



Town of Charlemont
Special Events Planning Guide

Updated May 2016

Thank you very much for your interest in holding a special event in Charlemont. This guide is designed to answer questions you might have about whether or not you need a special event permit for your event, how to submit an application package for a permit, and numerous other issues. It also contains contact information for people who can help make your event a success.

If you have any questions about holding a special event in Charlemont that are not addressed in this guide, please call the Charlemont Town Administrator, Peg Dean, at (413) 339-4335, X 8, administrator@townofcharlemont.org, for more information.

Do you need a permit for your event?

- Is your event considered an extraordinary or planned activity that will impact the public or public order in any way?
- Do you want to use Town property for at least part of your event? Town property includes the Charlemont Fairgrounds, Tennis Courts, Town Hall, town playgrounds, fields, roads, right-of-ways, sidewalks and bridges.

If you answered yes to either of these questions, the Town of Charlemont asks that you complete the Special Events Application.

Will you be charged an application fee?

No. Charlemont does not charge a fee for processing special event application packages.

When do you need to submit your application package?

Your Charlemont Special Event Permit Application package must be completed and submitted to the Charlemont Select Board at least 60 days prior to your event. Please note that approval from the following departments and committees may be required prior to the final review, approval, and permit distribution for your Special Event.

Who	Approval required...	Contact Information
Board of Health	... if food will be served at your event, or if you will need toilet facilities	Robert Lingle or Doug Telling Co-Chair 413-339-4335, or http://frcog.org/inspections-permits/health/
Park & Recreation	... if you would like to use Town park space for your event	Tommy Shields Chair 413-339-4335, or parks@charlemont-ma.us , or http://www.charlemont-ma.us/town/park-and-recreation-commission .
Building Inspector	... if you are using a temporary structure, including tents	Jim Cerone FRCOG's FCCIP 413-774-3167, X 110 http://frcog.org/program-services/franklin-county-cooperative-inspection-program

Charlemont Special Event Permit Application

This application can be downloaded as a PDF from the Town of Charlemont website:
<http://www.charlemont-ma.us/visiting-charlemont>.

Special instructions for completing this application are as follows:

- Please indicate when your event will be held, as well as the times you have set aside for event setup and breakdown.
- Applicant and Sponsoring Organization Information: The applicant will be the primary liaison between event organizers and the Town of Charlemont leading up to the event. Please provide the name and role of that person. Under "Sponsoring Organization," please also provide the name of the organization putting on this event. Please provide the telephone and email address for the applicant.
- If the applicant will not be the primary on-site contact for the Town of Charlemont during the event, please provide the contact details for the person who will fill that role.
- Please provide details about event-related street closures within "A. Site Plan," below.
- If your event crosses town lines, please see the end of this guide for the Town Hall phone numbers of neighboring towns.
- Every application must include an Emergency Action Plan.

The Application must include:

A) Site Plan

This map shows the event location with the following details marked on it. If you need additional room to explain any of the following details, please include this in a companion document.

- event route/ activity locations

- streets that will be closed closures (including times and descriptions, such as full or partial closure
- signs
- operational vehicles
- barricades
- tents and other temporary structures
- bleachers
- water stations
- event headquarters
- entrances/exits
- walkways
- fire lanes
- power sources
- cooking facilities
- include a list of all streets that will be closed during your event, with times of closures and an indication of the type of closure (complete, partial, or rolling) for each streets
- portable and fixed toilets
- solid waste and recycling containers
- include a description of strategy for waste management and recycling

B) Emergency Action Plan: You must provide an Emergency Action Plan with details about the steps you plan to take if an emergency (such as a participant injury) occurs during the event. Please outline Security and Crowd Control specifics, Fire District and Access Information, First Aid & EMT requirements.

C) Proof of liquor license (if needed): Go to the www.charlemont-ma.us for a temporary liquor license application. The Town Select Board will consider the application and you will be notified whether your application was approved.

D) Proof of insurance (if needed): Events using Town property need to carry insurance. The current requirements for insurance coverage in these instances are show in the table below.

Insurance Requirements 5/13/2013	Event Aggregate Amt.
FIREWORKS	3 / 5 mil
DEMOLITION DERBY	1 / 3 mil
TRACTOR/TRUCK PULLS	1 / 2 mil
MECHANICAL RIDES	1 / 2 mil
RODEO	1 / 2 mil
ANIMAL RIDES	1 mil
HORSE/OXEN	1 mil
PETTING ANIMALS	300 k
OWNER PET DOGS/ANIMALS	300 k
ENTERTAINMENT	
MUSICIANS, ARTISTS, PERFORMERS	100 k / umbrella
AUCTION, TAG SALES, BINGO	100 k / umbrella
VENDORS	
ALCOHOL, BEER & WINE	1 / 3 mil
BEER,WINE	1 / 3 mil
FOOD	1 mil
CRAFTERS, PRODUCT	100 k / umbrella
DISPLAYS	
EXHIBIT HALL, PRODUCT	100 k / umbrella
WEDDINGS / PARTIES	
(Private or Specific Group)	
BIRTHDAY/ANNIVERSARY/SOCIAL No Alcohol	100 k / umbrella
BIRTHDAY/ANNIVERSARY/SOCIAL Alcohol	1 mil

E) Proof of temporary food permits (if needed): If serving pre-packaged products or cooking on site you will likely need a food permit. Consider starting with the on-line application by going to: <http://frcog.org/inspections-permits/health/>.

Where do you send your completed application package?

Once you have fully compiled your Special Event Permit Application and supporting materials described above, please email a digital copy of your entire application package to the Charlemont Town Administrator at administrator@townofcharlemont.org.

The process of approving your application will not start until you have submitted all necessary materials. To avoid delays in the permitting process, please make sure your application package is complete when you send it to the Town Administrator.

What happens after you submit your application package?

The Town Administrator will review your application package to make sure all necessary parts have been submitted. If anything is missing, she will contact you to let you know what materials still need to be provided.

Once she has received all necessary materials from you, she will send your complete application package to the following departments and boards (as appropriate for your specific event) for sign-off: Fire, Ambulance, Police, Highway, Board of Health, and the Park & Recreation Commission. This process will be completed as quickly as possible, but it may take up to two weeks.

Your application package, along with these signatures, will then go to the Charlemont Select Board for review at the next scheduled Select Board meeting. (In general, the Charlemont Select Board meets twice a month on Monday evenings.) You may or may not be asked to attend a Select Board meeting to discuss your application. If you need to attend a meeting, you will be contacted by the Select Board's office to schedule an appointment.

When and where can you pick up your Special Event Permit?

Once the Select Board approves your application and authorizes a permit for your event, you will receive an email from the Town Administrator about where and when to pick up your Special Event Permit.

Will you be charged fees for using Charlemont's emergency services?

Charlemont's Fire, Ambulance, and Police may require fee payments, depending on the specific nature of your event. Charges for these services will be assessed according to the Emergency Action Plan submitted in your application package and the Town's current Emergency Services Rate Sheet, see last page of planning guide. If you have any questions about the possible requirements for your event, please contact the emergency services providers listed above before submitting your application package.

Is it OK for your event to cross/ follow/ block traffic on Route 2?

The Town of Charlemont does not have jurisdiction over the use of State highways that run through town. If your event uses or crosses any State highways, including Route 2 (a.k.a, the Mohawk Trail), you will need to receive separate approval for those parts of your event from the Massachusetts Department of Transportation (Mass DOT) Highway Division. The Charlemont Select Board may approve your Special Event Application and grant a permit for your event, but such approval by the Town is not contingent upon – and does not imply that you have received – Mass DOT approval for your event. It is your responsibility to work with Mass DOT Highway Division to receive authorization to use State highways Charlemont, if needed.

For more information, please contact the MassDOT Highway Division's western Massachusetts office: 270 Main Street, Lenox, MA 01240, (413) 637-5700.

What if your event takes place in more than one town?

The Charlemont Select Board can approve only the portion of your event that takes place in our town's borders, and Charlemont's approval of your event does not imply approval by any other town. If you are planning an event that does cross town lines, you will need to contact the

appropriate neighboring town(s) to receive approval for the remainder of your event. To find out what special event requirements Charlemont’s neighboring towns may have, please contact their Town Halls at the numbers below:

Neighboring town	Contact
Buckland	Andrea Lamas Town Administrator 413-625-6330 ext. 105
Colrain	Kevin Fox Town Coordinator 413-624-6306
Florida	Town Hall main number (413) 662-2448
Heath	Kara Leistyna Town Coordinator (413) 337-4934
Hawley	Virginia Gabert Administrative Assistant (413) 339-5518
Rowe	Janice Boudreau Administrative Clerk 339-5520 ext. 11
Savoy	Town Hall main number (413) 743-4290
Shelburne	Terry J. Narkewicz Town Administrator (413) 625-0300

What local resources should you use to successfully market your event?

- Greater Shelburne Falls Area Business Association: This local business association can promote your community events via their web calendar. Contact Carmela Lanza-Weil, Executive Director for the Greater Shelburne Falls Area Business Association, by email gsfaba@gmail.com, or (413) 625-2526.
- Local publications:
The Recorder – contact Diane Broncaccio. <http://www.recorder.com/staffdirectory>.

The Valley Advocate. <http://www.valleyadvocate.com/>.

The Independent - contact Ginny Ray. <https://www.facebook.com/Shelburne-Falls-West-County-Independent-310015397096/>.

Consider providing a press release with a high resolution photograph attached for the most likely to be published press release.

- Radio Advertising: WHAI - <http://whai.com/>, WMAC - <http://wamc.org/>, NEPR - <http://nepr.net/>, WRSI - <http://wrsi.com/>
- Television: News 22 - <http://wwlp.com/>
- Social Media: Facebook (pay to boost your posts); Consider <http://www.hilltownfamilies.org/> for family friendly community postings.
- Signage: consider all-weather yard signs with permission from individual residents.
- Posters, Flyers, Leaflets along the Mohawk Trail on local public community bulletin boards such as Post Offices, Town Halls, restaurants, grocery stores, village information centers, libraries, and Franklin County Chamber of Commerce.

Where can you get portable toilets for your event?

A-1 Enterprise - (413) 225-3196

Bostley Sanitary Services - <http://bostleysanitaryservice.com/>

Yankee Restrooms - <http://www.yankeerestrooms.com/>

What local companies can help with your event's waste management and recycling needs?

(The bolded businesses below pickup up small quantities from greater Shelburne Falls area.)

Hauler	Phone	Recyclables Collected	Containers	Other Services
Alternative Recycling Services	413-587-4005	All recyclables*	Wheeled carts, dumpsters	Trash pickup
Don Bascom/ Albright Cleaning (Shelburne Falls)	413-625-8386	All recyclables*	Bags, barrels	Smaller quantities; trash pickup, bulky waste
Republic Services (Formerly BFI/Allied Waste)	800-367-7778 413-592-9411	All recyclables*	Wheeled carts, dumpsters	Trash pickup
Complete Disposal	413-572-0015	All recyclables*	Wheeled carts, dumpsters	Trash pickup
M & M Removal (Montague, serves Shelburne Falls)	413-773-7384	All recyclables*	Reusable bags	Smaller quantities. Focus on recycling. Trash pickup, clean outs
Triple T Trucking	802-254-5388	Paper, cardboard, food waste	Dumpsters	Composting: food waste, paper, cardboard, etc. Trash pickup
Waste Management	800-545-4560	All recyclables*	Wheeled carts, dumpsters	
Wickles Trucking	413-247-9231	All recyclables*	Dumpsters	

*All recyclables = paper, cardboard, plastic, glass, aluminum, steel. For a complete list of what is recyclable, call 772-2438 or visit our website: www.franklincountywastedistrict.org

Rate Sheet

Police, Fire, Ambulance - Private Detail Policy

Personnel*

The Town of Charlemont Police, Fire, and Emergency Medical Technicians detail rate is equal to the Massachusetts State Police detail rate, \$44 per hour for a minimum of (4) four hours. Overtime = \$66 per hour, for every hour after (8) hours worked.

Emergency Vehicle Rate*

The Charlemont Police vehicle rate is \$10 per hour. Charlemont's Emergency Services Ambulance or Fire Engine vehicle rate is \$150.00 for the first 8 hours in a 24-hour period, and \$18.75 per hour for the remaining 16 hours. If an event goes beyond the 24 hours, the billing cycle will be billed out in the above manner in 24 hour increments. The Town of Charlemont will charge for the Fire Engine or Ambulance when it is highly anticipated the vehicle will be needed. Emergency vehicles may be onsite at no cost to ensure Emergency Services are better able to respond should there be a local response.

Administrative Fee*

A 10% administrative fee will be charged to the total bill.

Events

Request for an Ambulance or Fire Engine will be staffed by a minimum of two personnel per safety vehicle. The Police Chief, Fire Chief, and Ambulance Director reserve the right to determine if more personnel are required at the event for the best interest of the personnel and public safety, to be paid for by the event organizers. The Charlemont Police, Fire, or Ambulance under the direction of the Police Chief, Fire Chief, or Ambulance Director can schedule training for its members to take place during the event. The Town of Charlemont Emergency Services – Police, Fire, and Ambulance will respond to local emergencies as needed.

Payment

The Town of Charlemont reserves the right to require pre-payment for services from the event organizers in advance of the event taking place.

**The derived total only, based on these rates, will appear on your final bill.*

Revised policy: approved 04-25-16