

**DEVENS ENTERPRISE COMMISSION**

33 Andrews Parkway, Devens, MA 01434

978-772-8831 x3338

Fax 978-772-1529

PERMIT NO. \_\_\_\_\_

DEC No. \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

Fee: **\$50.00** (additional fees may apply)

**EVENT PERMIT** (fill out application form completely and legibly) Payable to Devens Enterprise Commission

PROPERTY

OWNER \_\_\_\_\_ EVENT APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

TOWN/STATE \_\_\_\_\_ TOWN/STATE \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE \_\_\_\_\_

FAX \_\_\_\_\_ CONTRACTOR NAME \_\_\_\_\_

CONTRACTOR PHONE \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_

**Note:** Fill out application form completely and legibly.

LOCATION / STREET/ FIELD: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_ HOURS: \_\_\_\_\_

**Please provide the following information with your Application (include additional sheets as necessary):**

1. Event description \_\_\_\_\_
2. A site plan showing proposed layout of event (can be hand drawn)
3. Number of people expected to attend : \_\_\_\_\_
4. Will the event require street closure? YES \_\_\_\_\_ NO \_\_\_\_\_ (if YES contact Devens Public Works CALL 978-772-1864)
5. Parking arrangements/traffic control: \_\_\_\_\_
6. Police & Fire Detail Notification (CALL 978-772-8800) : YES \_\_\_\_\_ NO \_\_\_\_\_
7. Food Service: YES \_\_\_\_\_ NO \_\_\_\_\_  
(Food Service Vendors must be permitted through Nashoba Associated Boards of Health CALL 978-772-3335)
8. Waste Management (incl. recycling/composting): \_\_\_\_\_
9. Sanitary Arrangements:(restrooms, hand wash, etc.) \_\_\_\_\_
10. Tent(s): YES \_\_\_\_\_ NO \_\_\_\_\_ (if YES please fill out reverse \*\*)
11. Stages and/or structures associated with the event?: YES \_\_\_\_\_ NO \_\_\_\_\_ (if YES provide plans/details)
12. Power source(s): \_\_\_\_\_ (Electric generators require electrical permit from the DEC; Propane tanks over 40 lbs. and/or gas generators require permits from the DEC and/or Devens Fire Dept.)
13. Is Alcohol being served: YES \_\_\_\_\_ NO \_\_\_\_\_ (if YES please fill out reverse \*\*\*)
14. Will there be amplified music : YES \_\_\_\_\_ NO \_\_\_\_\_ (if YES indicate method – i.e. band, DJ, etc.) Hours of amplified music: FROM \_\_\_\_\_ TO \_\_\_\_\_

*The DEC reserves the right to anticipate potential nuisance conditions at the time the event is proposed and to require assurance of non-impact or reasonable mitigation commitments (including restricting hours of the event and requirements to provide proof that the convener of the event has adequate insurance) at the time the Event Permit is issued. The DEC may also impose protective measures with respect to the active use (i.e., boating, swimming, or fishing) of a surface water resource.*

\_\_\_\_\_  
APPLICANT SIGNATURE

**\*\* Tent Permit Application required information (if applicable):**

**Tent Permit Fee: \$50/per tent 10' x 12' or larger (in addition to event permit fee)**

NUMBER OF TEMPORARY TENT(S) \_\_\_\_\_ TENT SIZE(S) \_\_\_\_\_

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

1. Do tent(s) have side panels? Yes\_\_\_\_\_ No\_\_\_\_\_
2. Will tent(s) be utilized at night? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Number of people expected to occupy each tent : \_\_\_\_\_  
(if over 250 for a single tent, include floor plan and contact Devens Fire Dept. for review 978-772-4600).
4. Show tent location(s) on the event site plan, and if required, means of egress, location(s) of fire extinguishers and "no smoking signs";
5. Copy of worker's compensation certificate (if being installed by a licensed installer);
6. Flame-resistant certificate(s) for each tent, side wall or drops;

**Please Note: Tent installations that require driving of posts or pipes are required to contact Dig Safe (811) a minimum of 72 hours prior to tent installation.**

\_\_\_\_\_  
APPLICANT SIGNATURE

**\*\*\* 1-Day License Application required information (if applicable):**

A 1-Day License requires a public hearing. Applications must be submitted at least 21 days prior to the public hearing date.

**1-Day License Fee: \$250. (in addition to event permit fee)**

DATE: \_\_\_\_\_ HOURS (that alcohol will be served): FROM \_\_\_\_\_ TO \_\_\_\_\_

1. On site plan show proposed layout of event as well as the premises for dispensing and consumption of alcohol outlining the area to be roped or fenced off (including dimensions of area, access point(s), internal layout – serving areas, tables, seating etc.). At least one (1) Police Officer shall remain in the roped or fenced off area at all times and security is required at each access point. \*\*\*\*
2. 1-Day License is valid for wine and/or malt beverages only. Special licenses for the sale of all alcoholic beverages may be issued to Non-Profit organizations ONLY. Provide proof of Non-Profit status if you are applying for an all alcoholic beverages license.
3. Licensees must purchase alcoholic beverages from an authorized source; licensees CANNOT purchase from a package store and CANNOT accept donations from anyone. See the list of authorized sources at: [www.mass.gov/abcc/pdf/authorizedsources1-day.pdf](http://www.mass.gov/abcc/pdf/authorizedsources1-day.pdf)
4. Police & Fire Detail Notification (CALL 978-772-8800) : YES \_\_\_\_\_ NO \_\_\_\_\_

**\*\*\*\* It is illegal in Devens to sell, serve, and consume alcohol beverages on public property without a license. The outdoor area is to be enclosed by fencing or other barrier set-up for the purpose of restricting the removal of alcoholic beverages by patrons/guests (show on proposed layout plan and include dimensions). The applicant is an individual, as the responsible manager for the organization. He or she agrees to control the dispensing of alcohol to persons not under the age of twenty-one (21), and that there is to be no service of alcohol to individuals who are or "appear to be" under the influence alcohol.**

\_\_\_\_\_  
APPLICANT SIGNATURE