



City of Worcester



Special Events — Planning — Guidebook

A MESSAGE FROM THE CITY MANAGER

Thank you for your interest in planning a Special Event in the great City of Worcester, Massachusetts. We hope you find this guidebook useful and informative, and that it makes your process of organizing an event as smooth as possible.

The City of Worcester is the heart of the Commonwealth. It possesses a vibrant energy that drives its growth. Part of its growth also stems from its many dynamic Special Events. From large annual events to smaller celebrations, the countless events Worcester holds make it the cultural center of Central Massachusetts. Through the support of these Special Events, Worcester continues to thrive on its creative environment to enhance its communities.

The information in this guidebook has been compiled to help you with the Special Event Permit process as well as to provide you with the rules and regulations associated with Special Event management in the City of Worcester.

Please know that City staff are here to work with you to make your event a tremendous success. Special Events enhance the quality of life for Worcester residents, bring in visitors who will shop in Worcester businesses and help us celebrate all the diverse cultures and talents of the people of our fine city.

The City of Worcester would like to thank you for presenting your event and contributing to the vitality of our community.



Eric D. Batista

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APPLYING FOR A SPECIAL EVENTS PERMIT

Special Event Permit Process

To create a customer-friendly model for Special Events permitting, the Special Events Liaison in the Cultural Development Department will organize monthly meetings for event organizers to meet with representatives from the various City departments where questions and concerns may be voiced by all parties to ensure a successful event. Event organizers must attend a mandatory meeting on the first Wednesday of the month, after submitting their Special Event Permit Application. After the application is submitted, the Special Events Liaison will act as a point of contact for the event organizer and will assist the organizer one-on-one. Upon completion, authorization will be issued.

Special Event Permit Application/What is a Special Event?

You may obtain a Special Event Permit Application from the City of Worcester's website: www.worcesterma.gov/parks/plan-an-event.

Events on City property and/or events that require City services or authorization necessitate the Special Event Permit. Events typically reviewed through the Special Event Permit Process may involve street closures, service of alcohol, on-site cooking, food and merchandise sales, and/or large temporary structures. An event requiring an application will most likely require the coordination of a number of City departments to obtain the necessary permits and inspections. Examples of events that will need an application are festivals, parades, runs/walks, farmers' markets, and other planned group activities.

About the Application

The Special Event Permit Application has been designed to help with the organization of your event. It will serve as a guideline for the development of plans that follow local, state and federal codes, laws, policies, and regulations regarding the activities that will occur during your Special Event.

Your role as an event coordinator is a large one. It is your responsibility to oversee the venue, environment, anticipated number of attendees, and other components of your proposed event. Assessing these vital aspects of your event plans will enable you to develop management strategies that will ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

Applying for a Special Event Permit means that you, as the event coordinator, and your representatives have the sole responsibility to be knowledgeable about and fully understand all local, state and federal codes, laws, policies, and regulations associated with your event and its related activities. Your event must meet these laws, policies, and regulations as necessary. By applying, you also agree to accept the venue in as-in condition and to inspect all areas within the venue and the surrounding areas to take any necessary actions to protect attendees.

Application Submittal Deadline

Permits must be submitted at least 90 days before the date of the event. Your permit must be completed and approved at least 14 days prior to the event date. If outstanding circumstances exist where a permit is submitted fewer than 90 days before the event, an accompanying notice detailing the reasoning for the tardy application may be required.

For unforeseen events of a time sensitive manner, i.e. rallies, vigils, etc., please review the **Expressive Event of Time-Sensitive Nature Permit Application**. *Information on Expressive Events of Time-Sensitive Nature is available on page 24.*

Application Fee

The Special Event Permit does not carry an application fee, however after a staff review of your application, all additional permit fees must be submitted to obtain approval of your application. Information on permit fee schedule is available on *page 28*.

Calendar of Events

In order for the City to access your event information for marketing purposes, you must post your event information on Discover Central Massachusetts: <http://www.discovercentralma.org/see-do/events>.

Discover Central Massachusetts is the regional tourism bureau that represents 36 cities and towns in Central Massachusetts. After signing up for an account, select the “Manage My Events” option to add your event details. Once completed, your event will be reviewed and approved to be posted on the Discover Central Massachusetts events calendar, Downtown Worcester Calendar and/or Worcester Cultural Coalition Calendar.

For additional opportunities to promote your event, please reach out to Discover Central Massachusetts on www.discovercentralma.org or (508) 753-1550.

Event Cancellation

To cancel or reschedule the date of your proposed event or any permitted elements of the event, requires notification to your Special Events Liaison at least 48 hours in advance of the set-up time. The Sponsoring Organization of the event must absorb any costs the cancellation causes, including any services that personnel would have provided when dispatched to support your proposed event.

Proof of Liability Insurance

1-5000 people at an event requires proof of liability insurance in the amount of **One Million Dollars (1,000,000)** and a policy endorsement which indemnifies and holds harmless the City of Worcester and its employees and/or agents, DPW & Parks, Parks and Recreation and Cemetery Division, and Parks & Recreation Commission. **Over 5000 people** at an event requires proof of liability insurance in the amount of **Five Million Dollars (\$5,000,000)** and a policy endorsement which indemnifies and holds harmless the City of Worcester and its employees and/or agents, DPW & Parks, Parks and Recreation and Cemetery Division, and Parks & Recreation Commission.

SPONSORING ORGANIZATION

The Sponsoring Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Sponsoring Organization may be a commercial organization, a governmental entity, a nonprofit organization, or a non-profit with 501(c)(3) exemption. If you have hired a professional event organizer or event service provider that is authorized to work on your behalf to produce the proposed event, a letter or contract that authorizes this professional to work on behalf of the applicant must be attached.

Non-Profit Tax Exemption

To qualify as a non-profit organization with 501(c)(3) tax exemption, an organization must be recognized as tax exempt by the Internal Revenue Service (IRS) at least six months prior to the event date. A copy of the IRS 501(c)(3) tax exemption letter providing proof and certifying the organization's current status as a non-profit tax exempt may be required.

The Sponsoring Organization is legally responsible and financially liable to the City of Worcester for all City fees and costs regarding the overall organization, management, and implementation of the event and its related activities.

SPECIAL EVENT RELATED PERMITS

There are certain Special Event related permits that must be issued independent of the Special Event Permit or may be required in addition to the Special Event Permit. The proposed event, venue, activities, components, attendance, and unique circumstances are contributing factors to the final determination of the required permit types. The following departments and commissions must be contacted if your event will require any of the uses or services listed below. *Information on permit listing and fee schedule is available on page 28.*

EVENT SUMMARY

Event Date/Time

The timeframe denoted on your final permit is based on what is listed on your Special Event Application. Set-up will not be allowed before a permit is issued and breakdown must be completed by the time indicated on your permit. Your insurance must cover the full event timeframe from setup through breakdown.

If your event takes place over multiple, consecutive days and the event plans are similar for each day, one application may be submitted for the multi-day event. One permit may also be submitted for a series of periodic dates for events such as concert series or farmers' markets that have identical set-up and dismantle times, site plans, and service providers.

Event Location

If your event will take place on property other than public parks or streets, you are required to secure use of your desired venue prior to submitting your Special Event Permit Application.

If your event will require the use of a public park or facility, you must obtain a **Parks Permit** provided by the Department of Public Works and Parks. *Information about the Parks Permit is available on page 17.*

If your event will require a road closure for a road race, festival, block party, or a parade; will require the closure of City sidewalks; will use parking lots or street meters; or block City fire hydrants, you will need to obtain a **Street Closure Permit** from the Department of Public Works. *See page 18 for more information on Street Closure Permits.*

Attendance

Accurately estimating the number of event participants for your event is required for the submission of your application. This number is necessary during the review of your application for public safety considerations, venue occupancy, potential City & event staffing requirements, and potential impacts your event has on the surrounding area.

The estimated attendance number should be separated into two units: staff/personnel and attendees/spectators. Staff/personnel are defined as persons working at, vending at, or supporting your event. Attendees/spectators are defined as the visitors or guests of that are present to partake in your event activities.

Accurately estimating your number of event participants may be difficult. Below is a list of some resources that may be used in assisting to estimate participants numbers:

- Historical data from past similar events
- Data from similar events in other municipalities
- Consideration of vendor, entertainment, and/or VIP participant popularity
- Occupancy capabilities of event space

Your Special Event Permit Application should include the estimated number of each the staff/personnel and attendees/spectators, along with the total number of participants. During your Special Event presentation, please note to the committee if you have any VIP participants, additional follow up may be required.

Admission

Examples of admission information you should include on your application are as follows: free to the public, ticket price structure (list by age, activity, e.g., discounts for children, seniors, or early ticket purchasers), entry/participant fee schedule, donation/pledge structure, parking/shuttle fee, entry to age 21 and up only, and/or private event/invitation only.

Stages

Many events use standard-sized riser stages. Using the standard 4'x8' risers when placed at a single level or stacked in 8" increments to create an elevated performance area does not usually require review by Building officials. Portable trailers and mobile units usually do not require a **Building Permit** either if the stages are affixed to the wheels of the vehicle and there is a license plate on the vehicle. If footings or foundations must be put in the ground, a Building Permit may be required.

If your proposed event will include elevated platforms, walkways, seating areas or stages for the public that include a finished floor that is more than 30" above the lowest adjacent floor, you will be required to obtain a Building Permit. *Information about Building Permits is available on page 18.* Stages must be accessible and meet local, state, and federal disability access laws including the use of ramps, lifts, and safety handrails. *Information about ADA compliance is available on page 14.*

Tents/Canopies

If your event will require a tent larger than 20'x20', you will require a **Building Permit**. Tents and canopies must be at least 10' from other tents or canopies, 10' from areas where cooking is taking place, and 20' from any building. Your tent or canopy must have a Certificate of Flame Resistance. Tents located on Parks properties must be weighted, without staking in the ground.

It is the event manager's responsibility to meet the following requirements for all tents and/or canopies:

- A 20' fire access lane must be maintained and must connect with the fire lanes that surround the entire venue. Fire lanes should be clearly marked on event layout maps provided to the Special Event Committee.
- Tents and their equipment may not obstruct a fire hydrant.
- Vehicle parking must be at least 20' away from a tent or canopy.
- Before using stakes to secure tents, canopies, or other event components, you must receive authorization to disrupt surfaces below ground as to make sure not to damage public irrigation systems, pipes, or electrical wires.
- After being authorized, tent stakes must be capped or covered.
- Poles and their supporting anchor ropes and stakes must resist a minimum wind pressure of 20 lbs per square foot.
- Illuminated exit signs are required at each exit while the tent is occupied. The exit signs must be powered by two separate sources of power.
- Fire extinguishers of a Class ABC rating shall be provided every 75' of travel distance between tents/canopies and must be secured in an upright position and protected from vehicular traffic.
- Cooking is not permitted underneath tents used by the general public. For the list of required provisions in order to use commercial cooking equipment underneath a tent, please see said section later in this guidebook on page 11.
- Hay, straw, trash, and other flammable material cannot be stored closer than 30' from the outside of a tent or canopy.

EVENT PLAN– ENTERTAINMENT AND ACTIVITIES

If your event will include a concert, dance, exhibition, cabaret, or public show of any description, you must obtain an **Entertainment License** from the License Commission. *Information about Entertainment Licenses is available on page 20.*

Sound and Speakers

To use a sound truck or sound equipment at your event, you must obtain a **Sound Permit** from the Worcester Police Department. *Information on Sound Permits is available on page 22.*

Body Art and Temporary Tattoos

If your event will include the practice or body art or application of temporary tattoos, you must obtain a **Body Art Practitioner Permit** from Inspectional Services. *Information about Body Art Practitioner Permits is available on page 18.*

Exhibition of Animals

If you plan to have a petting zoo, hayride, or any other kind of exhibition of animals or birds, you must obtain a **Permit to Exhibit, Raise, or Keep Animals or Birds** from the Worcester Police Department. *Information on a Permit to Exhibit, Raise, or Keep Animals or Birds is available on page 22.*

Pyrotechnics and Flame Effects Before a Proximate Audience

In order to use flame effects or to have a fireworks display at your event, an additional permit from the Worcester Fire Department is required. *Information is available on page 23.*

Aquatic Activities

If aquatic activities will occur at your event, you are required to provide a Water Safety Plan with your Special Event Permit application. The plan must include a map of all swim or water activity locations, including size & type of all water related equipment (e.g. pools, spas, waterslides, inflatable water activities, etc.), and anticipated positioning of lifeguard resources. The plan must also include specified routes & methods for transferring any rescued participants to emergency medical attention if needed. These routes must also be clearly identified on the Water Safety Plan layout map as well.

EVENT PLAN– VENDORS AND CONCESSIONS

Food Preparation

If you intend to sell, serve, give away, or sample food or consumable products, including water and other beverages at your event, you must obtain a **Temporary Food Permit** for each vendor that is not already licensed annually by the Inspectional Services Department as a **Mobile Food Vendor**. Food preparation at your event will require public safety features in your event plans, such as hand-washing sinks. *Information about Food Permits is available on page 18.*

Cooking Underneath a Tent

If you intend to cook underneath a tent, canopy, or temporary structure, each of these guidelines must be met:

- Tents, canopies, or temporary structures must be located at least 10' from any other structures.
- Tents, canopies, or temporary structures must be free standing. Sides may not be fully enclosed during cooking.
- Cooking equipment should be listed for commercial use. Clearances shall be maintained in accordance with the manufacturer's installation instructions.
- Occupancy within the tent, canopy, or temporary structure is limited to those persons involved in the food preparation. Food should be served at the outer edge of the tent, canopy, or temporary structure.
- Suitable barriers shall be provided to maintain a distance of no less than 5" from cooking equipment to areas accessible by the public.
- LP-gas containers shall be located at the exterior edge of the tent, canopy, or temporary structure and secured to prevent tipping, damage or tampering.
- LP-gas containers should not be secured to the tent, canopy, or temporary structure. The LP-gas container shut off shall be accessible to operators and first responders.
- In cases of tents or canopies, they shall be flame resistant, and documentation shall be provided. Roofs of temporary structures shall be flame resistant or non-combustible.
- Storage of combustible items in the tent, canopy, or temporary structure shall be limited.
- A Class ABC portable fire extinguisher shall be provided at each cooking location. A minimum of one K Class extinguisher shall be provided for each cooking location with a deep fat fryer.
- If using coals, they must be placed in a metal container filled with water before disposal. *Information on propane storage requirements is available on page 24.*

Sale of Goods and Merchandise

If you plan to sell manufactured or mass-produced goods at your event, you must obtain a **Hawkers and Peddlers Permit** approved by the Worcester Police Department and the Commonwealth of Massachusetts. *Information about obtaining a Hawkers and Peddlers Permit is available on page 24.*

Sale of Alcoholic Beverages

If your event will involve the sale of alcoholic beverages, you must obtain a **Temporary Liquor License** from the License Commission. You must have a letter of permission to have alcohol on the premises from the owner of the event venue. You must also have copies of Server Training Certificates for each person who will be serving alcohol. *Information about obtaining a Temporary Liquor License is available on page 21.*

EVENT OPERATION– SANITATION AND WASTE MANAGEMENT

Restrooms

The number of portable toilets at the event should be determined based on your estimated peak time attendance. The chart below proposes recommendation for rentals based on event attendance and duration. You must provide portable restroom facilities at your event unless you have the availability of both accessible and non-accessible facilities in the immediate area of your event site. Portable toilets, or Porta Potties, on your event site will require a **Porta Potty Permit**. *Information about accessible restrooms is available on page 20 and Porta Potty Permits may be found on page 20.*

How many port-a-potties do you need?

		Event length, in hours									
		1	2	3	4	5	6	7	8	9	10
Number of attendees	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	3	4	5	5	5	6	6	7	7	8
	1,000	5	7	8	8	9	9	10	10	12	12
	2,000	8	13	15	17	18	19	19	19	20	20
	3,000	12	19	23	25	28	28	28	30	30	30
	4,000	16	24	30	34	36	38	38	38	38	38
	5,000	19	32	38	42	44	46	46	48	48	48
	6,000	23	38	46	50	54	57	57	60	60	60
	7,000	28	42	54	60	63	66	66	66	66	66
8,000	32	48	60	66	72	72	75	78	78	78	
10,000	38	60	75	84	88	92	96	96	96	100	

Sinks

Hand-sanitizing facilities or sinks must be in restroom areas. Sinks with running water and soap must be in the immediate area of food preparation stations. It is illegal to use water tapped from public facilities and other outlets without authorization.

Trash

The event coordinator is responsible for developing and implementing plans that ensure the proper disposal of waste and recyclables generated by the event and its attendees, including during set-up and dismantle timeframes. At the conclusion of the event, the event venue and surrounding areas must be cleaned and returned to a condition equal to or better than the condition prior to the event. **Dumpster Permits** are available through the Worcester Fire Department. *Information on Dumpster Permits is available on page 24.*

Medical Services

The Sponsoring Organization is responsible for the safety & security of the event participants and physical elements in and around the venue, which includes implementing safety measures that address all aspects of the event. Sponsoring Organizations must coordinate with Worcester public safety entities (e.g., Police & Fire Departments, Emergency Medical Services, Emergency Management, DPW&Ps, etc.) to ensure all safety & security measures are appropriate for the event. Emergency Management must be consulted prior to all events in order to determine the need for on-site EMS. If your event is assigned a Level 3 or 4, you must also continue to coordinate with the Division of Emergency Management on public safety efforts and obtain additional safety & security plan approval (see below for more information). If your event occurs in a public park, the Parks and Recreation Division must also approve your safety & security plan.

Worcester Division of Emergency Management Special Event Classification:

The Division of Emergency Management categorizes Special Events into four levels, Level 1 through Level 4. Each level is outlined below:

- Level 1: Small event (typically less than 500 participants) with minor/limited risks to public safety
- Level 2: Moderate event (typically between 500-1000 participants) with higher risks to public safety
- Level 3: Large event (typically 1000-2,100 participants) with higher risks to public safety
- Level 4: Significant event (typically 2,100 or more participants) with highest risks to public safety

Events are assigned a Special Event Classification Level depending upon a variety of public safety risk factors, including estimated participant numbers. After your Special Event Committee meeting presentation and prior to your event, the special event applicant will receive a classification level for their event. Any events that are deemed a Level 3 or 4 will require additional planning meeting(s) with the Division of Emergency Management and various Worcester public safety entities to ensure proper coordination of public safety efforts at your event.

Event Provided Medical Services

All Special Events in the City are required to have a first aid kit on site and at least one event personnel knowledge on its use. It is preferable to have at least two event personnel trained and certified in CPR/AED. All Special Events in the City with an estimated 5,000 participants or more are required to have contracted Emergency Medical Services (EMS) on site. This contract shall be attached to your Special Event Application. The contract is required to be with an ambulance service licensed to operate in the Commonwealth of Massachusetts, have at least two Basic Life Support- Emergency Medical Technicians (EMTs) dedicated to the event, and must be contracted for the entire length of your event (not including setup & breakdown times).

All Special Events given a Level 3 or 4 classification with the Division of Emergency Management must provide a written medical plan, which includes a map of where Emergency Medical Services will be located or staged. Depending upon review during public safety planning meetings for your event, any Level 3 or 4 may also be required to provide additional medical services, including but not limited to: additional BLS EMTs, Paramedic

EMTs, transport ambulances, or staffed medical aid station(s). The cost of all event provided medical services will be the responsibility of the event planner.

Security

The Sponsoring Organization is responsible for the safety and security of the people and physical elements in and around the venue. Ensuring the safety of all those affected by the event includes implementing safety measures that address all aspects of the event. These measures may involve hiring private licensed security and/ or implementing other safety strategies ranging from but not limited to, lighting, music genre selection, alcohol management, and venue design. If your event takes place in a public park, the Parks Department must also approve your plan for security. All private security for your event must be provided in coordination with the Worcester Police Department.

EVENT OPERATION– PARKING AND STREET CLOSURES

Parking

If an event is expected to draw over 500 attendees, a parking plan is required and must be provided by the event organizer. The plan may include, but is not limited to:

- A signed agreement with a parking lot or garage
- A map that entails where patrons may park
- An agreement between the organizer and the City of Worcester for meter arrangements

The fee to host an event at a municipal parking lot is \$500.

The fee to host an event at a municipal parking garage is \$500 per level.

The fee to reserve an on-street parking space is \$25/day per space.

Regular Parking Lot and Garage Rates apply for events. Please visit www.parkworchester.com for rates.

Street Closings

If your event takes place in a street, you will need to obtain a **Street Closure/Street Obstruction Permit**. If your street obstruction requires the re-routing of traffic, please work with the Worcester Police Department and attach an alternate traffic route plan to your application. *Information on Street Closure/Street Obstruction Permits is available on page 17.*

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Special Events on City Property are required to meet the American with Disabilities Act (ADA) standards for accessibility. Plan to make your event universally accessible to everyone.

Be prepared to invite reasonable accommodation requests from participants. Reasonable accommodations include but are not limited to: sign language interpreters; assistive listening devices; materials in large print or converted to audio; and solutions that allow people with mobility disabilities to

participate in all activities and presentations. A reasonable accommodation notice must be included on all print material for the event including programs, flyers, and websites. For example: *“To request a reasonable accommodation in advance of the event contact: [name of event organizer, phone number and email]”*. If you have questions about whether a request is reasonable, contact the City’s ADA Coordinator at accessibility@worcesterma.gov. More information may be found online at www.worcesterma.gov/accessibility.

The Code of Federal Regulations (CFR), 28 CFR Part 36 is available at www.ecfr.gov/on/2023-03-15/title-28/chapter-I/part-36.

An event should not impose barriers that limit where a person with a disability may travel. There are three main categories to consider regarding barriers:

- 1) Public pedestrian rights-of-way around and through your event (.e.g., public routes and streets leading to the accessible entrances of public facilities during hours open to the public)
- 2) An accessible route from the parking and loading/unloading zones to the event entrance
- 3) Accessible parking

Be mindful of potential barriers in any of these categories that may include tables, tents, stages, power cords, decorations, or a variety of other equipment. Consider crosswalks, parking areas, streets, sidewalks and other paths of travel.

If barriers exist, they must be overcome through temporary ramps or alternate paths of travel called “accessible routes” and shall be designated with signs (ramps and signs are often rented). An organizer of a temporary event must recognize that a grass surface is *not* considered an accessible surface.

Always put features and activities along or within 36” of a paved or firm surface that will provide an accessible route with no protrusions up to a height of 80” (28 CFR Part 36.4.4).

Public and Pedestrian Right-of-Ways

Public pedestrian right-of-way around and through your event are mainly public routes along streets and public routes leading to the accessible entrances of public facilities during hours open to the public. Public pedestrian right-of-way shall be at least 48” wide; accessible routes within the event shall be a minimum of 36” (915mm) in width (28 CFR Part 36.4.3.3).

Accessible Route from the Parking and Loading/Unloading Zones

At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve. Passenger loading zones shall provide an access aisle at least 60” (1525 mm) wide and 240” (6100mm) long adjacent and parallel to the vehicle pull-up space. If there are curbs between the access aisle and the vehicle pull-up space, then a curb ramp (minimum width of a curb ramp shall be 36” (915 mm) exclusive of flared sides) shall be provided. Vehicle standing spaces and access aisles shall be level with surface slopes not exceeding 1:50 (2%) in all directions (28 CFR Part 36.4.6.6).

Valet parking facilities shall provide a passenger loading zone located on an accessible route to the entrance (28 CFR Part 36.4.1).

Accessible Parking

Accessible parking spaces serving a particular building, facility, or temporary event must be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. However, where accessible spaces cannot be located within 200' of an accessible entrance, an accessible passenger drop-off area must be provided within 100' of an accessible entrance. Accessible parking shall be located on the shortest route to accessible pedestrian entrance of the parking facility (28 CFR Part 36.4.6.2).

Accessible parking spaces shall be at least 96" (2440mm) wide. Parked vehicle overhangs shall not reduce the clear width of an accessible route. Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 (2%) in all directions. However, where temporary accessible parking is located within a field or otherwise unpaved area, the spaces shall be located on the least sloping area of the parking lot (28 CFR Part 36.4.6.3).

Accessible parking spaces shall be designated as reserved by a sign showing the symbol of accessibility. Spaces shall have a uniform, paved, or hard-packed smooth surface. Temporary accessible parking shall have at minimum, a hard packed, smooth surface with a minimum amount of pooling water.

Accessible spaces must be marked by high contrast painted lines. Temporary accessible parking spaces must be easily identifiable, such as lined with field markings, paint, or field tape. Traffic cones or barrels may also be used.

If parking spaces are provided for visitors, then accessible spaces complying with 28 CFR Part 36. 4.6 shall be provided in each parking area in conformance with the table outlining the required minimum accessible spaces.

Total Parking in Lot	Required Minimum Accessible Spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2% of total
1001 and over	20, plus 1 for each 100 over 1000

Accessibility of Event Features

- For single user portable toilet units clustered in a single location, at least 5% but no less than one toilet unit shall be installed at each cluster whenever typical inaccessible units are provided (28 CFR 36.4.1.2).
- For stages and performing areas, an accessible route shall connect wheelchair seating locations with performing areas. If the listening system provided serves individual fixed seats, then such seats shall be located within a 50' (15m) viewing distance of the stage or playing area with a

complete view of the stage. Assistive listening systems are intended to augment standard public address and audio system by providing signals which may be received directly by persons with special receivers or their own hearing aids. The type of assistive listening system depends on the setting, program and intended audience (28 CFR 36.4.33).

- Information booths and service counters shall be from 28" to 34" (710mm to 865mm) and have a portion of the counter which is at least 36" (915mm) in length with a maximum height of 36" (915mm) above the ground or floor (28 CFR 36.7.2).
- Qualified interpreters, while not required to be certified, must be able to sign or convey communications effectively, accurately, and impartially.
- Service animals provide assistance to persons with disabilities in a number of ways, assisting individuals who are blind or have low vision and alerting individuals who are deaf or hard of hearing to the presence of people or sounds. They may also provide physical support to individuals with instability, balance, or mobility disabilities (28 CFR Part 35.104, 35.136, 36.104, 36.302).

DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks Permits

If your event will require the use of a public park or facility, you must obtain a **Parks Permit** provided by the Department of Public Works and Parks.

The information and regulations for Parks permitting is available on www.worcesterma.gov/parks/permits-licensing.

Street Closure/Street Obstruction Permit

If your event will require a street closure/obstruction for a road race, festival, block party, parade, closure of City sidewalks, use of street meters, or block City fire hydrants, you will need to obtain a **Street Closure Permit** or a **Street Obstruction Permit**.

All applications for a Street Closure/Obstruction Permit must include a sketch showing the location, extent of the closure/obstruction, alternate routing for pedestrians and vehicles, and an arrow pointing north. In the sketch, you must indicate the relationships to existing poles, trees, hydrants, traffic signals, nearest intersection, etc.

Depending on the layout of your street closure/obstruction plan, it may require Police Detail and Emergency Medical Services. Please work with the Worcester Police Department to ensure safety is maintained for the closure/obstruction.

Permits may be applied for online at www.worcesterma.viewpointcloud.com/categories/1079.

If your event has not filed for a Street Closure/Street obstruction permit in prior years, you must first submit a **New Contractor Application** with a Certificate of Insurance naming City of Worcester as the certificate holder, to meet the minimum requirements. A Street Closure and Street Obstruction Permit are applied for under the **DPW&P Engineering Permit** section.

A copy of the Street Closure Permit or Street Obstruction Permit should be attached to the Special Events Permit and on site during the event.

If your event will require rides, carnivals, tents, public dance floors, fencing, stages, body art and/or tattoos, electrical services/ generators, the sale of food, portable restrooms, or piped gas, you must obtain the appropriate permit from Inspectional Services.

Building Permit

In order to have rides, carnivals, tents, a public dance floor, fencing, a stage, or another type of temporary structure, you must obtain a **Building Permit**.

All applications for Building Permits must be accompanied by plans drawn to scale showing the location and dimensions of the lot to be built upon. Other information may be required if deemed necessary by the Director of Code Enforcement to determine compliance with the provisions of the Building Permit ordinances.

A Building Permit will be issued if the requirements of the Commonwealth of Massachusetts State Building Code and the City of Worcester Zoning Ordinance are met. A copy of the Building Permit provided by the Code Enforcement Division must be kept in view and protected from the weather on the site of operations. You must give the building official at least 24 hours' notice before starting work under a Building Permit.

Body Art Practitioner Permit

If your event will include the practice of body art and/or tattoos, you must obtain a **Body Art Practitioner Permit**.

To receive this permit, you must provide the original documentation of the following (no copies are accepted):

- Current CPR certification (Online course not acceptable)
- Current First Aid certification (Online course not acceptable)
- Current Bloodborne Pathogens certification
- Skin Course certificate of completion (one time only)
- Anatomy Course certificate for Piercers

Food Permit (Temporary)

If you will be selling, serving, giving away, or sampling food at your event, you must obtain a **Temporary Food Permit**. To ensure that safe and sanitary foods are served to the public, a Temporary Food Permit is based on the following conditions:

- You must have a current ServSafe Manager certification along with a current Allergen Awareness certification to apply for a temporary food permit.
- Food not prepared on-site must be prepared in a licensed commercial kitchen. Establishments not licensed by the City of Worcester will require a copy of their permit from the City/Town licensing the establishment.

- Food made in residential kitchens within the City of Worcester does not qualify for a temporary food permit.
- Your Temporary Food Permit must be displayed on site at your event.
- Only the foods listed on the Food Permit may be served.
- Foods must be obtained from an approved commercial source. Proof of the source such as boxes, receipts, etc. must be on site.
- All potentially hazardous foods such as chicken, meats, commercially pre-cooked sausages, hamburgers, prepared vegetables, must be maintained at either above 135 degrees Fahrenheit or below 41 degrees Fahrenheit.
- Only mechanical refrigeration or crushed/cubed ice is allowed as a cooling medium. Food may not come into contact with water or un-drained ice. Packaged foods may not be stored directly in ice if it is subject to the entry of water.
- All foods, drinks, and condiments must be handled and stored in a manner that prevents contamination such as using clean covered containers, storing equipment and food up off the ground, etc. Trash bags may not be used for food storage.
- Running water with liquid soap and disposable paper towels for hand washing must be available and set-up prior to food preparation. Bottled water with a pull-out spout is acceptable. Check with Inspectional Services for other acceptable methods.
- All food handlers must wash their hands after using the toilet facilities, smoking, eating, changing tasks, and changing gloves or when hands become contaminated. All wrist jewelry and adornments must be removed. Bare hands may not contact ready-to-eat foods. Utensils such as deli tissue, spatulas, tongs, latex gloves, etc. must be used. Bare-hand contact with foods that are not ready-to-eat must be minimal.
- All equipment, utensils, containers, etc. must be in clean and sanitary condition. Where there are no ware washing facilities obtainable, a spare set of work utensils must be available.
- All carts must be thoroughly pre-cleaned before set-up at the event.
- People handling the food shall wear clean outer garments, hair restraints, and utilize hygienic food practices.
- Vendors licensed to sell scooped ice cream must store scoops individually in each tub of ice cream or in clean water that is changed every 15 minutes.
- Smoking is prohibited within 10' of a cart or food storage area. Employees must wash their hands thoroughly with soap before returning to work.
- The premises shall be kept clean and garbage must be disposed of in an appropriate and sanitary manner.
- A stem type of thermometer that has been properly calibrated must be available for testing potentially hazardous foods on site. The thermometer must be cleaned and sanitized before and after use in a manner approved by the Inspectional Services Department. Refrigerated units must have thermometers.
- A labeled spray bottle of sanitizer prepared at the proper concentration must be on site and used on all food contact surfaces, utensils, etc. Proper concentrations should be determined with pH papers. The acceptable concentration is chlorine sanitizer 50-100 PPM.

Electrical Permit

If your event will require electricity, wiring, generators, or electrical services, you must obtain an **Electrical Permit**.

An Electrical Permit is required for electric power generating equipment of 50 KW and larger. Electrical

inspection is required on or before the date and time of your event. Keep in mind that Electrical Permits may take an extended amount of time to process. Rules regarding Electrical Permits may be found in the Massachusetts Electrical Code of the Board of Fire Prevention Regulations. The Massachusetts Electrical Code (MEC), 527 CMR 12.00 is available at www.mass.gov/doc/527-cmr-12-massachusetts-electrical-code-amendments/download.

Porta Potty Permit

If your event will require a porta potty/ non-permanent chemical toilet, you must obtain a **Porta Potty Permit**. Non-permanent chemical toilet shall be approved for use in the City of Worcester through an application to the Inspectional Services Department. The application shall be filled out in its entirety and returned to the Inspectional Services with the appropriate fee prior to placement.

Applications are subject to rejection or permits are subject to revocation if the nonpermanent chemical toilet is found to be in disrepair; in an unsanitary condition; in a location which would hinder proper service, maintenance, or removal; moved from the approved location or if in the opinion of the Commissioner of Inspectional Services may create or contribute to a public health nuisance or placed without prior approval of the Department.

Nonpermanent chemical toilets are to be placed on flat, solid, level ground. A nonpermanent chemical toilet must be evacuated every 7 to 8 days.

Plumbing Permit

If you will require piped gas for your event, you must obtain a **Plumbing Permit**.

The Inspectional Services Department may aid you in obtaining a Plumbing Permit from the Commonwealth of Massachusetts. To apply for a Plumbing Permit, you must include a copy of your license along with a copy of your Worker's Compensation Insurance documentation. All plumbing work and installations performed under the Plumbing Permit issued must be in compliance with the *Massachusetts State Plumbing Code and Chapter 142 of the General Laws*. The State Plumbing Code may be found at:

www.law.onecle.com/massachusetts/142/1.html.

LICENSE COMMISSION

If your event will have entertainment such as karaoke machines or live music, or will be selling alcohol, you must obtain the appropriate permit(s) from the License Commission, under the Division of Planning & Regulatory Service.

Entertainment License

Any person owning, managing, or controlling a concert, dance, exhibition, cabaret, or public show of any description on the premises of an event must obtain an **Entertainment License**. The permit may be accessed online at www.worcesterma.gov/uploads/84/7d/847d95caf60d80f05d0885940e9cc5c8/one-day-entertainment.pdf.

- All licenses prohibit minors from attending any public show at an event where there is nudity.
- Licenses may not be transferred or surrendered without the authority of the License Commission.
- Stock in a corporation shall not be transferred without permission from the Commission.
- Licensed entertainment must be confined to the licensed areas.
- All licenses must be posted under glass on the premises specified so they may be easily observed.
- The license is subject to inspection by the Police, the License Commission, the Public Health Department, the Building Department, and any other authorized agency of the City of Worcester.
- The premises must be kept clean, neat, and sanitary at all times in accordance with the Public Health Department's rules and regulations and other applicable laws.
- All signs and advertisements must be kept neat and dignified.
- No gambling is allowed on the premises.

Liquor License

The sale of beer, wine, or any other type of alcohol will require a **Liquor License**. The permit may be accessed online at www.worcesterma.gov/uploads/65/d4/65d4bd33639ba25fe2894057f4869ff9/one-day-multiple-event-license.pdf.

- Alcoholic beverages may only be sold or provided to people 21 years of age or older.
- All distribution of alcoholic beverages must be designated by trained event staff.
- The use of beer luges, drinking funnels, free pouring, etc. is prohibited.
- Commencement of alcoholic service shall not begin prior to the start time of the event. Last service shall be conducted no later than one-half hour prior to the end of the event.
- The license holder is responsible for resolving any problems associated with the event/and or issues of concern raised by neighbors.
- A management and security plan shall be included for your scheduled event and shall include the reason for the request for a Liquor License, as well as a description of the security measures that will be used.
- The security plan must show the location where the alcohol will be served.
- You must have a letter of permission to have alcohol on the premises from the owner of the location where the event will be held.

WORCESTER POLICE DEPARTMENT

If your event will have live animals, hawkers and peddlers, amplified sound and/or includes a road race or parade, you must obtain the appropriate permit(s) from the Police Department by contacting (508) 799 - 8600. Police Department Detail may be required based upon the anticipated crowd size and nature of the event.

Hawkers and Peddlers License

In order to sell merchandise at your event, you must obtain a **Hawkers and Peddlers License** from the Commonwealth of Massachusetts. This permit application may be accessed online at:

www.mass.gov/hawker-and-peddler.

To obtain a Hawklers and Peddlers License, complete the application and then take the application to the Police Department in the town or city in which you reside and have the Chief of Police sign the certificate of character as required by state law. The application may be returned to the Division of Standards Office of

Consumer Affairs and Business Regulation or mailed to the Director of Standards at 1 Ashburton Place, Rm 1115, Boston MA 02108.

Hawkers and peddlers rules and regulations in the City of Worcester are as follows:

- Hawkers and peddlers shall not sell foods, goods, or wares on Main Street between Foster and Federal Streets except during certain parades and other special occasions when special permission has been granted by License Board Investigators or the Worcester Police Department.
- Goods may not be sold on Federal, Chatham, Franklin, Front, Pleasant, Pearl, Mechanic, Elm, Maple, Foster, Exchange, Sudbury, or Central Streets within 20’ of the Main Street intersection except as provided for in the previous statement.
- Goods may not be sold upon private property without the written permission of the owner.
- Goods may not be sold upon the City of Worcester Parks land without written permission nor upon any property of the City of Worcester or the State of Massachusetts within the City of Worcester without permission of the responsible authority.

Parade Permit

If your event will include a parade of some sort, you must obtain a **Parade Permit** from the Police Department.

Permit to Exhibit, Raise, or Keep Animals or Birds

To keep or display animals at your event, you must obtain an **Animal Permit**. The permit may be accessed online at www.worcesterma.gov/police/permits-licensing.

Road Races

The City of Worcester has noticed a recent increase in the number of road races throughout the City. In an effort to ensure a successful event while also keeping businesses accessible and lucrative, we have listed three routes that have proven successful in the past:

- Indian Lake—Requires 2-3 Police Officers
- The Polar Park Race Route- Requires 13-15 Police Officers
- The Downtown Worcester Route—Requires 18 Police Officers

If interested in another route, please contact the Police Department with an alternative route plan and map, and they may provide you with the amount of officers required for your desired route.

The fee for sign postage of a road race/parade is \$200. The event organizer is responsible to take down all signage after the event.

Sound Permit

To use a sound truck or sound equipment on City streets, you must obtain a **Sound Permit**.

If your event will require the use of propane in amounts greater than 42 lbs., flame effects, cannon firing, or fireworks, you must contact the Worcester Fire Department for the appropriate permit at 508- 799-1822. Fire Department Detail may be required based upon the anticipated crowd size and nature of the event.

Cannon Firing

The firing of a cannon, whether live or blank fire, requires a permit from the Fire Department. Application shall be made at least 15 days prior to the proposed date of cannon firing.

Color Runs Using Powder

The Fire Department does not issue a permit for the use of colored powder during such events. However, please be advised of the following safety precautions regarding the use of colored powder:

- Do not use colored powders in enclosed spaces. Enclosed spaces may include tents, empty pools, or small enclosed stadiums. The enclosure of a space may contain the colored powder in a concentration that could possibly generate an explosive dust cloud.
- Do not allow the presence of nearby ignition sources. Since colored powders are combustible, limiting smoking areas, stage lighting and other electrical or gas-powered equipment to a powder-free zone will reduce the possible exposure of combustible dust to a source of ignition.
- Do not allow the projection of colored powders over a crowd through cannons or other powered means. Using a cannon or other powered (electrically or pneumatically) device to spread the colored powders increases the risk of suspending the powder in the air in a concentration susceptible to combustion.
- Where possible, use powders that contain non-combustible additives, such as sodium bicarbonate, that may reduce the hazard.

Dumpster Permit

To have a rubbish container on site that is emptied by mechanical assistance, the event coordinator must obtain a **Dumpster Permit**. This permit may be accessed online at www.worcesterma.gov/uploads/c7/54/c7548cd4e69a63e8e79f0133d445165d/dumpster-app.pdf.

No permit is required for containers which are delivered to the location and removed in the course of a single business day.

Dumpster Permits must state the location, name, and telephone number of the company or person who may be reached in an emergency. All container units that may be moved without mechanical assistance shall be emptied and the contents properly stored in a waste storage room at the end of each rubbish collection cycle. Combustible rubbish may not be kept in a building for more than 24 hours unless in a waste storage room. If placed upon a public street, a separate permit for doing so must be obtained from the DPW&P.

Fireworks Permit

A permit for a supervised display of fireworks is issued through the State Fire Marshal's Office in conjunction with the Worcester Fire Department. The application and required documentation must be submitted at least 20 days in advance of the proposed date of display. The permit may be accessed online at www.mass.gov/doc/fp-027-applicationpermit-for-supervised-display-of-fireworks/download?_ga=2.178255916.863431811.1675964559-1763855262.1671556629.

Food Trucks

All food trucks shall bear a current inspection sticker issued by the City of Worcester. If a food truck is not permitted with the City of Worcester, they must obtain a Temporary Mobile Food Permit through the Inspectional Services Department. There shall be a minimum separation distance of 10' between all food trucks as well as those vendors performing cooking.

Generator Safety

A permit from the Fire Department is not required for the use of a portable generator. However, once started, portable generators must be capable of running continuously, without refueling, for the entire length of the event if the event is open to the public. Refueling a hot, portable generator, or the storage of fuel on site, shall not be permitted. Exceptions may be granted with onsite Fire Detail approval and presence. All generators shall be located away from the public and public pathways with a barrier installed around every generator to prevent persons from tampering with electrical cords and to prevent persons from coming in contact with hot equipment.

Propane Storage Permits

To use gas grills and/or propane tanks greater than 42 lbs., you must obtain a **Propane Storage Permit**. However, no permit shall be required to make a connection in the replacement of a portable container, or the filling of a stationary container. The use of a charcoal grill does NOT require an additional permit from the Fire Department. Vendors shall not be allowed to store and/or use more than 200 lbs. of propane in a single location, unless approved by the Fire Department.

Special Effects Before a Proximate Audience

A permit may be issued for the use of flame effects as long as the presentation complies with the provisions of NFPA 160. Due to the regulations governing these performances, please contact the Fire Department at least 15 days in advance to determine whether or not approval will be granted.

EXPRESSIVE EVENTS OF A TIME-SENSITIVE NATURE

“Expressive Event of a Time-Sensitive Nature” (“Event”) shall mean any spontaneously-planned event in response to a recent occurrence, including but not limited to rallies, protests, or vigils addressing current political, religious, or social issues, when the organizers could not have reasonably anticipated their need for such event in advance of the permitting timeline established by the City’s Special Events regulations. The City provides an expedited permitting process to facilitate these events.

In the case of an Expressive Event of a Time-Sensitive Nature, the certificate of insurance shall be provided to the City before the scheduled commencement of the event. The City of Worcester requires that the Event Organizer provide a certificate of insurance evidencing coverage in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, and the applicable endorsement. Said certificate shall name the City of Worcester as additional insured, and shall identify the certificate holder as: City Manager, City of Worcester, 455 Main Street, Worcester, MA 01608.

No person or entity shall conduct or hold a demonstration, protest, vigil, or other Expressive Event of a Time-Sensitive Nature on City Property where the anticipated attendance is expected to exceed 50 participants, without first obtaining a permit from the City.

The application must be filled out completely and signed and dated by the applicant. If the event is sponsored or produced by an entity, a person legally authorized to bind the entity must sign the application.

If any of the submitted information changes after submission of an application, the applicant must immediately provide the City with any information that will amend, supplement or change any of the information originally provided in the application.

The City may condition the issuance of an Expressive Event Permit by imposing reasonable requirements concerning the time, place, and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic.

Such conditions may include but are not limited to:

- Alteration of the date, time, route, or location of the event proposed on the Event Application
- Conditions concerning the area of assembly and disbanding of an event occurring along a route
- Conditions concerning accommodation of pedestrian or vehicular traffic, including restricting the event to only a portion of the street
- Requirements for the use of traffic cones or barricades
- Requirements for the provision of first aid or sanitary facilities
- Requirements for use of event monitors and providing notice of permit conditions to event participants
- Restriction on the number and type of vehicles, animals, or structures at the event
- Compliance with animal protection ordinances and laws
- Requirements for use of garbage containers, cleanup, and restoration of City Property
- Restrictions on the use of amplified sound
- Twenty-four-hour advance notice to residents and/or businesses regarding any activity which would require a street closure
- Pre-event street closure signage and detour sign and routing plan

Grounds for Denial of Application for Permit

The City will approve an application and grant a permit, unless there is a basis for denial of the application. The following grounds will constitute a sufficient basis for denial of an Application for an Event Permit:

- The application for a permit (including any required attachments and submissions) is incomplete;
- The application for a permit contains a material falsehood or misrepresentation;
- The applicant has not tendered the required application fee;
- The proposed demonstration conflicts or interferes with a previously scheduled, annual, or otherwise

regularly-held event or ceremony that is sponsored by or on behalf of the City or any other person or entity at the same City Property for the same date and time;

- A prior application for a permit for the same City Property and for the same date and time has been received, and a permit has been or will be granted to a different applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular City Property or part thereof;
- The property sought to be used for the Event is closed or partially closed for construction, renovations, or other reasons, and use of the City Property will pose a threat to the safety of participants or will impose an adverse impact upon the natural environment of the City Property;
- The Event will substantially or unnecessarily interfere with traffic in the area contiguous to the activity, and will unreasonably disrupt movement or circulation of vehicular or pedestrian traffic, unless there are readily available at the time of the proposed Event sufficient City resources to mitigate any interference or disruption;
- There are unavailable at the time of the Event a sufficient number of police officers to police and protect lawful participants in the Event and non-participants from traffic related hazards in light of the other demands for police protection at the time of the proposed Event;
- the concentration of persons, vehicles, or things at the assembly and disbanding areas and along the route of the Event will prevent proper fire and police protection or Emergency Medical Service;
- the proposed route of any march or parade to be conducted in connection with such Event will proceed in a direction that is opposite of the normal flow of vehicular traffic on such route, unless the direction of the march or parade, or the location thereof, was inextricably intertwined with the purpose of the Event;
- The City Property cannot safely accommodate the expected number of participants in the Event without an unduly adverse impact upon the natural environment of the City Property;
- The Event cannot reasonably be accommodated with the customary recreational and other uses and policies attendant to the City Property, e.g., a neighborhood park;
- The Event for which the applicant has requested the provision of services from the City will place an undue burden on the personnel resources of the City;
- The Event will have an unduly adverse impact on the landscaping, planting, or natural environment of the City Property;
- The Event will have an unduly adverse impact on the public health or safety of the applicant, other users of the City Property, City employees, or the public (e.g., the Event will unreasonably interfere with the movement or service capability of police vehicles, fire-fighting equipment, or Emergency Medical or Ambulance Services);
- The Event will unreasonably interfere with the customary functions and uses of, and ingress and egress to and from, buildings that are immediately adjacent to the City Property;
- The applicant, or the person on whose behalf the application for a permit was made, has on prior occasions damaged City Property and has not paid in full for such damage;
- The applicant, or the person on whose behalf the application for a permit was made, has not reimbursed the City for requested City personnel or requested City equipment utilized in connection with a previously issued permit;
- The Event is prohibited by law, including applicable City ordinances and regulations;
- The City Property requested is a limited public forum and the expressive activities of the Event do not fall within the designated category of expressive activities for which the limited public forum has been opened;
- The City Property requested is a non-public forum that has not been opened for expressive activity to the general public; and/or
- The application is sought for an event more appropriately covered by the City's "Special Events Policy" or an event does not satisfy definition of Expressive Event of a Time Sensitive Nature.

REQUEST TO DISPLAY A CULTURAL FLAG AT CITY HALL

The City of Worcester is a diverse community with residents of different cultural backgrounds from around the world. As such, we recognize that the raising and displaying of cultural flags enhances public awareness of this fact and expresses respect to all members of our community.

The City of Worcester wishes to ensure that the displaying of cultural flags is exercised in a consistent and appropriate manner. Therefore, consideration for approval will be on a **first come first served basis**. The City of Worcester Human Rights Policy will guide decision making for granting the display of cultural flags.

Flags are typically **displayed for a one-day period**. Flags must be dropped off in City Hall Room 101 no later than two (2) days prior to date requested to be raised and picked up within two (2) days after being displayed. Requests to display a cultural flag must be made at least two (2) weeks in advance of the date it is to be raised and not greater than one year. Requests may be submitted online at www.worcesterma.gov/human-rights/cultural-flags.

PERMIT FEE SCHEDULE

Type of Permit	Permit Fee	Inspection Status	Department
Parks Permit	\$250 (Up to Four (4) Hours/ Park) - 8:00 AM—6:00 PM* *A discount of up to 50% will be given to City of Worcester residents (discount does not apply to staff fee)	No inspection required	DPW/ Parks
Parks Staff Fee	\$60 / Hour / Staff member *Minimum of 4 hours / per event / per day	No inspection required	DPW/ Parks
Street Closure / Obstruction Permit	\$156	Pre and post inspection required	DPW&P Engineering
Parking Signage	\$200		Department of Transportation & Mobility
Event Parking Meter, Garage, Lot Rentals	\$500 Municipal Lot \$500 Municipal Garage per Level \$25/day Street- Parking per space		Department of Transportation & Mobility
Building Permit	\$12 (per \$1000 of construction cost of the tent rental and set up cost) General Building Permit fee \$100 Minimum	City and State inspection required	Inspectional Services
Body Art Practitioner Permit	\$100	Inspection required	Inspectional Services
Electrical Permit	\$110 Temporary Show Permit \$220 After hours inspections fee	Inspection required	Inspectional Services
Food Permit	\$0 Farm Stand (Defined by the State as: Unprocessed fruits and vegetables, eggs, honey and maple syrup) \$25 Farmers' Market with retail Seasonal (Semi-Annual) (May include pie, cakes, cookies, breads etc.) \$50 Farmers' Market with Food Preparation (Annual)	Inspection required	Inspectional Services
Temporary Food Permit	\$60 Temporary Food Permit for 1-15 consecutive days \$195 Temporary Food Permit for over 15 days	Inspection required	Inspectional Services
Food Permit (Bundle)* *(Bundle rate eligible to non-profits at discretion of	\$150—1-12 Vendors \$300—13-24 Vendors \$500—25+ Vendors	Inspection required	Inspectional Services

Inspectional Services)			
Porta Potty Permit	\$30 per unit \$85 Three (3) or more per location and up to ten (10) \$15 per unit over ten (10)	Inspection required	Inspectional Services
Plumbing Permit	\$125 + \$15 per each additional fixture	Inspection required	Inspectional Services
Entertainment License	No fee Monday through Saturday, \$50 to City of Worcester and \$100 to Commonwealth of MA on Sundays	No inspection required	License Commission
Liquor License	\$100 per day	No inspection required	License Commission
Hawkers and Peddlers Permit	\$62	Inspection required	Police
Parade/Walk/Race Permit	\$5	No inspection required	Police
Permit to Exhibit, Raise, or Keep Animals or Birds	\$50	Inspection required	Police
Police Detail	\$60/hour per officer with a 4 Hour Minimum	No inspection required	Police
Sound Permit	\$5	No inspection required	Police
Dumpster Permit	\$25 for one dumpster and \$10 for each additional container	Inspection required for more than one day use	Fire
Fireworks Permit	\$50 plus additional charges if overtime is incurred	Day before and of event inspection	Fire
Propane Storage	\$25	Inspection required one week prior to event	Fire

CONTACT INFORMATION

For your reference, the following is a list of contacts you may need in acquiring all necessary permitting for your event. For the Special Event Committee, please contact specialevents@worcesterma.gov.

Accessibility Division – ADA Coordinator

455 Main Street, Room 101
Worcester, MA, 01608
Phone: (508) 799-1152
disabilities@worcesterma.gov

Cultural Development Department

455 Main Street, Room 409
Worcester, MA, 01608
Phone: (508) 799-1400
Fax: (508) 799-1406
culture@worcesterma.gov

Department of Public Facilities

50 Officer Manny Familia Way, Room 101
Worcester, MA 01605
Phone: (508) 799-8588
publicfacilities@worcesterma.gov

Department of Public Works

20 East Worcester Street
Worcester, MA, 01604
Phone: (508) 799-1450
Fax: (508)-799-1448
dpw@worcesterma.gov

Department of Public Works & P Engineering Division

20 East Worcester Street
Worcester, MA, 01604
Phone: (508) 929- 1300
311@worcesterma.gov

Department of Transportation and Mobility

76 East Worcester Street
Worcester, MA 01606
Phone: (508) – 929-1300
mobility@worcesterma.gov

Division of Emergency Communication

2 Coppage Drive
Worcester, MA, 01603
Phone: (508) 799-1400
Fax: (508) 799-1406
communications@worcesterma.gov

Division of Emergency Management

2 Coppage Drive
Worcester, MA, 01603
Phone: (508) 799-1840
Fax: (508) 799-1389
emergencymgt@worcesterma.gov

License Commission

455 Main St, Room 405
Worcester, MA 01608
Phone: (508) 799-1400
Fax: (508) 799-1406
planning@worcesterma.gov

Inspectional Services Department

25 Meade Street
Worcester MA, 01610
Phone, Food inquiries: (508)-799-1198 ext. 33030
Phone, Portable Toilets/Housing inquiries: (508)-799-1198 ext. 33012
Fax: (508) 799-8544
inspections@worcesterma.gov

Office of the City Manager

455 Main Street, Room 306
Worcester, MA, 01608
Phone: (508) 799-1175
Fax: (508) 799-1208
CityManager@worcesterma.gov

Parks Department

50 Officer Manny Familia Way
Worcester, MA, 01605
Phone: (508) 799-1190
Fax: (508) 799-1293
parks@worcesterma.gov

Public Health Department

25 Meade Street
Worcester, MA, 01610
Phone: (508) 799-8531
Fax: (508) 799-8572
health@worcesterma.gov

Worcester Police Department

9-11 Lincoln Square
Worcester, MA, 01608
Phone: (508) 799-8600
Fax: (508) 799-8680
wpd@worcesterma.gov

Worcester Fire Department

141 Grove Street
Worcester, MA, 01605
Phone: (508) 799-1821
Fax: (508) 799-1819
wfd@worcesterma.gov

Sample Event Map

Event Title – Event Date



- Stage
- Light Sculptures
- Trailers
- Programming
- Emergency Tent
- Vendors (Craft, Nonprofit & Sponsors)
- Portable Toilets
- Vehicles
- Fire Pit