

Town of Harvard

Large Scale Events

Approved by the Board of Selectman: March 24, 2015

Last Update: March 24, 2015

1. **Introduction:** The Town of Harvard is pleased to welcome a variety of events, from community festivals to concerts and athletic competitions. It is the goal of the Town to work with event managers and organizers to ensure that the events taking place in our community are safe and successful, while minimizing the impact on our residents and businesses. In order to achieve these goals, the Town maintains a calendar.
2. **Definition:** A Large Scale Event (LSE) is any organized activity, with 100 or more expected participants, occurring upon public or private property that affects the ordinary use of public property such as parks, playgrounds, fields, buildings, streets or the street's right-of-way. Events may include festivals, fairs, concerts, holiday celebrations, parades, athletic tournaments, road races, etc.
 - a. Private events, such as wedding receptions, church hosted events or graduation celebrations, occurring on private property that only require use of public property for parking, are not considered an LSE. Depending upon the nature of these private events, other permits such as an Entertainment License may be required.
 - b. Individuals or organizations wishing to hold events on public property, or on private property but with an impact on the ordinary use of public property, as described above, must have their event placed on the calendar which is described below. Event sponsors should submit a request to have their event included on the calendar at least 90 days before the event.
3. **LSE Calendar:** The LSE calendar serves as both the method to approve scheduling the event and to provide information to our residents about the event. It consists of two sections.
 - a. A monthly display showing all scheduled events for the next twelve months. This will be displayed on the town's website.
 - b. The Application & Requirement Sheet (ARS) for each event which shows pertinent information about the event and lists all requirements for the event to be placed upon the calendar. Included in the ARS are:
 - i. Contact information for the event organizer (entity/individual name/phone numbers).
 - ii. Details of the event including expected participants
 - iii. A Schedule of Events along with requested dates. Indicate if this will be an annual event and provide expected future dates (i.e. Columbus Day Weekend, third Saturday in August).
 - iv. A Site Plan (for a road race or walk, provide a map of the route) which shows the location of the event and also shows (as applicable).
 1. Location of trash receptacles and/or dumpsters.
 2. Location of temporary toilet facilities.
 3. Accessible routes for the disabled.
 4. Location(s), size, and number of any tents, trailers, or temporary structures.
 5. Proposed parking, including how you will handle overflow parking.
 - v. Any proposed road closures.

4. **Procedures and Policies:** The following describes how the LSE program is administered and explains the policies established by the Board of Selectmen.
- a. In order to achieve a balance between event scheduling and the impact on our residents, events affecting the same area of town will not normally be added to the on the calendar more than twice in a three week period. Preference will generally be given based upon the degree of benefit to the general public and in the following order:
 - i. Traditionally scheduled Harvard community events such as the Apple Blossom Festival, Fall Festival and Flea Market.
 - ii. Events held to raise funds for charitable purposes.
 - iii. Events held by other non-profit entities.
 - iv. Other events (must be organized by or consist of mostly Harvard residents).
 - b. The Town will deny permission for any event based on a finding that the organizer has not provided reasonable safeguards, adequate to protect the safety and welfare of event participants, bystanders, and the general public. In addition to safety and welfare concerns, the Town reserves the right to deny an event request based on conflicts with other events/activities, and any other reason that it deems in the best interest of the public.
 - c. It is the responsibility of each event organizer to comply with all General Requirements and the Specific Requirements listed in the ARS. The Town Police, Fire, or other staff so designated by the Town Administrator may require that a resident, event employee, or participant leave any park or public facility for failure to comply with the requirements listed in the ARS.
 - d. Depending upon the event, additional permits may be required by Town departments. These may include permits for temporary food preparation, entertainment licenses, and raffle licensing.
 - e. The Town Administrator will prepare and maintain the ARS form, which must be used for all applications.
 - f. Applications will be acted on by the Board of Selectmen within 30 days of submission.
 - g. Each LSE currently on the calendar will be reviewed annually in November or December by the Board of Selectmen. The review will encompass any necessary changes to the ARS and determine if the event will remain on the calendar. Normally, no action (other than indicating a desire to remain on the calendar) will be required of event organizers.
 - h. LSE's that have been scheduled for two consecutive years prior to adoption of this policy will be automatically be placed on the LSE calendar. The Town Administrator with assistance from the organizers of these events will prepare an ARS for each event prior to the first annual LSE review.
5. **General Requirements:** The following requirements apply to each LSE.
- a. All event organizers must provide a Certificate of Insurance in the minimum amount of \$1M for commercial general liability as a precondition for conducting the event. The Certificate of Insurance must include all coverage deemed necessary for the event, as specified by the Town and Town Attorney, including an indemnification and hold harmless clause. The Certificate of Insurance must name the Town as an additional insured on all applicable policies. This must be submitted to the Town Administrator's office no later than **10 business days** prior to the event. The event will not be allowed without the submission of a Certificate of Insurance which is valid for the duration of the event.
 - b. Event activities are prohibited before 9:00 a.m. and after 11:00 p.m. in residential areas. Hours may be modified to ensure the harmony of the neighborhood. Loudspeakers, amplified music,

bullhorn, or public address systems during event hours are strictly regulated and are part of the Entertainment License permit.

- c. Trash must be disposed of in approved containers; daily trash pickup and disposal is required. The applicant must clean the right-of-way or any public property of rubbish, returning it to its pre-event condition at the conclusion of the event. The event organizer may be required to arrange with the Department of Public Works for trash pickup and disposal, and to pay all costs associated with this requirement. If the applicant fails to clean up trash within the specified period, cleanup will be arranged by the Town and all costs will be charged to the applicant.
 - d. Alcohol is prohibited on all Town of Harvard public property, including parks, playgrounds, beaches, and fields.
 - e. Permits are not required for temporary signs, but must conform to the Town's sign by-laws. No signs may be affixed to street fixtures. All signs must be removed within 48 hours after the event is over.
 - f. Parking is permitted in designated areas only. The Police Department will provide signage for posting as required in the ARS. Signs may be picked up the day before the event, and must be returned at the completion of the event. The Police and Fire Department require that all entries, exits, and fire lanes be maintained.
6. **Specific Requirements:** Depending upon the nature and/or the scope of the event, additional specific items may be required of the event organizer. These will be listed on the ARS.
- a. Entertainment License. *If required, this must be separately approved by the Board of Selectmen.*
 - b. Tents and/or trailers. These require and inspection from the Fire Department. Appropriate fire extinguishers must be on-site., No smoking, fireworks, or open flames will be permitted in any tent or trailer.
 - c. Fireworks. These are not permitted without the prior approval of the Town's Fire Department and require a Fire Department detail.
 - d. Temporary toilet facilities which must be cleaned daily.
 - e. Police officers to provide for security and/or traffic control. This will be determined by the Chief of Police. *Only Police Officers or Traffic Detail Officers may direct traffic on town streets.*
 - f. Provisions for first aid and medical personnel, including but not limited to the Town of Harvard Ambulance Service.
 - g. A permit to serve food (if food will be served or sold at the event). *Contact the Board of Health to discuss specific food and beverage regulations.*
 - h. Other. Any items specific to the event that may be necessary will be included.