankee Home coming Inc City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person

Address: Box 493 NBPT Telephone: 978-621-2967

E-Mail: jason lac 73 @ gmail, com Cell Phone: Same

Day of Event Contact & Phone: Jason Lacroix 9786212967

5. Number of Attendees Expected: \_\_\_\_\_

6. MA Tax Number: \_\_\_\_\_

7. Is the Event Being Advertised? yes Where? paper, Radio, Social Media, website

8. What Age Group is the Event Targeted to? 1-100

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

Will be notifying through Paper + hand out for Road Closures

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

A. Vending\*: Food  Beverages  Alcohol  Goods  Total # of Vendors \_\_\_\_\_

\*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 \_\_\_\_\_

Other \_\_\_\_\_ Total # \_\_\_\_\_

Name of Carnival Operator: in house games, Rental Bouncy House Taylor Red

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? 100
- b) How many recycling receptacles will you be providing? 0
- c) Will you be contracting for disposal of : Trash Yes  No  Recycling Yes  No
- i. If yes, size of dumpster(s): Trash 30 yrd Recycling 10 Brewfest
- ii. Name of disposal company: Trash G Mello Recycling G Mello
- 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 ? \_\_\_\_\_

If no: Requesting Dumpster location on low St @ Parks office

- a) # of trash container(s) to be provided by DPS 20
- b) # of recycling container(s) to be provided by Recycling Office negotiable, work w/ Molly
- 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: Reds Rest Rooms

Each site requires a different amount there will be an ADA at each site,

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

See Attached Break Down

PARADE  ROAD RACE \_\_\_\_\_ WALKATHON \_\_\_\_\_

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

2. Name, Address & Daytime Phone Number of Organizer: Same VHC Jason Lacroix

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up Jason Lacroix 978-621-2967

4. Date of Event: July 29 - Aug 6 Expected Number of Participants: \_\_\_\_\_

5. Start Time: \_\_\_\_\_ Expected End Time: \_\_\_\_\_

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

7. Locations of Water Stops (if any): \_\_\_\_\_

8. Will Detours for Motor Vehicles Be Required?  If so, where? closures, self explanation

9. Formation Location & Time for Participants: 10-12

10. Dismissal Location & Time for Participants: 12-2

11. Additional Parade Information:

- Number of Floats: 15
- Locations of Viewing Stations: side of High St
- 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 [Signature] 4 Green St. FIRE CHIEF [Signature] 4/25/23 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 4/27/23 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.

HEALTH DIRECTOR \_\_\_\_\_ 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.

<i>Approval Required</i>	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,

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: \_\_\_\_\_



Jason Lacroix

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

4-20-23

Yankee Homecoming 2023  
July 29<sup>th</sup>-August 6<sup>th</sup>  
"There is only one Newburyport"

Park usage for YHC 2023

Art on the Mall July 28-July 30  
10am-4pm each day  
Requesting the Northeast section bordered by High St and Pond St

Old Fashioned Sunday July 30<sup>st</sup>  
DPS set up July 29<sup>th</sup>. Request the use of the entire Bartlett Mall and surrounding roads. See diagram

Brewfest July 29<sup>th</sup>  
5pm-9pm  
Requesting use of the Cashman Park Ball field. Also requesting use of the site for set up July 28th and cleanup the morning of July 30. See diagram

Downtown Market Place & Entertainment  
Market Square, Inn St, Pop Park, municipal spaces along west lot.  
July 28-Aug7th.  
Requesting the use of these spaces for the set-up of a stage for Downtown Entertainment and vendors for the nine days of the festival. See diagram

Fireworks Display  
Cashman park Aug 5<sup>th</sup> (rain date of August 6<sup>th</sup>)  
Requesting the use of the park to close from midnight to midnight for the annual fireworks display. See diagram

Requested Street Closures

Old Fashioned Sunday July 30th  
8am to be open by 5pm (or immediately after cleanup)  
Pond St from Greenleaf to High  
Greenleaf from Pond St to Auburn St  
Pond St from Greenleaf to Hill St 3-5 only if there is a pump off (with Police permission)

Waiter Waitress Race July 31<sup>st</sup>  
2pm-6pm (will open immediately after cleanup is done)  
Liberty St from Fair St to State St

Craft Show August 1  
7am-5pm  
Pleasant St from State St to Hale's Court  
Booths on both sides of street but leaving enough room for emergency Vehicles

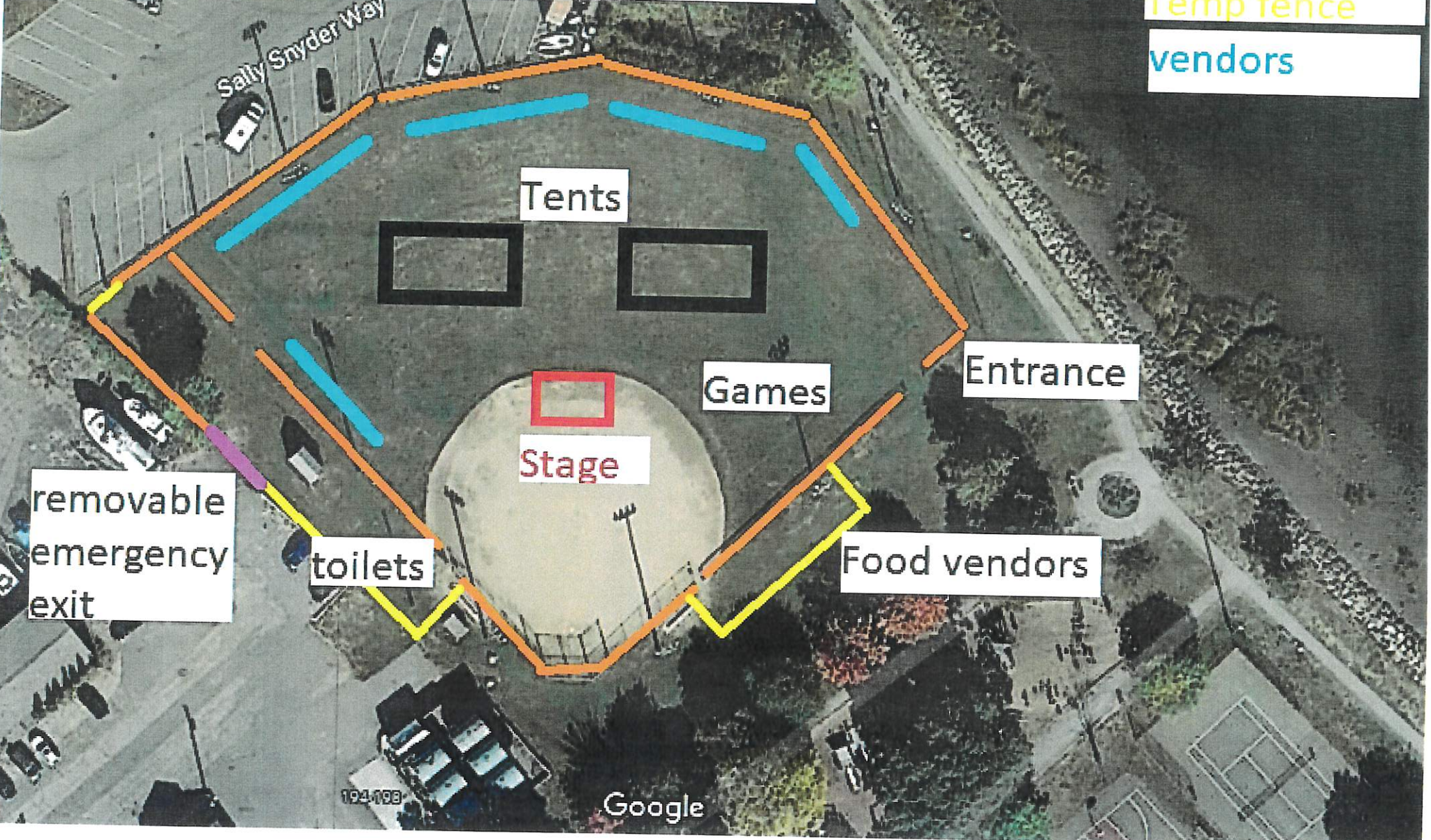
Parade August 6th  
12noon till complete cleanup 3pm latest  
High St from 3 Roads to State St  
Parade participants will exit onto Pond st

Police Details to be worked out with Police Department upon approval of permit.



# Yankee Homecoming Brewfest

- existing fence
- Temp fence
- vendors





**Old Fashioned Sunday  
Parking Plan**

**Pond st will be closed at High St. Eppa Way will be closed at High st. Pond st will be used for antique cars and remote race cars. All Pond st residents/business will be notified.**

**Greenleaf closed at Auburn and Pond St. Pond St closed at Greenleaf. Close Pond st. will be used for event staff. No Parking will be posted**





**Yankee Homecoming  
Old Fashined Sunday  
Layout**

**Cornhole**

**Art on the Mall**

**vendors and food**

**Games**

**Antique Cars**

Bartlet Mall

Essex County Superior Court

Mr India Indian - SS

Hometown Living Network

Visual Clinic

Grounds Corp Landscaping

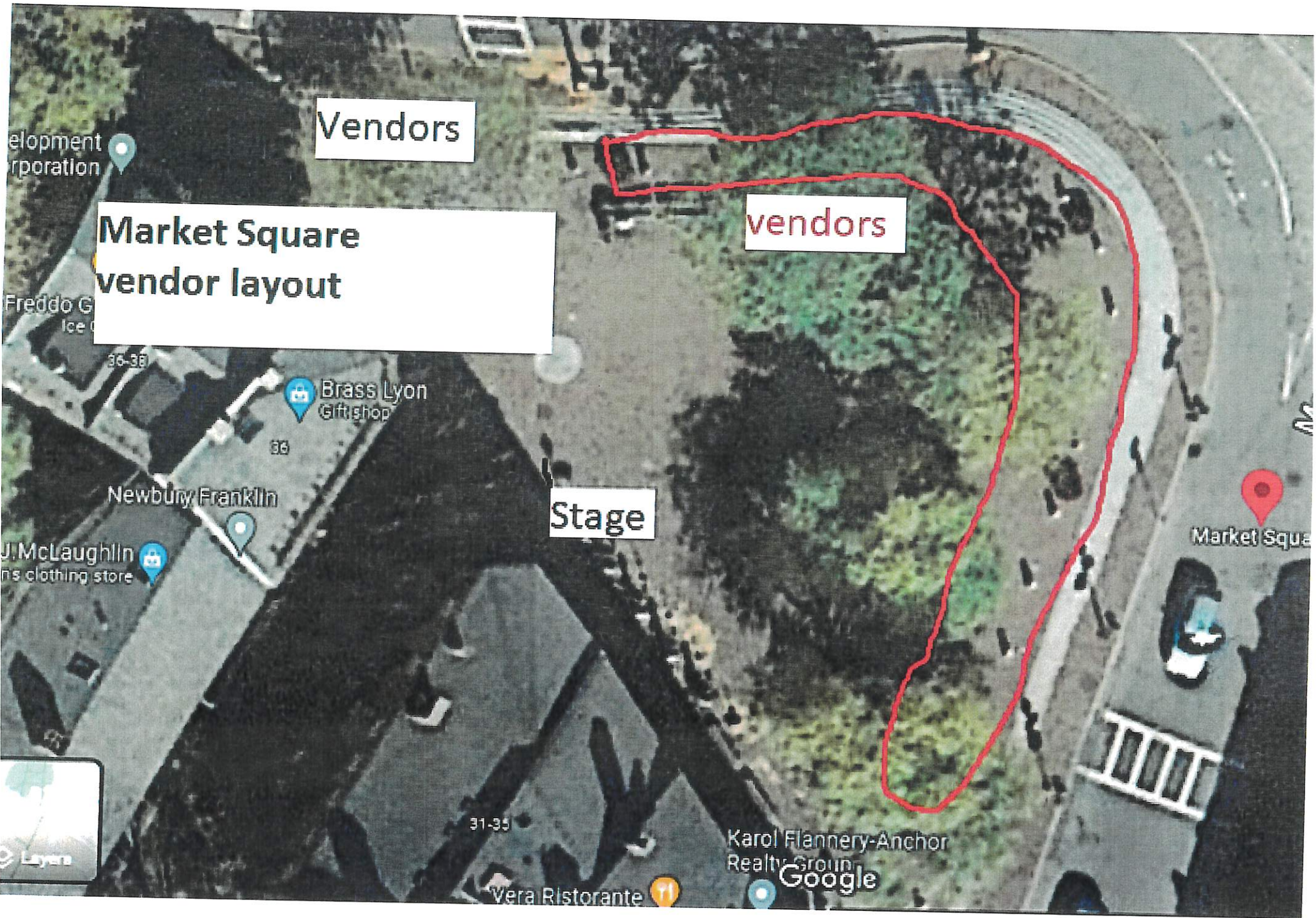
Synclinal Quality Assurance

Google

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Terms Privacy Send feedback 100 ft





Vendors

Market Square  
vendor layout

vendors

Stage

Brass Lyon  
Giftshop

Newbury Franklin

U. McLaughlin  
s clothing store

Market Square

Vera Ristorante

Karol Flannery-Anchor  
Realty Group

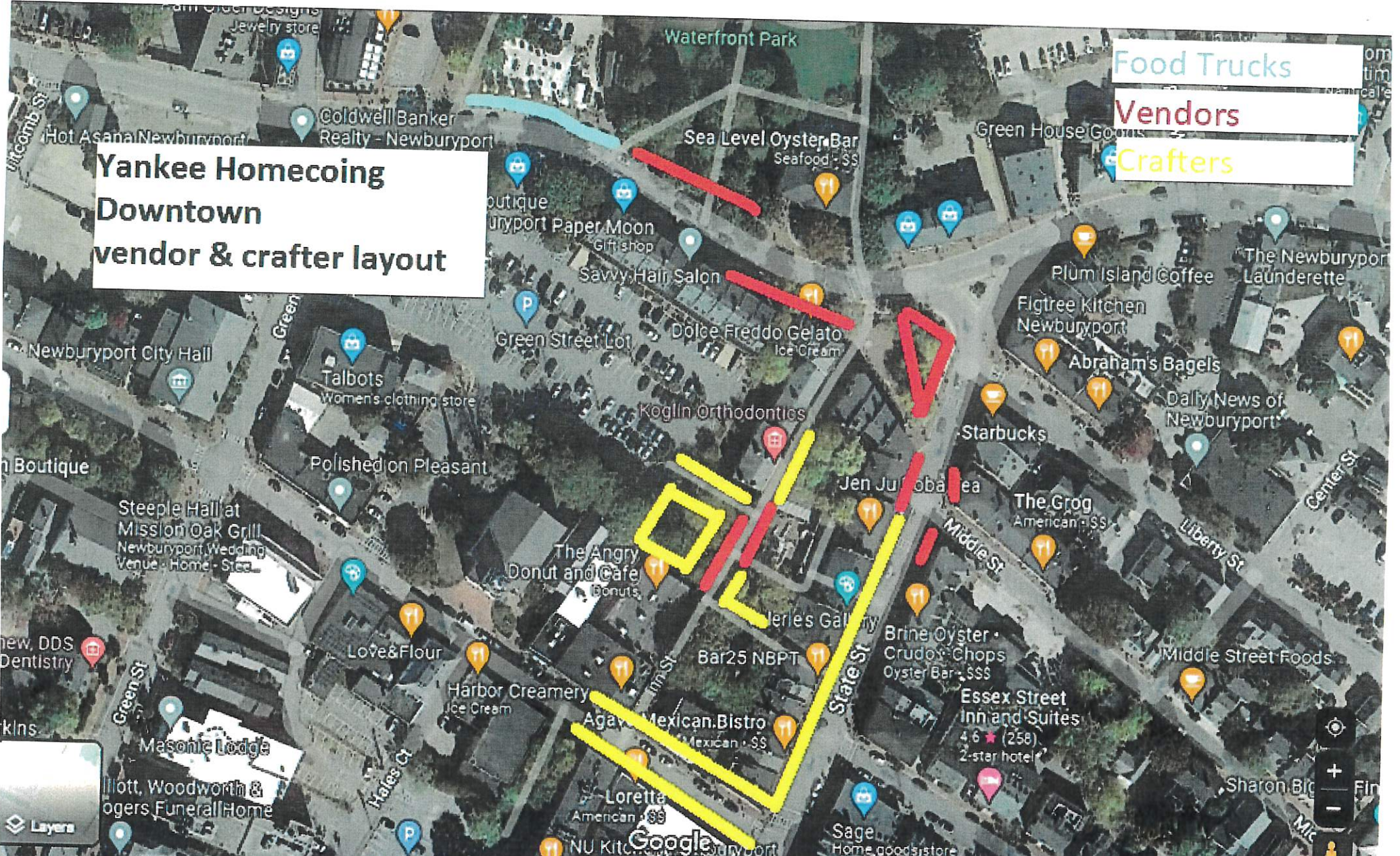
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Layers

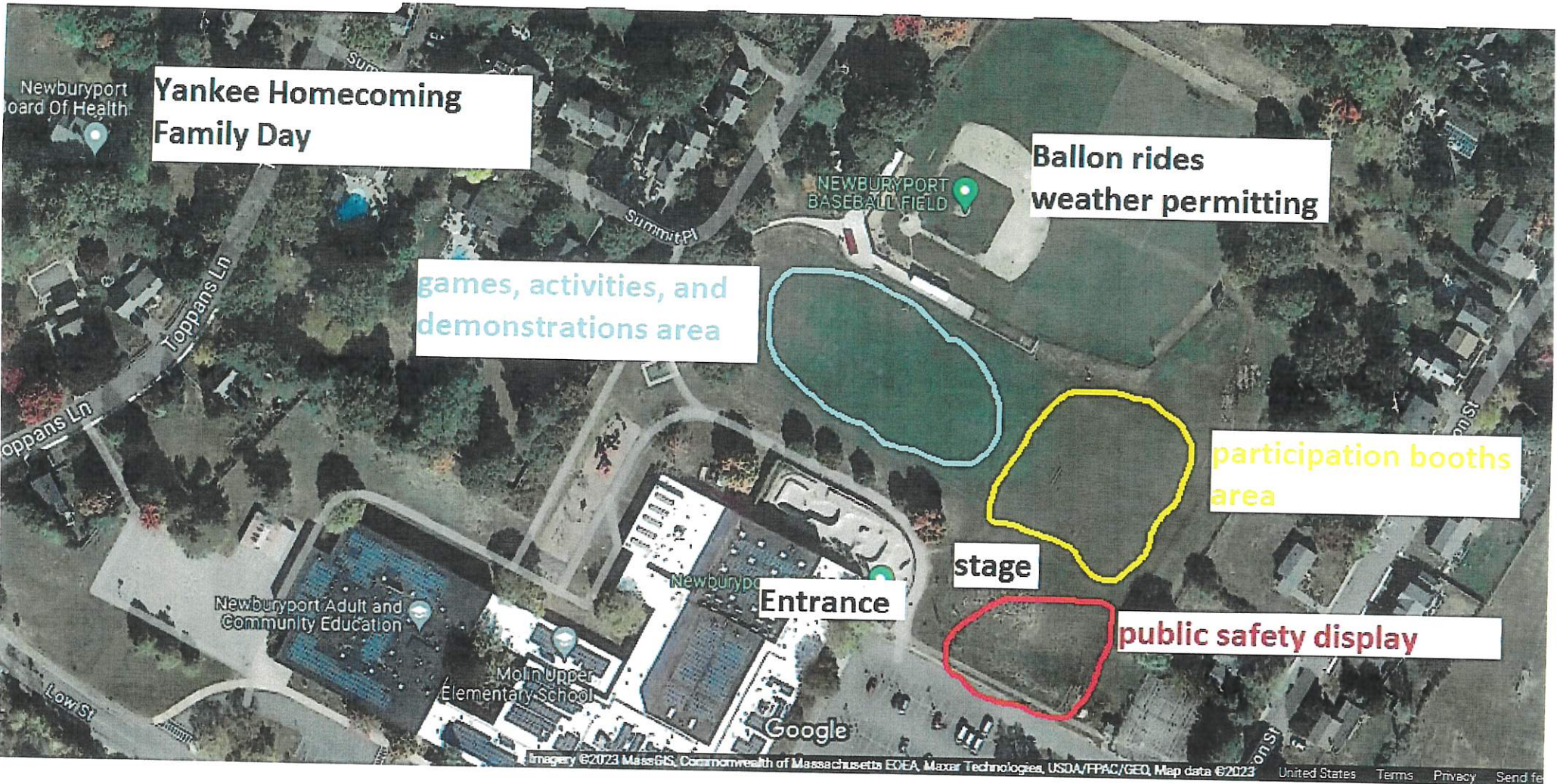


Food Trucks  
Vendors  
Crafters

# Yankee Homecoing Downtown vendor & crafter layout







Newburyport  
Board Of Health

**Yankee Homecoming  
Family Day**

**Ballon rides  
weather permitting**

**games, activities, and  
demonstrations area**

**participation booths  
area**

**stage**

**public safety display**

**Entrance**





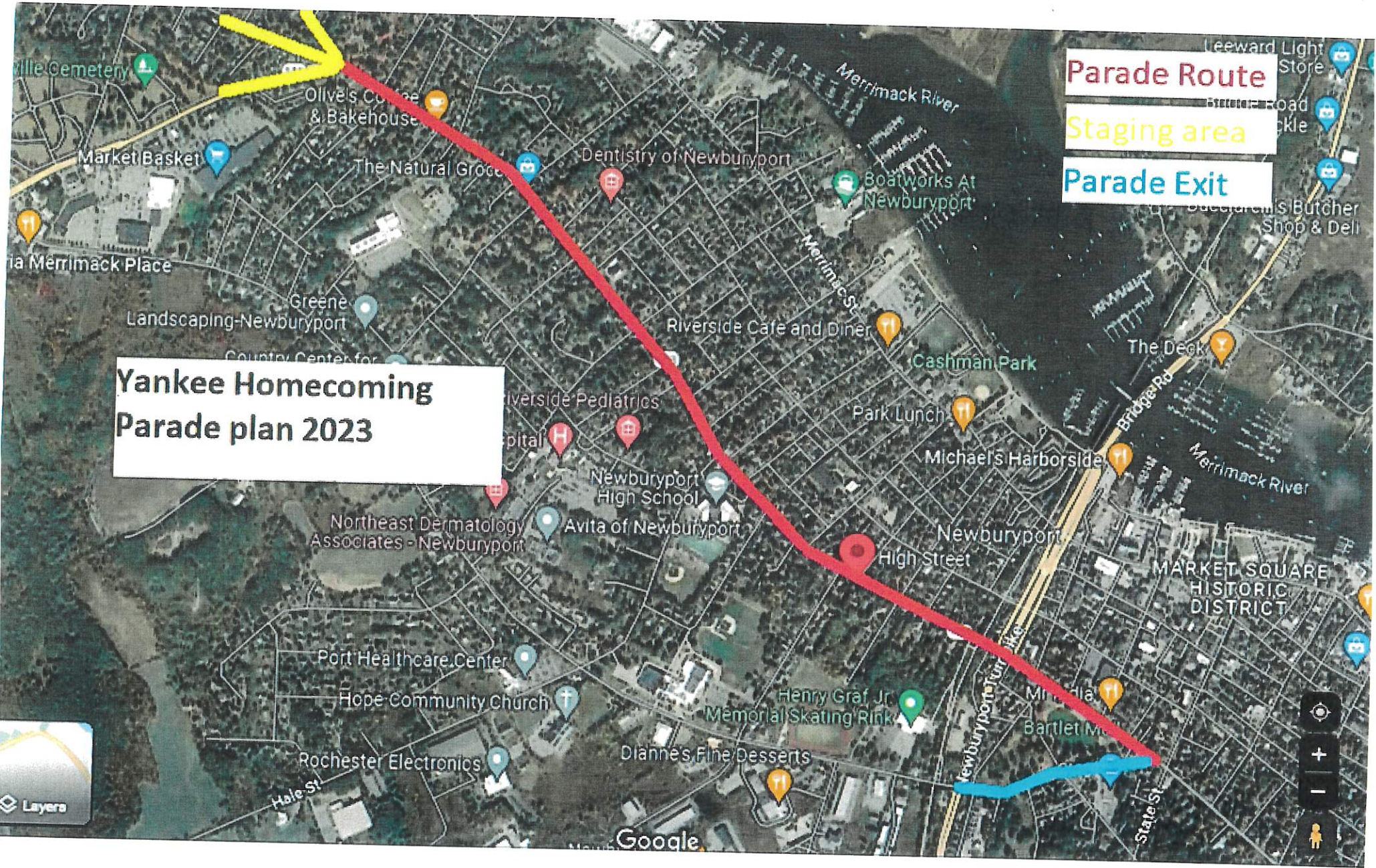
Fence line/safety zone  
fireworks set up area

Yankee Homecoming  
Fire works display  
set up



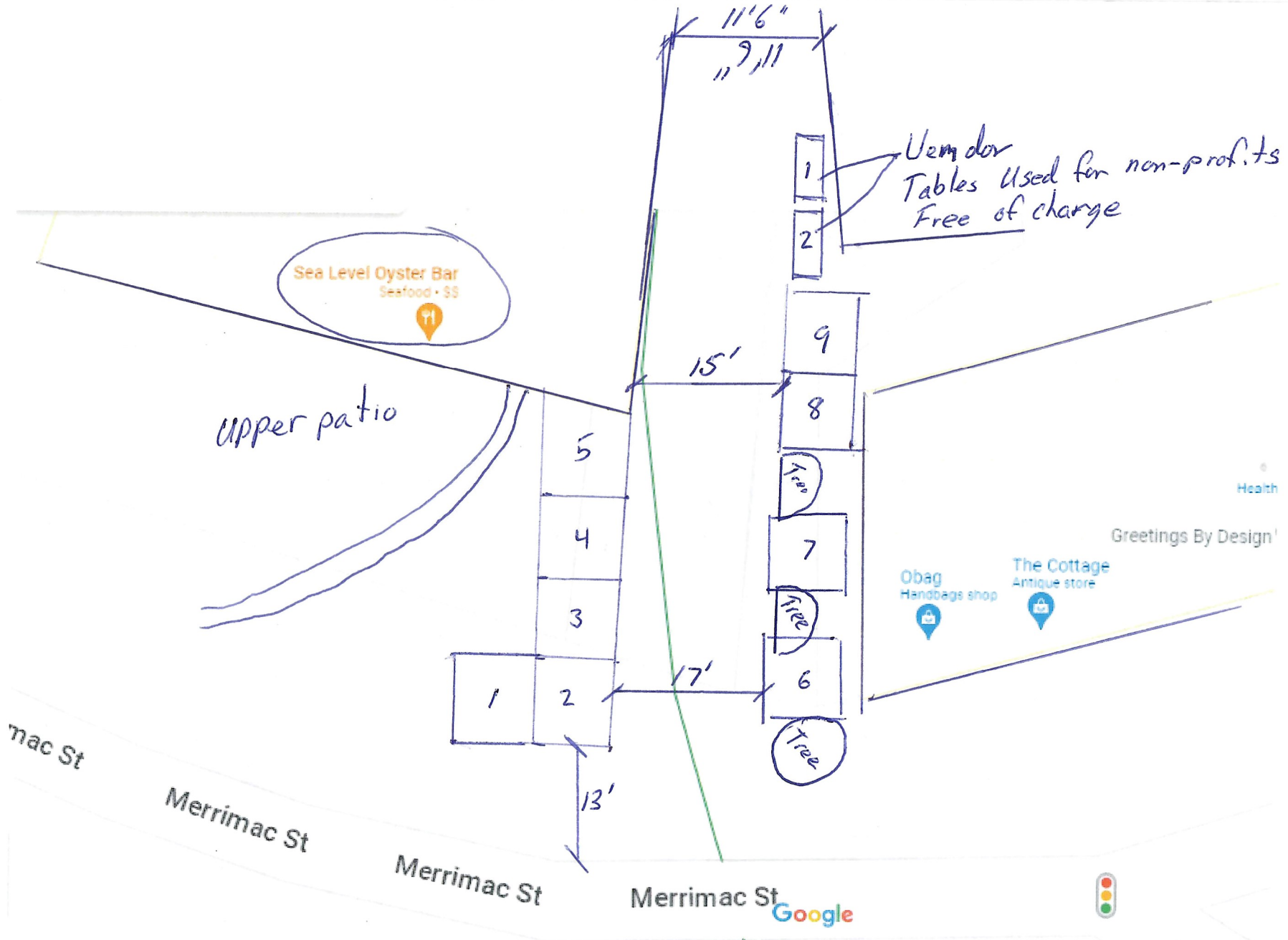
# Yankee Homecoming Parade plan 2023

- Parade Route
- Staging area
- Parade Exit









Sea Level Oyster Bar  
Seafood • \$5

upper patio

Vendor  
Tables Used for non-profits  
Free of charge

Obag  
Handbags shop

The Cottage  
Antique store

Greetings By Design

Health

mac St

Merrimac St

Merrimac St

Merrimac St  
Google

