



# Special Event Checklist & Application

Town of Dennis 685 Route 134 South Dennis 02660

## Licensing Office

\$300 application fee must be submitted with this application and supporting documents to the Licensing Office at minimum 30 days prior to event. Subsequent fees may be required. **Please note: submittal of paperwork does not guarantee approval.** All complete applications will be considered at a Select Board hearing within 30 days of submission. Pending Select Board approval, a Location Licensing Agreement for use of Town Property may be required and additional fees may be levied. \*Annual Events do not require Select Board approval beyond the first year. **Incomplete applications will not be considered.**

### CHECKLIST: PLEASE SUBMIT EACH ITEM WITH YOUR APPLICATION

<input type="checkbox"/>	Application filed with the Town of Dennis	<i>This must be submitted to the Town of Dennis Licensing Office, a minimum of thirty (30) days prior to the proposed event</i>
<input type="checkbox"/>	Letter of Intent	<i>A letter to the Dennis Select Board summarizing the project</i>
<input type="checkbox"/>	Event Schedule	<i>A schedule (timeline) of proposed event</i>
<input type="checkbox"/>	Submitted Proof of Insurance Form. The following name and address should appear on the certificate of insurance: Town of Dennis 685 Rt. 134 S. Dennis MA 02660	<i>Certificate of Insurance, in an amount of \$1,000,000 minimum per instance of claim, for general liability for the duration of the event, with the "Town of Dennis" listed as additional insured</i>  <b>Certificates can be emailed to: <a href="mailto:krace@town.dennis.ma.us">krace@town.dennis.ma.us</a> or mailed to the Town of Dennis, Attention: Licensing Office.</b>
<input type="checkbox"/>	Application Fee	<i>\$300 check made to the Town of Dennis or online payment</i>
<input type="checkbox"/>	Traffic Management Plan	<i>A summary of all traffic management and parking plans</i>
<input type="checkbox"/>	Department of Public Works <input type="checkbox"/> services required <input type="checkbox"/> no services required	<i>Services may include trash barrels, access to electricity sources, barricades for road closures, etc. If services are required you <u>must</u> list all services on pg. 2</i>
	<u>The following are only applicable in certain circumstances.</u>	
<input type="checkbox"/>	Proof of Non-profit status	<i>Required to qualify for reduced application fee</i>
<input type="checkbox"/>	Police Detail	<i>This will be required when a police officer presence is necessary for management of street closures, traffic, security, etc. Call the Dennis Police Department at 508-394-1314 to determine if a detail is necessary. Fees apply</i>
<input type="checkbox"/>	Natural Resources Approval	<i>This may be required if event takes place in conservation or sensitive areas. *Approval from Department of Environmental Protection and MassWildlife may apply</i>
<input type="checkbox"/>	Use of Sesuit Harbor and Bass River	<i>Required when using property under the jurisdiction of the Harbormaster. Fees may apply</i>
<input type="checkbox"/>	Fire Department Services	<i>Required when fire and ambulance detail, use of fireworks, etc. are proposed. Fees may apply</i>
<input type="checkbox"/>	Health Department Approval	<i>Required when providing any food service. Fees may apply</i>
<input type="checkbox"/>	Building Department Approval	<i>Required when tent(s) will be on site</i>



**Internal Use Only:**

**Dennis Police Department**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**Dennis Fire Department**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**Beach & Recreation (when necessary)**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**Dept. of Public Works**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**Natural Resources Dept. (when necessary)**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**Council on Aging (when necessary)**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**Dennis Select Board**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_