

RECEIVED  
CITY CLERK  
NEWBURYPORT, MA

**NEWBURYPORT SPECIAL EVENT APPLICATION**

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Tel.

Fax.

2024 APR -2 P 3:00  
(For Street Closure or Any Use of a Public Way - Please complete page 3 of this application)

**NAME OF EVENT:** Newburyport Lions Bed Race

Date: August 1st 2024 Time: from 5pm to 8pm

Rain Date: August 2nd 2024 Time: from 5pm to 8pm

2. Location\*: Federal St

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

3. Description of Property: Street Public  Private

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

Contact Person Bob Colomycki

Address: 7 Goldsmith Dr Telephone: 978-462-7356

E-Mail: jobbyeat@comcast.net Cell Phone: 617-275-9217

Day of Event Contact & Phone: Bob Colomycki 617-275-9217

5. Number of Attendees Expected: Between 20-25 Beds

6. MA Tax Number: 47-3532870 EIN 47-3532870

7. Is the Event Being Advertised? yes Where? social media, newspaper, radio

8. What Age Group is the Event Targeted to? 20-65yrs old

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 N/A Beverages N/A Alcohol N/A Goods N/A 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 N/A Dancing \_\_\_\_\_ Amplified Sound \_\_\_\_\_ Stage \_\_\_\_\_

C. Games /Rides: Adult Rides \_\_\_\_\_ Kiddie Rides \_\_\_\_\_ Games \_\_\_\_\_ Raffle \_\_\_\_\_

Other N/A Total # \_\_\_\_\_

Name of Carnival Operator: \_\_\_\_\_

Address: N/A

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

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**If yes:**

- a) How many trash receptacles will you be providing? none
- b) How many recycling receptacles will you be providing? none
- 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 ? Lions will pick up and dispose of trash

**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)                      N/A

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

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

FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

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PARADE \_\_\_\_\_

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

WALKATHON \_\_\_\_\_ <sup>BedRace</sup>

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

Newburyport Lions Club

2. Name, Address & Daytime Phone Number of Organizer: Bob LaFrance 978-462-7356

7 Goldsmith Dr, Newburyport, MA

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

Bob Colomycki 617-275-9217

7 Goldsmith Dr, Newburyport, MA

4. Date of Event: August 1st 2024 Expected Number of Participants: Between 20-25 Beds

5. Start Time: 5pm Expected End Time: 8pm

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

Bed Race Federal St

7. Locations of Water Stops (if any): N/A

8. Will Detours for Motor Vehicles Be Required? yes If so, where? Top & bottom of Federal St

9. Formation Location & Time for Participants: Top of Federal St 5 pm

10. Dismissal Location & Time for Participants: Bottom of Federal St 8 pm

11. Additional Parade Information:

• Number of Floats: N/A

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

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

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### 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 multidiscplined events.

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(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) *Multidiscplined 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,

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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: Robert LaFrance Date: 4-18-24

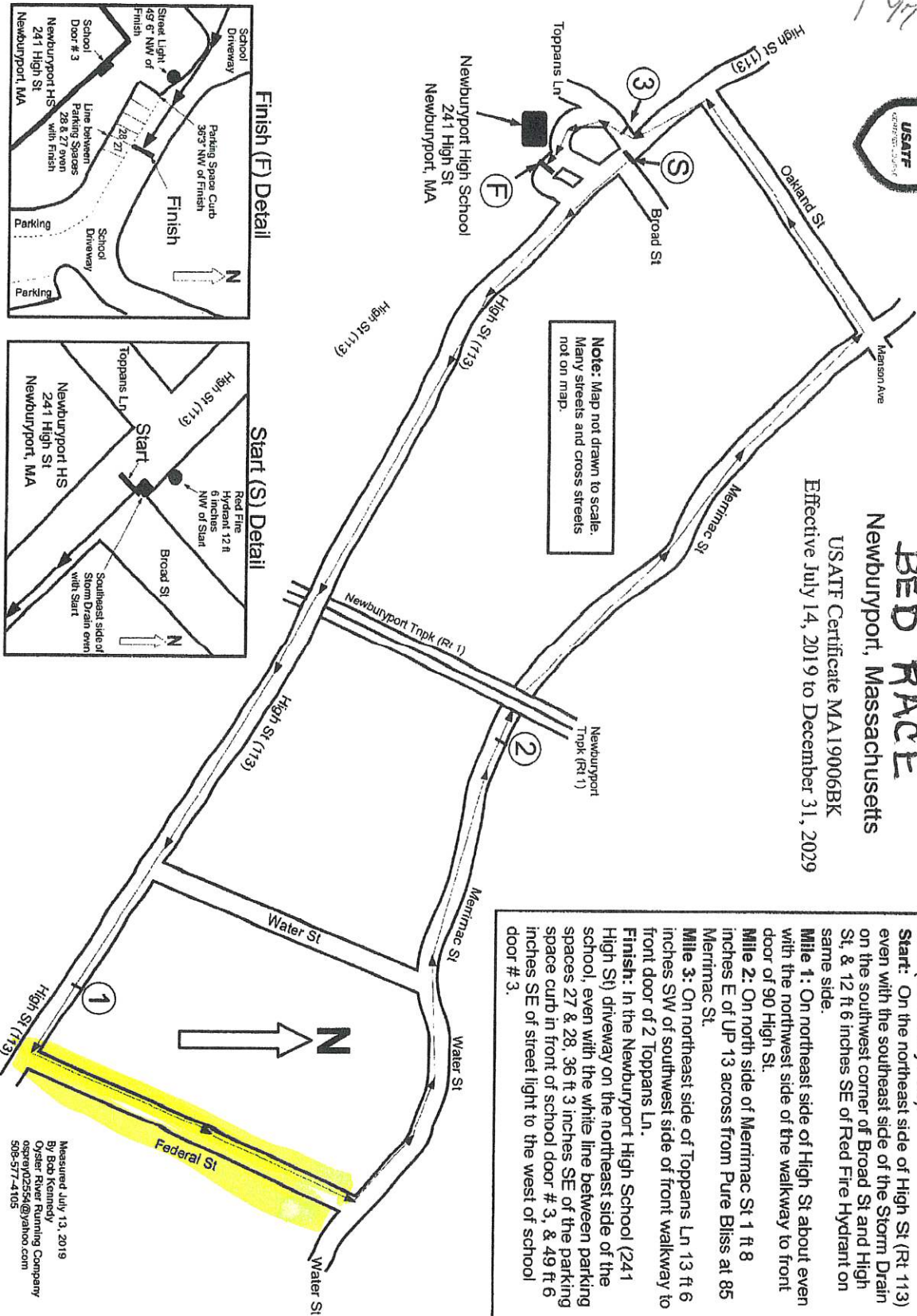


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# NAPT LIONS Yankee Homecoming BED RACE

USATF Certificate MA19006BK  
Effective July 14, 2019 to December 31, 2029



**Note:** Map not drawn to scale. Many streets and cross streets not on map.

Start & Miles are marked with blue paint & a P-K nail. Finish marked with white paint & a P-K nail (UP = Utility Pole).

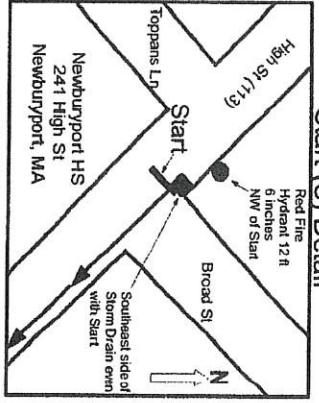
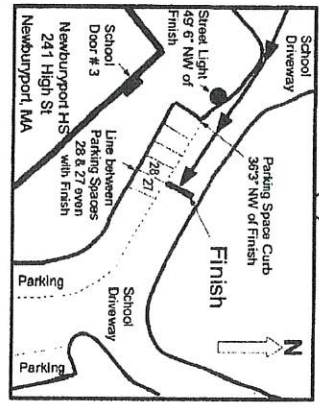
**Start:** On the northeast side of High St (Rt 113) even with the southwest side of the Storm Drain on the southwest corner of Broad St and High St. & 12 ft 6 inches SE of Red Fire Hydrant on same side.

**Mile 1:** On northeast side of High St about even with the northwest side of the walkway to front door of 90 High St.

**Mile 2:** On north side of Merrimac St 1 ft 8 inches E of UP 13 across from Pure Bliss at 85 Merrimac St.

**Mile 3:** On northeast side of Toppanns Ln 13 ft 6 inches SW of southwest side of front walkway to front door of 2 Toppanns Ln.

**Finish:** In the Newburyport High School (241 High St) driveway on the northeast side of the school, even with the white line between parking spaces 27 & 28. 36 ft 3 inches SE of the parking space curb in front of school door # 3, & 49 ft 6 inches SE of street light to the west of school door # 3.



Measured July 13, 2019  
By Bob Koenig  
Oyster River Running Company  
asprv0255a@yahoo.com  
508-577-4105

From: Desiree Morris dmorris@dspins.com  
 Subject: Newburyport Lions Club-Bed Race & Road Race  
 Date: Mar 29, 2024 at 3:50:35 PM  
 To: ROBERT COLOMYCKI jobobyeat@comcast.net

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Here are the certificates you requested. Thanks!



**Desiree Morris** | Customer Service Representative  
 P: 847-485-2412 | F: 847-634-6186  
 1900 East Golf Road, Suite 650, Schaumburg, IL 60173  
[dmorris@dspins.com](mailto:dmorris@dspins.com) | [www.dspins.com](http://www.dspins.com)

*Faded text, likely a disclaimer or terms of service, mostly illegible due to low contrast.*

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**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
 02/13/2024

<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>			
<p><b>IMPORTANT:</b> If the certificate holder is an <b>ADDITIONAL INSURED</b>, the policy(ies) must be endorsed. If <b>SUBROGATION IS WAIVED</b>, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>			
PRODUCER  DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams		NAIC # 22667
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186	
E-MAIL ADDRESS: lionsclubs@dspins.com		INSURER(S) AFFORDING COVERAGE	
INSURED		INSURER A: ACE American Insurance Company	NAIC # 22667
INSURER B:			







