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CITY CLERK  
NEWBURYPORT, MA

## NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

2024 MAR 29 A 9:22

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

**NAME OF EVENT:** Newburyport Pride Parade and Festival

Date: June 1, 2024 Time: from 11:00 a.m. to 4:00 p.m.

Rain Date: none Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location\*: Parade begins at Bartlett Mall, ends at Brown Square for Festival

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

3. Description of Property: 2 Parks and streets Public  Private

4. Name of Organizer: City of Newburyport City Sponsored Event: Yes  No

Contact Person Paul Goldberg

Address: 19 Chestnut Street Newburyport Telephone: (978) 360-2969

E-Mail: paul@newburyportpride.com Cell Phone: same

Day of Event Contact & Phone: same

5. Number of Attendees Expected: 750

6. MA Tax Number: 046-001-043

7. Is the Event Being Advertised? yes Where? social media and community fliers

8. What Age Group is the Event Targeted to? all ages

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 10

\*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: \_\_\_\_\_

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

NEWBURYPORT SPECIAL EVENTS APPLICATION

If yes:

- a) How many trash receptacles will you be providing? \_\_\_\_\_
- b) How many recycling receptacles will you be providing? \_\_\_\_\_
- 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 ? \_\_\_\_\_

If no:

- 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 one ADA accessible toilet)

# \_\_\_\_\_ Standard # \_\_\_\_\_ ADA accessible

Name of company providing the portable toilets: \_\_\_\_\_

**FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY**

PARADE

ROAD RACE \_\_\_\_\_

WALKATHON \_\_\_\_\_

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

City of Newburyport

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

60 Pleasant St., Newburyport  
(978) 465-4413

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

4. Date of Event: June 1, 2024 Expected Number of Participants: 750

5. Start Time: 12:00 p.m. Expected End Time: 4:00 p.m.

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

Use of streets for parade from 12:00 - 12:45: Begin at Bartlett Mall, Green St. to Merrimac St. to State S  
to Pleasant St, end at Brown Square

Closed street for Festival from 9:00 am - 4:00 pm: Pleasant St between Green and Titcomb Streets

7. Locations of Water Stops (if any): none

8. Will Detours for Motor Vehicles Be Required? NO If so, where? \_\_\_\_\_

9. Formation Location & Time for Participants: Parade: Bartlett Mall at 11:00 a.m. // Festival: Brown Square at 9am

10. Dismissal Location & Time for Participants: Brown Square, until 4:00 p.m.

11. Additional Parade Information:

• Number of Floats: \_\_\_\_\_

• Locations of Viewing Stations: \_\_\_\_\_

• 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] 3/29/24 4 Green St. FIRE CHIEF [Signature] 3/28/24 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 3/21/24 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.

<b>Approval Required</b>	<b>Date:</b> _____	<b>Signature</b> _____
___	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**