

SPECIAL EVENT PERMIT APPLICATION



CONTACT INFORMATION

Contact Name	Organization (if applicable)	Profit / Non-Profit**
Position / Title	Website Address	
Address		
Home Phone	Cell Phone	Email Address
Additional Contact	Phone	Email Address

TYPE OF USAGE

EVENT TYPE (Please Specify) _____

LOCATION REQUESTED (Please Specify) _____

DATE OF EVENT _____ **TIME** _____

Number of Participants _____ Number of Spectators _____ Number of Cars/Busses _____

	Yes	No
Entertainment?		
Electricity needed?		
Water needed?		

	Yes	No
Fundraiser?		
Concession for sale?		
Fee charged for event?		

Additional Comments:

Please attach to the Special Events Application:

- Open Flame Permit, if applicable
- Parking Plan, if applicable
- Certificate of Insurance with the "Town of Brookline" listed as additional insured (Mandatory with use of Caterer or Entertainment)
- Non-profit in Brookline / 501 c(3) Certificate, if applicable (Mandatory to receive reduced fee)

Please note: Inflatable equipment (bouncy apparatus, etc) is NOT allowed.

Brookline Recreation Department
133 Eliot Street, Brookline MA 02467
Phone (617)730 2069 / Fax (617)879 0774
Email recreation@brooklinema.gov