



TOWN OF WILBRAHAM

240 Springfield Street
Wilbraham, Massachusetts 01095

REQUEST FOR USE OF PUBLIC PROPERTY FOR SPECIAL EVENTS Including roads and sidewalks for racing, parades or charity walking events

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 event is planned for public property. Public property includes roads, sidewalks, parks and public buildings such as Crane Park, Gazebo Park, Spec Pond (Recreation Dept does routine rentals), Bruer Pond, Town Offices, Recycling Center. Certain conservation land may require concurrence of the Conservation Commission (Rice Nature Preserve, McDonald Nature Preserve and Crane Hill).

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): _____

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

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

What (if any) charity or non-profit 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 without objection on _____ (date) and forwarded to the Wilbraham public safety officials for action and review.

Licensing required (submit separate application):

- Temporary food service
- One-day alcohol service
- One-time entertainment
- Other _____

GROUPS USING PUBLIC WAYS AND PUBLIC SIDEWALKS FOR RACING, PARADES, WALKING or similar events must adhere to the following:

- Contact the police department (596-3837) and speak to the Watch Commander the morning of the event.
- Must not deviate from the approved proposal and adhere to all requirements granted by the Board of Selectmen and/or the Chief of Police and/or the Department of Public Works

SIGNS

- Signs should be used to identify the event and the travel route.
- Must be large enough to be read easily by pedestrians, racing participants, and vehicle traffic. Police can recommend a sample sign.
- Should be placed on approved event route to inform public; suggested at start, finish, street and busy vehicle crossings.
- Must not be hinder public visibility.
- Please remove signs within 30 minutes of the conclusion of the event.

CROSSING MONITORS

- The group shall provide crossing monitors at locations where participants must cross a street, a busy parking lot, or driveway
- Must be 18 years of age or older
- Must not direct motor vehicle traffic
- Shall assist participants crossing streets, busy parking lots, and driveways
- Should have reflective outerwear or event apparel
- Should have some form of communication (two-way radios, mobile phone).