



CITY OF PITTSFIELD

SPECIAL EVENT CHECKLIST

Thank you for considering Pittsfield as the venue for your organization's special event. While every City and Town has different procedures, they are typically driven by State regulation. Pittsfield has developed the following checklist and Special Event Permit Application to help you plan out the logistics of your event. Event sponsors are responsible for obtaining all proper licenses and permits, and abiding by the rules listed on said licenses. It is our hope that this checklist will enlighten you about the permitting process and the various City Departments involved in event planning. We encourage you to determine what is required for your event as early as possible as there may be some permitting and inspections that take in excess of forty five (45) days to complete. Please check all of the applicable boxes provided below. Then proceed to the Licensing Board, who will put your application on file. Once the application is on file you must then proceed to the applicable departments to receive all necessary signoffs and approvals.

SPECIAL EVENTS PERMITS:

An application for a Special Event Permit must be filed with the Licensing Board Clerk by anyone who plans to host a festival or event in Pittsfield that will:

- **Be held on or affect Pittsfield streets, sidewalks or property; OR**
- **Require Pittsfield services beyond those the City provides its citizens under ordinary, everyday circumstances; OR**
- **Have features that require issuing of one or more additional licenses or permits.**

DISCLAIMER:

- Contents of this checklist are presumed accurate as of (September 2009). All information is subject to change.

Listed below are general items that could apply to any department's requirements for an event:

ADA AWARENESS:

- Special events should be accessible to people with disabilities. Building Inspections will assist you in ensuring that your event is accessible.

INSURANCE

- When alcohol is served or sold, an insurance rider in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate is required. Be aware that such coverage usually requires a thirty-day lead time.
- When renting City property, an insurance rider in the amount of \$500,000 per occurrence with a \$1,000,000 aggregate is required.
- The vendor must submit an insurance certificate for all coverage, listing the City of Pittsfield as an additional insured, to the Purchasing Department prior to the event.
Contact Purchasing Department (413-499-9470) with any insurance-related questions.

NEIGHBOR NOTIFICATION

- If the special event will require street closings, traffic or bus route changes or other features that will affect the public, the event planner must notify all affected neighbors and prepare and distribute a press release and a site map to local media outlets before the event.

OVERTIME COSTS

- Overtime charges *may* be passed along to event organizers requiring inspection services outside of normal business hours.

RAIN DATE / PLAN CHANGES

- Event organizers must anticipate – and include in their application – changes in plans due to foul weather or other calamities.

TRASH COLLECTION AND REMOVAL

- Event sponsor may be responsible for trash collection and removal. Review details with property owner / manager.
- Visit the following web site for “Community Event Recycling Guide:”
http://www.cetonline.org/Publications/Event_Trifold_FINAL.pdf
 - Dumpster permits are issued by Fire Department.
 - A permit from Public Works & Utilities is required for any dumpster placed in a public right of way.

UTILITIES – ELECTRIC, PLUMBING, GAS

- Review requirements with property owner / manager.
 - Temporary electrical accommodations require services of Wire Inspector (Building Inspection Department-see below) to prevent overloading or other unsafe conditions.
- Each vendor will be restricted to one electrical appliance.
 - Temporary use of gas or propane will require permits from the Plumbing & Gas Inspector and Fire Department (Building Inspection Department & Fire Department-see below).

CITY DEPARTMENTS/CONTACTS AND REQUIREMENTS

Building Inspection Department (499-9440) Located at City Hall

inspectors@pittsfieldch.com

- Some events requiring entertainment license (i.e. carnivals) may also require Building Inspector services.
 - All amusement rides, including climbing walls, require permits and inspection by State Building Inspectors

OCCUPANCY ISSUES

- Events utilizing space for purposes other than what the space was designed for (i.e. using a vacant storefront for an entertainment venue) constitutes change of use. Any building in excess of 35,000 cubic feet requires an architect evaluation for change of use. Review proposal (including sketches) with Building Inspector.
- In a building that has a current certificate of inspection for a place of assembly, the maximum number of people that can occupy the room or space is posted on the certificate.

TENTS

- Events that gather people outside in a tent or other structures that cover an area in excess of 120 square feet, including all connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of ten or more persons will be required to obtain a permit from the Building Inspection Department.
- Organizers are encouraged to have the tent rental company secure necessary tent permits.
- All tents, regardless of size, must be properly secured or weighted.
- See Public Works “Ground Penetration” as well

SIGNAGE

- Review with property owner / manager and Building Inspector.

Building & Grounds Maintenance Department (499-9476) Located at 81 Hawthorne Ave
build.maint@pittsfieldch.com

- See “*Venues*” for buildings, parks, school buildings & school grounds
- Buildings, parks, school buildings & school grounds have separate paperwork and may have fees.
- At the beginning of each school year, you can not reserve a school or school grounds until Sept. 15.
- You will need to make arrangements for special requests (bathrooms needing to be opened, etc.)*

Community Development Parks & Recreation Program (499-9370) Located at City Hall
parks@pittsfieldch.com

CITY PARKS

- Use of City Parks requires permission from the Park Commission. The Park Commission meets the third Tuesday of every month. Requests for park use should be filed 45 days prior to event date. Use of parks and facilities (i.e. restrooms) also require Building & Grounds Maintenance Dept. approval.

Fire Department (448-9764) Located at 74 Columbus Ave.

fire@pittsfieldch.com

CONCESSION TRAILERS

- A concession trailer fire safety inspection is required during or prior to the event. A cooking suppression system check is required (certification must be current within 6 months prior). If deep frying is used, you must have a K-Type fire extinguisher. For all other cooking, you must have a 10ABC or larger fire extinguisher.

FIREWORKS / BONFIRES

- Permit required from Pittsfield Fire Department.
Review with property owner.

GRILLS / PROPANE TANKS

- Permits required from Plumbing & Gas Inspector and Fire Department for the use of propane tanks or grilling at any public event including concession trailers. The Fire Department needs to know the number and size of propane tanks.

STREET CLOSURES OR DETOURS

- Notify Fire Department of street closures or detours 24 hours in advance

DUMPSTERS

- Dumpster permits are issued by Fire Department.

Health Department (499-9411) Located at City Hall

health@pittsfieldch.com

FOOD AND BEVERAGES

- All vendors that handle, prepare, transport, and/or serve food, non-alcoholic beverages, and pre-packaged retail food must file an application with the Pittsfield Board of Health.
- All food must be prepared in a Board of Health certified kitchen and transported to event in accordance with all applicable regulations and laws.

SANITARY FACILITIES

- Please specify the restroom facilities that will be used for food service vendors.
- Provisions for safe food handling practices with ready to eat foods include hand-washing stations, disposable gloves, etc.

Licensing Board/City Clerk (499-9363) Located at City Hall

licensing@pittsfieldch.com

ENTERTAINMENT LICENSE

- Outdoor concerts, carnivals, circus, fairs, etc., require permit from Licensing Board.
- Alcoholic beverages served or sold require license from Licensing Board

RAFFLE

- A Permit good for one year is required from Licensing Board for any raffle.

SALES / CONCESSIONS

- A permit is required from the Licensing Board for planned sales or concessions. Fees are waived for non-profit organizations; however proof of non-profit status may be required.

Police Department (448-9723) Located at 39 Allen St.

police@pittsfieldch.com

STREETS/PUBLIC WAYS – BLOCK PARTIES

NOISE

- Pittsfield has a noise ordinance. Notify Pittsfield Police Department if event may exceed acceptable noise levels.

PARKING

- Review with property owner / manager
- May require permission from Pittsfield Police Department.

STREET CLOSURE

- Permission is required from Pittsfield Police Department for any street closures or detours.

SECURITY PATROLS

- Pittsfield Police Department. _____ # of Officers Needed

Public Works & Utilities (499-9330) Located at City Hall

dpw@pittsfieldch.com

GROUND PENETRATION

- Make arrangements with property owner / manager if penetrating the ground (tent stakes, etc.), and call Dig Safe at 1-888-Dig-Safe (344-7233), which covers gas, electric and telephone utilities. A report from Dig Safe is required prior to permit approval. Contact Public Works & Utilities for water, sewer and storm water information.
- A permit is required from the department of Public Works & Utilities.

DUMPSTERS

- A permit from Public Works & Utilities is required for any dumpster placed in a public right of way.

SIDEWALK CLOSURE / OBSTRUCTION

- A permit is required from Public Works for sidewalk sales or other obstructions.

WEB LINKS

Links to this document and all of the relevant City departments are available at: www.pittsfield.com

VENUES

City Parks

Controy Pavilion

Berkshire Athenaeum

Auditorium - movable seating for approximately 175

Conference Room - Twenty chairs around four large tables

School Buildings

Auditoriums (5 in the public schools),

Cafeteria

Gyms

Classrooms

Alcoholic beverages are not permitted in school buildings, on school grounds, or on Park property.

School Grounds

Wahconah Park

Contact: Building Maintenance Department, 499-9476

Located at 81 Hawthorne Ave

build.maint@pittsfieldch.com

Ralph Froio Senior Center - Located at 330 North St.

Contact: Council on Aging, 499-9346

coa@pittsfieldch.com

Lichtenstein Center for the Arts

Arts and civic organizations can rent the gallery space for events.

Located at 28 Renne Ave

Contact: Department of Cultural Development, 499-9348

culture@pittsfieldch.com

OTHER SERVICES

City Stage

The City has one portable stage available for rental by the public which has a separate fee structure and paperwork.

Tents

The City has access to thirty 10' X 10' Artscape E-Z Up tents available for rental by the public through this department..

Contact: Community Development Parks & Recreation

Program, 499-9370

Located at City Hall

parks@pittsfieldch.com

Barricades

Barricades are available from the Pittsfield Police Department.

Contact: Police Department (448-9723)

Located at 39 Allen St.

police@pittsfield.net

Non-Profit Organizations needing the assistance of volunteers for their event may be eligible for assistance from RSVP.

Contact: RSVP – Retired Senior Volunteer Program, 395-0107

Located at 16 Bartlett Ave

rsvp@pittsfieldch.com



SPECIAL EVENT PERMIT APPLICATION

(To be posted or made available at event)

Return to: Licensing Board
City of Pittsfield, 70 Allen Street, Pittsfield, MA 01201

CITY OF PITTSFIELD

Questions or additional information, contact:
413-499-9363 (phone) or 413-499-9463 (fax)
licensing@pittsfieldch.com

Section 1:

Application must be received no later than **45 days prior to event.**

Event Name: _____ Event Producer: _____

Primary Contact Information:

Primary Contact Name: _____ Fax: _____

Day Phone: _____ E-mail: _____

Cell Phone: _____ Website: _____

Event Information:

Starting Date: ____/____/____ Time: ____:____ M Ending Date: ____/____/____ Time: ____:____ M

Total attendance expected: _____ Rain plan: _____

Please describe the special features of the event within the "Summary of Event" and "Illustration/diagram" boxes provided on separate sheet.

List any streets to be closed for special event: _____

Section 2:

RELEASE/HOLD HARMLESS AGREEMENT (REQUIRED FOR USE OF CITY PROPERTY ONLY):

I, _____, a representative from _____, does hereby acknowledge that in the course of its use of property owned by the City of Pittsfield, namely _____ located at _____, Pittsfield, Massachusetts, for the purpose described above, and more particularly by virtue of the presence of its agents, servants, employees and invitees, (hereinafter collectively referred to as _____), in any manner whatsoever shall operate at its own risk on said property of the City of Pittsfield.

For and in consideration of the use of _____, _____ does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the City, its agents, servants and employees (hereinafter collectively referred to as the "City"), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of _____ use of _____.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the City of Pittsfield.

Signed this _____ day of _____, 20____, on behalf of _____
by _____, its _____.

X _____ Date: ____/____/____
Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

OFFICIAL USE ONLY							
Building Inspections	Fire Department	Comm Dev./ Parks	Building/ Grounds Maintenance	Health Department	Licensing Board	Police Department	DPW
						# of Officers	

