

Event Permit Category	Description	Comments	Action Officer/Organization
General Description	Description: Devens Dog and Music Festival, Sunday October 29, 2022 (with a rain date of Oct 30, 2022)10:00 am – 3:00 pm, location P5 -Museum Lot located at 29 Antietam Street. The festival will feature Vendors (approx. 75) and Music/Bands. Anticipated attendees 600. Dogs will be checked for up to date registration/Rabies vaccination and must be on a leash no longer than 6' (No retractable leashes)	We will provide periodic updates to the Recreation Department including names of vendors and food trucks. We plan to have between 75 volunteers on hand to assist with parking and registration	Donna Bulger and Nick Nadeau, Clear Path for Veterans New England Mary Garcia (Nashoba Valley Rotary) Dolores Albergheni (Ayer Rotary)
Site plan/waste management/sanitary arrangements	Attached site plan layout highlights: Single registration entry point, porta potties, trash receptacles/recycling, parking, over 21 tent area, dog demonstration areas. Vendor areas are 10x10 – no popup tents larger than 10x10 are allowed. Event Map also highlights location for band set up Volunteer crew will be assigned to monitor cleanup during and post event.	We intend to improve on the single point of entry location which is difficult without fencing. Vendor tables will provide the basic perimeter for the event. Doggy poop bags and info on hydrant areas will be provided to entrants. Food Trucks and ice trucks marked on map as well – they will NOT be parked on the road. Two golf carts will be on hand to manage access.	Nick Nadeau (CP4VNE) Peter Neimeyer (CP4VNE) John/Paige (Ayer Rotary)
Food Service	We expect 6 Food Vendors (5 Food Trucks) that have applied with Nashoba Valley Board of Health	All Vendors will be certified by the Board of Health. Will provide the recreation Department a list.	Donna Bulger (CP4VNE) Joan Pena (Ayer Rotary)
Parking Plan	See attached		Ryan Burnett CP4VNE
Police and Fire Detail	Will have police detail. Specifically, the State Police will have a detail inside the over 21 tent as required by the permit. Devens Dog Warden will also be onsite for the event.	Additionally, we will be providing additional perimeter and general security measures	Donna Bulger (CP4VNE)

Tent	One Event Tent 40' X 40' which will be the Over 21 Tent area with 50 chairs. Occupation of no more than 250 will occupy the tent at a given time. See attached site plan for tent location. See attached description of the tent. Flame resistant certificate provided and copy of workers comp certificate.	Atlantic Tent Company is the Vendor. Will provide flame retardant certificate. Tent requires staking, Dig Safe will be contacted 72 hours prior to tent erection. Tent will be set up on/about Thurs October 27 th and taken down on Monday October 31, 2022.	Nick Nadeau (CP4VNE)
Music Sound System	We have an entertainment vendor (11:00 am – 4:00 pm). Staging will be used and is reflected on the map.	We will use power from the Native American Heritage Building	Donna Bulger CP4VNE

1 Day Liquor License – Permit Categories			Action Officer/Lead Organization
General Description	Alcohol will be served within the over 21 tent area. IDs will be checked to enter the tent (wristbands will be issued to over 21). Bartenders will be TIPS certified and will card individuals regardless of wristband status on their judgment. Patrons will not be allowed to take alcohol outside the tent area.	Tito's Vodka is a major sponsor of the event and will work with the vendor to procure product and supporting supplies. An ice truck will be available for ice. Additionally Yeungling will be a beer sponsor and have their own tent area within the 21 and older sectioned area.	Donna Bulger and Nick Nadeau (CP4VNE)
Site Plan	The 40 X 40 tent will have a staked fence area enclosing the over21 area.	diagram of tent and area set up is attached.	Nick Nadeau (CP4VNE)
Non-Profit Status	501(c)3 Organization	Certificate Attached	Donna Bulger (CP4VNE)
Source of Purchase	Romebeau Inc, Columbia Tavern, 16R Central Street, Leominster, MA 01453	Columbia Tavern uses United Beverages who are on the approved list.	Jeanne Purcell (CP4VNE)
Police Detail	State Police Detail will be secured for inside the tent as required by the permit.	In addition, we use donated private security personnel that will monitor inside and outside of the tent area. security personnel will coordinate with the police detail	Nick Nadeau (CP4VNE)

<p>Waste management/Recycling</p>	<p>Volunteers will be assigned to manage trash and recycling within the tent area.</p> <p>SPECIAL DOG WASTE RECEPTACLES HAVE BEEN PURCHASED. SIGNS WILL BE PLACED ON REGULAR TRASH RECEPTACLES INDICATING NOT INTENDED FOR DOG WASTE</p>	<p>Coordinating with Devens Rec Department to secure trash receptacles and purchase trash bags.</p>	<p>Peter Neimeyer (CP4VNE)</p>
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