



# Town of Barnstable

## Special Events Requirements

### Town Manager's Office

- Submit a Use of Town Property Application
- All Special Events applications should be submitted no later than 45 days prior to the event set-up date.
- All Special Events expecting more than 1,000 people must apply no later than 90 days prior to the anticipated event set-up date.
- **Contact:** [grayce.rogers@town.barnstable.ma.us](mailto:grayce.rogers@town.barnstable.ma.us)
- **Application:** <https://barnstablema.portal.opengov.com/categories/1096>

### Building

- Signs – All signs on display require sign registrations for special events.
- Tents – If you are using a tent you may be required to obtain a tent permit. You will need to upload the dimensions of each tent, show on a site plan or town map where they are going to be placed and indicate if there will be sides to any of the tents proposed.
- Inflatables – If you are using an inflatable for your event, a building permit may be required. You will need to upload to your special event application the specification of each inflatable you intend to use so that we can assess any permitting requirements.
- Liquid propane – If your event uses liquid propane that is 40 lbs or greater, a gas permit is required along with all required inspections (you will need to contact the gas inspector directly to obtain the required inspections (Gas Inspector Robert Duffy 508-862-4028 or Gas Inspector Stephen O'Donnell 508-862-4040).
- **Contact:** [sally.shea@town.barnstable.ma.us](mailto:sally.shea@town.barnstable.ma.us)
- **Applications:** <https://barnstablema.portal.opengov.com/categories/1083>

### Health

- For any events serving food, a temporary food service application must be submitted prior to the event.
- For events involving food caterers/trucks (menu and company) must be approved by the Health division prior to the event.
- Food Caterers/managers must submit Food Protection Manager and allergy certifications.
- For any events requiring portable toilets, the Health Division must be informed how many attendees there will be, the number of portable toilets, and where toilets will be located.
- Please, apply **30 – 60 days prior to the event** if the event needs to appear before the Board of Health.
- **Contact:** [dianna.bellaire@town.barnstable.ma.us](mailto:dianna.bellaire@town.barnstable.ma.us)
- **Applications:** <https://barnstablema.portal.opengov.com/categories/1084>

### Licensing

- For events involving entertainment, a Special One Day License will be required if there is an admission fee to the event.
- For events involving alcohol, a special alcohol license will be required.
- **Contact:** [erin.logan@town.barnstable.ma.us](mailto:erin.logan@town.barnstable.ma.us)
- **Applications:** <https://barnstablema.portal.opengov.com/categories/1090>

### Department of Public Works – Structures and Grounds

- If you require a vehicle to be on Town properties, you must contact DPW structures and grounds for approval.
- If you are using tents, they must be held down with sandbags or water bags. **No stakes allowed.**
- We do not provide electrical drops anymore – please, contact DPW Structures & Grounds with specific needs.
- **Comfort Stations are closed from December 31<sup>st</sup> to April 13<sup>th</sup>.**
- The Town does not provide dumpsters for events.
- **Contact: [sgoffice@town.barnstable.ma.us](mailto:sgoffice@town.barnstable.ma.us) or call the office at 508-790-6320**

### Department of Public Works – Highway

- If the event requires a road closure, please inform the Highway Division.
- If the event requires barricades, please inform the division how many are needed.
- If the event requires cones, please inform the division of how many are needed.
  - **Contact: [sean.jones@town.barnstable.ma.us](mailto:sean.jones@town.barnstable.ma.us) or call the office at 508-790-6330**

### Parking

- Contact the Parking Management office if you would like to request parking passes for your event.
- Please, contact Parking Management for information regarding parking locations and rules/regulations.
- **Contact: [peter.bertling@town.barnstable.ma.us](mailto:peter.bertling@town.barnstable.ma.us) or call the office at 508-862-4673**

### Fire

- The size and scope of the event may dictate the need for the following items:
  - Fire Department details.
  - A scheduled inspection prior to the event.
  - Permits for storage of flammable/combustibles materials. (I.E. Propane)
  - Permits for open flames and/or permission from insurance providers.
  - Fire Department apparatus access requirements.
- **Contact your village fire department for further assistance.**
- Hyannis Fire Department – [fireprevention@hyannisfire.org](mailto:fireprevention@hyannisfire.org)
- COMM fire Department- [SLehane@commfiredistrict.com](mailto:SLehane@commfiredistrict.com)
- Barnstable Fire Department- [kbrailey@barnstablefire.org](mailto:kbrailey@barnstablefire.org)
- Cotuit Fire Department- [sbrown@cotuitfire.org](mailto:sbrown@cotuitfire.org)
- West Barnstable Fire Department- [fireprevention@westbarnstablefire.com](mailto:fireprevention@westbarnstablefire.com)

### Police

- The Police department will connect with event organizers to determine police details requirements.
- Must consult regarding traffic / crowd control plans, or road closures.
- **Contact: [perryt@barnstablepolice.com](mailto:perryt@barnstablepolice.com)**