



City Of Amesbury Special Event Guidelines

The City of Amesbury is pleased to welcome a variety of special events to our City!

The purpose of this guide is to provide event organizers with general information as well as items to consider ensuring that any event taking place in the City of Amesbury is successful and enjoyable, while minimizing the impact on residents and businesses.

A special event is the use of any City park, building, street or other facility or private property for which an organized activity is conducted under the direction of one person and one or more of the following exists: Fees are charged, money collected, construction of temporary structures, use of property beyond its normal capacity, disruption of normal or usual traffic patterns or a substantial impact on the City resources, facilities or public safety services.

Examples of special events include but are not limited to concerts, dances, assemblages, processions, parades, marching band reviews, circuses, fairs, festivals, block parties, community events, mass participation sports (such as, marathon and running events, bicycle races, obstacle courses, sports tournaments, triathlons), spectator sports or other organized activity conducted for a common or collective use.

The applicant must submit the completed permit application online (download at Amesbury City website or Youth Recreation) and return signed and dated to the Youth Recreation Office (located in the Costello Transportation Center on 68 Elm St., 2nd floor) with a \$25 permit fee for “non- profit” organizations and \$50 fee for “for profit” organizations. An application must be submitted at least 60 days prior to the event (up to one year in advance). Non-compliance with this deadline may result in denial of the applicant. Once the permit application is submitted, you will be notified of the date for you to present your special event to the Special Events Committee comprised of appropriate City departments (meetings are the third Thursday of the month at 9 am at the City Hall auditorium). Two weeks prior to the event, all permits, permit fees and other applicable fees must be paid to the appropriate departments. In addition, a copy of the Insurance Certificate naming the City as an additional insured for general liability limits of \$1,000,000 occurrence and \$2,000,000 aggregate, must be supplied as well at this time to Youth Recreation.

Please review the following guidelines and possible permits/fees from each City Department:

Youth Recreation

Please see Youth Recreation Department to check if the date and location are available for the special event. See Kathy Crowley, Youth Recreation Director, Kathleen@amesburyma.gov or Nicole Spirito, [Spirito@amesburyma.gov](mailto:Spiriton@amesburyma.gov). Office number is 978-388-8137, located in the Nicholas Costello Transportation Center at 68 Elm St., Amesbury

Please note you will need to contact the school principal if you are using any school building or property which will need a school building use permit.

Possible fees: Permit application and fee, facility or land use fees (see fee schedule), copies of permits, insurance certificate and tax exempt letter will need to be returned to this office.



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Amesbury Fire: 978-388-1333

Grilling or open flame is not allowed on City property without the approval from the Amesbury Fire Department. Use of propane requires a propane permit.

First Aid and Medical- You may be required to have City medical personnel based on event activities and size.

Possible fees: EMS personnel, propane permit

Amesbury Police: 978-388-1212

Security detail is required for some events, especially over 100 people.

Over 100 people may require a special parking plan as well.

Street closings/ detour signage or any type of race will require maps of the area.

Possible fees: Security detail

Department of Public Works: 978-388-8116

Recycling and trash containers can be provided by the DPW if you cannot provide your own. Recycling is mandatory in Amesbury and recycling containers must be available at all events on City property. Contact Laurie Pierce via the DPW Office to make arrangements, 978-388-8116. Security deposits will be returned once the borrowed containers are returned. Organizations are required to pick up containers the business day before the event or weekend and return the next business day.

Possible Fees: Cones and/or barricades, electricity, bathroom custodial fees, signage

Building/ Electrical Inspection: Denis Nadeau 978-388-8129

Any structures including tents must have permission of the Building inspector. Depending on the size and type, permits may be required. Tents must be secured to prevent wind gusts from blowing them around.

Electricity is needed for music, public address systems, rides and temporary lighting. Only licensed electricians may hard wire a device into an electrical service and only with a permit from the electrical inspector.

Signs- permits are required for temporary signs (unless on private property). No signs may be affixed to trees, buildings or street fixtures

Possible fees: Electrical permit fee, Electrical Inspector detail



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Health Department: Jack Morris 978-388-8134

All food service on municipal property generally requires a temporary food permit application from the Health Department. This must be submitted 14 days prior to event. Submitted with this application, should be copy of existing food service license, Copy of Certified Food Protection Certification(s), Menu items and equipment layout and certificate of insurance.

Portable sanitary toilets must be present at a ratio of 1 per 50 people per health department. At least 1 ADA hand-capped accessible toilet will need to be provided as well. Rental and recovery of these toilets are the sole responsibility of the group or organizer.

All dogs must be on a leash at all times per City's bylaws. All dog wastes must be picked up and disposed of properly.

Possible fees: temporary Food Permit application, Portable toilets or custodial fee

Alcoholic Beverages: Mayor's Office - Alyssa Premo, 978-388-8121

The service of alcoholic beverages outside a private residence frequently requires a One-day or special Liquor License. To determine if necessary, please contact Alyssa Premo at 978-388-8121 in the Mayor's Office.

Possible Fees: Special Liquor License fee

Conservation Commission: John Lopez 978-388-8110

Proposed activities may be subject to a wetlands review by the Amesbury Conservation Commission under state and local wetlands laws and regulations. Please contact the Amesbury Conservation Agent at conservation@amesburyma.gov well in advance to determine if the activity is subject to a review. If a review is warranted, the conservation agent will guide you through the permitting process

Possible Fees: Notice of Intent or Request for Determination of Applicability fee.

Special Event related Departments and Phone Numbers:

Amesbury Youth Recreation: 978-388-8137
Amesbury Police Department: 978-388-1212
Amesbury Fire Department: 978-388-1333
Amesbury DPW: 978-388-8116
Amesbury Health Department: 978-388-8134
Amesbury Building, Electrical and Plumbing: 979-388-8129
Conservation Commission: 978-388-8110
Woodsom Farm-Hayer: George McGovern 978-273-5186
Amesbury Mayor's Office: 978-388-8121