

Brandon Fitts, CTRS, CPRP  
Acting Recreation Director



Cortney Eldridge, Chair  
Paul Cowing, Vice Chair  
Anthony Ferrante  
David Kane  
David Lind  
Melissa Hart  
Anne Helgan  
Theresa O'Connor  
Steven Colello

**SPECIAL EVENT REQUEST**

**For one time events**

**\*For all gatherings over 50 people, permit will require approval by Recreation Commission\***  
**Belmont Public School groups excluded**

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

**Contact Name:** \_\_\_\_\_ **Organization Name:** \_\_\_\_\_

**Phone (C):** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Day:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Set up Time:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_ **Break Down:** \_\_\_\_\_

**Site Requested:** \_\_\_\_\_ **Area at Site Requested:** \_\_\_\_\_

**Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will food be on site?** Yes No **Please list all food:** \_\_\_\_\_

**Fees:**

Category	Group	Rate
Special Event	Belmont Resident/Organization	\$25/hr
Special Event	Non-Belmont Resident/Organizations	\$35/hr
Special Event	Private or for profit camps/groups	\$60/hr
Special Event	Local Private Schools	\$25/hr

**Additional Requirements/Fees:**

- Site is permitted as is. Groups are responsible for cleanup of the site including trash. If your event needs support from Public Works additional fees will be required and billed per hour (minimum 4 hrs).
- For groups over 100 people a police detail may be required, if your group is required to get a police detail you must set this up with the police department before you will receive a permit.

*Revised 3.17.2022*



- If you will be having prepared food at your event you must contact the Board of Health to get the appropriate food permit.
- If you intend on having an entertainer/vendor/business/contractor coming to provide entertainment at your event, a copy of their certificate of insurance naming the Town of Belmont as “additionally insured” must be submitted to the Recreation Department prior to your event.

By signing below I acknowledge and accept the rules and regulations (back) responsibilities for this permit and I agree to release, indemnify, and hold harmless the Town of Belmont from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind which may arise out of, or is in any manner connected with, the above-described activity.

\_\_\_\_\_  
(Signature of Responsible Party)

\_\_\_\_\_  
(Date)

### **RULES AND REGULATIONS FOR PARKS**

#### **Parks are open from 5:00am-9:00pm**

- If frost or wet conditions are present, use should be suspended to prevent damage to the fields.
- Glass containers and littering is prohibited
- Use proper receptacles, do not over stuff barrels
- Bulk trash should be removed by user

#### **Permitted Groups**

- Permits can be secured with the Recreation Department
- Permit holders should have permit at site during use
- Permit holders must adhere to locations and times issued
- Permit holders are responsible for ensuring area is neat and clean after use

#### **Off-leash**

- Permits are required annually and can be obtained at the Recreation Office
- Owners are responsible for supplying dog waste bags, pick-ing up and proper disposal
- Dogs should not be off-leash within 50’ of playground equipment
- Dogs should not be in playgrounds

#### **Off-leash hours are suspended when:**

- A permitted group is using field
- DPW/Contractors are working on the field
- Fields are saturated with water
- When school is in session

#### **Dogs should be removed from the field if:**

- They are digging in the field
- There is excessive barking
- They are aggressive to others