



# TOWN OF WILBRAHAM

240 Springfield Street  
Wilbraham, Massachusetts 01095

## REQUEST FOR REVIEW OF EVENT IN OUTDOORS (PRIVATE PROPERTY)

The purpose of this request is to review and anticipate impact on public safety (traffic, parking, pedestrians) and health, as well as additional licensing requirement. All requests are reviewed by the Board of Selectmen and forwarded to the appropriate public safety officials (police, fire, highway or health) for comment and requirements, such as police details or inspections by the Health Agent. Sponsors may be asked for additional information from any of the public safety departments.

**Please use the form for any public event is being planned on private property in the outdoors when attendance is likely and expected to exceed 75 persons.** Examples of private venues where events are sometimes held: Fountain Park, YMCA, church grounds, commercial and business parking lots, Pines Community Center.

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

Today's Date: \_\_\_\_\_

Group name: \_\_\_\_\_

Group address: \_\_\_\_\_

Person in charge: \_\_\_\_\_ Telephone and/or e-mail: \_\_\_\_\_

The event will take place at (Wilbraham location): \_\_\_\_\_

**NOTE: If the sponsor does not own or control this property, a letter of permission from the property owner may be requested by selectmen. Use of Public Property is a separate request.**

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? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by the Board of Selectmen on \_\_\_\_\_ (date) when permission for the use of public property was granted. Forwarded to Wilbraham public safety officials for action and review.  
Licensing required (submit separate application):

- Temporary food service
- One-day alcohol service
- One-time entertainment
- Other \_\_\_\_\_