

# SPECIAL EVENT PERMIT APPLICATION



## CONTACT INFORMATION

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

## TYPE OF USAGE

**EVENT TYPE** (Please Specify) \_\_\_\_\_

**LOCATION REQUESTED** (Please Specify) \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_ **TIME** \_\_\_\_\_

Number of Participants \_\_\_\_\_ Number of Spectators \_\_\_\_\_ Number of Cars/Busses \_\_\_\_\_

	Yes	No
Entertainment?		
Electricity needed?		
Water needed?		

	Yes	No
Fundraiser?		
Concession for sale?		
Fee charged for event?		

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach to the Special Events Application:**

- Open Flame Permit, if applicable
- Parking Plan, if applicable
- Certificate of Insurance with the "Town of Brookline" listed as additional insured (Mandatory with use of Caterer or Entertainment)
- Non-profit in Brookline / 501 c(3) Certificate, if applicable (Mandatory to receive reduced fee)

Please note: Inflatable equipment (bouncy apparatus, etc) is NOT allowed.

**Brookline Recreation Department**  
133 Eliot Street, Brookline MA 02467  
Phone (617)730 2069 / Fax (617)879 0774  
Email recreation@brooklinema.gov