



SPECIAL EVENT PERMIT APPLICATION

(To be posted or made available at event)

Return to: Board of Selectmen 1529 State Road, Richmond, MA 01254
 For questions or additional information, contact: 413-698-3882 or email:

townadmin@richmondma.org

Section 1:

Event Name: _____ Event Producer: _____

Primary Contact Information:

Primary Contact Name: _____ Fax: _____

Day Phone: _____ Cell Phone: _____

E-mail: _____ Website: _____

Event Information:

Starting Date: ____/____/____ Time: ____:____ M Ending Date: ____/____/____ Time: ____:____ M

Total attendance expected: _____ Rain plan: _____

Please describe the special features of the event within the “Summary of Event” and “Illustration/diagram” boxes provided on separate sheet.

List any streets to be closed for special event: _____

Section 2:

RELEASE/HOLD HARMLESS AGREEMENT *(REQUIRED FOR USE OF TOWN PROPERTY ONLY):*

I, _____, a representative from _____, does hereby acknowledge that in the course of its use of property owned by the Town of Richmond, namely _____ located at _____, Richmond, Massachusetts, for the purpose described above, and more particularly by virtue of the presence of its agents, servants, employees and invitees, (hereinafter collectively referred to as _____), in any manner whatsoever shall operate at its own risk on said property of the Town of Richmond.

For and in consideration of the use of _____, _____ does for itself and on behalf of its agents, servants, employees and invitees, hereby, jointly and severally, remise, release and forever discharge the Town, it's agents, servants and employees (hereinafter collectively referred to as the “Town”), of and from all debts, demands, actions, and any and all claims or demands whatsoever of any kind for damages or injuries to property or person, which may arise by virtue of _____ use of _____. _____ further agrees to defend and indemnify and hold harmless the Town from and against any claims of any nature whatsoever and the cost and expense, including, but not limited to, attorney fees and legal costs arising out of any claim in connection with its use of _____.

Said indemnification shall not include claims arising from intentional malfeasance by the agents or employees of the Town of Richmond.

Signed this _____ day of _____, 20____, on behalf of _____ by _____, its _____.

X _____ Date: ____/____/____
 Signature of the agent duly authorized by the Special Event Permit applicant to bind it.

OFFICIAL USE ONLY							
Building Inspections	Fire Department	Board of Selectmen	DPW	Board of Health	Licensing Board	Police Department	Other
						# of Officers	

Summary of Event

Diagram of set up (if applicable)