

TOWN OF WILBRAHAM

240 Springfield Street
Wilbraham, Massachusetts 01095



APPLICATION AND NOTICE FOR CHARITABLE OR NON-PROFIT EVENT

Please use the form for any charitable event held on private property in the outdoors when attendance is likely and expected to exceed 75 persons.

Please submit this application at least five weeks in advance of the event.

All events on town/public property require permission from the Board of Selectmen. Please use this form to request permission.

Selectmen review such events to anticipate impact on public safety (traffic, pedestrians).

Specific licensing may be required (see note below). Inspections by the Health Agent may be required.

Today's Date: _____

Group name: _____

Group address: _____

Person in charge: _____ Telephone and/or e-mail: _____

The event will take place at (Wilbraham location): _____

Date of event: _____ Rain date: _____ Hours (beginning and end): _____

Approx. number of participants (including staff): _____ Approx. number of spectators: _____

What (if any) charity will benefit from proceeds of this event? _____

NOTE: If the sponsor does not own or control this property, a letter of permission from the property owner may be requested by selectmen.

Describe the event, activities, location and program planned (attach a reference copy of promotional material or advertising): _____

Licensing is required for: temporary food service, entertainment (such as DJ, recorded music, live musicians), fireworks, temporary alcohol service, raffles or casino-type games, and carnival rides (including inflatable amusements). These activities require an application (available from Selectmen's Office) submitted at least three weeks in advance of event.

<p>Reviewed by the Board of Selectmen without objection on _____(date) and forwarded to the Wilbraham Police Department for action and review.</p> <p>Licensing required:</p>
