

Town of Bolton
Parks and Recreation Commission

Special Event Application

Bolton Town Hall
663 Main Street, Bolton, MA 01740
P: 978-779-2297 F: 978-779-5461
www.townofbolton.com

Deadline
Applications must be received thirty (30) days
prior to the requested event date.

CONTACT INFORMATION

Name	Organization (if applicable)	Profit/Non-Profit
Position/Title	Website	
Address		
Home Phone	Cell Phone	Email Address
Secondary Contact Name	Phone	Email Address

TYPE OF USAGE

Event Type		
Location Requested		
Event Date		Event Time
No. of Participants	No. of Spectators	No. of Cars/Buses

Entertainment	Yes	No	Fundraiser?	Yes	No
Electricity Needed	Yes	No	Concession for Sale	Yes	No
Water Needed	Yes	No	Fee Charged for Event	Yes	No
Additional Portable Units Needed (Y/N)	Dates Requested		Location (site number)		

Additional Comments:

The Special Event Application can be emailed to: parks@townofbolton.com, or brought, faxed or mailed to the Bolton Town Hall. **Please attach the following to the Special Events Application:**

- Open Flame permit, if applicable
- Parking Plan, if applicable
- Breakdown of resident vs. non-resident participation, if applicable
- Certificate of Insurance with the Town of Bolton listed as an additional insured (mandatory with use of Caterer or Entertainment) **or** signed Liability Waiver (available online or at the Town Hall)
- Non-profit/501c(3) certificate, if applicable (mandatory to receive reduced fee)

Rules and Regulations Agreement

By signing below, I certify the following:

- I have read, understand and agree to uphold the Parks and Recreation rules and regulations for field, facility and park use in the Town of Bolton.
- This acceptance is on behalf of all persons in the group with me. If the guidelines are violated, I may be charged additional fees and future permission to use public areas may be refused to me or the group.

Signature

Date

FOR DEPARTMENT USE ONLY

Date
Received:

Approved by Bolton Parks and Recreation Commission

Date

Profit/Non-Profit

Fee