



Barnstable Municipal Airport

Airport Manager ■ 480 Barnstable Road, Hyannis MA 02601

Office: 508-775-2020 Fax: 508-775-0453

APPLICATION FORM USE OF PROPERTY FOR EVENTS

- The application must be on file in the Airport Manager's Office at least sixty (60) days prior to event.
- Then you must obtain various approvals/permits/licenses. You may be required to leave application at various Departments' to wait for appropriate signature.
- This application must be complete/all signatures or attached permits prior to delivery to the Airport Manager's office ten (10) days prior to scheduled date of event.

Date of application: _____
Fee amount: \$50.00 per request*: Total paid: _____ YES (ck# _____ OR _____ cash) _____ NO

1. CALL AIRPORT MANAGER'S OFFICE TO TENTATIVELY RESERVE DATE OF EVENT-CHECK AVAILABILITY

Request for: _____ Conference Room _____ Portion of Terminal _____ Entire Terminal
_____ Exterior(tent _____ Tenant Building Location _____ Other (please specify): _____

Certain facilities may require additional fees for services by Barnstable Police Department (BPD) depending on location, use of staff & size of event. The fees will be determined by BPD and paid directly to that department.

2. Name of Event: _____

Day/Date of Event: _____ Rain date: _____

3. Name of Sponsoring Organization: _____

Mailing and physical address: _____

4. Contact person: _____ Phone: _____

5. Person in charge DAY OF EVENT: _____ Cell phone: _____

6. Set up time: _____ Actual event start and end time: _____ Clean up time: _____

7. Estimated number of volunteers/participants: _____

Estimated number of spectators: _____

>>POLICE DEPT will determine if extra detail necessary.

8. Admission fee/registration charged to participants? _____No If yes: Amount: _____

Will there be food or craft vendors at event? _____Yes _____No

>>If yes, indicate the number of vendors and type (food/merchandise/etc):

>>Will there be merchandise available for sale? _____Yes _____No _____N/A

Vendors need to complete application for special licenses at the Licensing Division-200 Main Street, Hyannis.

9. Map attached (REQUIRED) for event location/set up.

10. Food prepared/served at event? _____Yes _____No **You will need to apply for a Temporary Food Service Permit with the Town of Barnstable Health Department.**

>>If yes, will there be cooking/heating involved? _____Yes _____No

11. Beer/Wine served at event? _____Yes _____No **You will need to apply for a special license with the Town of Barnstable Licensing Division.**

>>If yes, we will need copy of server certification and specific location of service? _____Yes _____No

C:\Users\15079\Dropbox (The Quotient Group)\The Quotient Group Team
Folder\Airports\HYA\Airport Documents\Event Application.doc

TENTS. STRUCTURES. ENTERTAINMENT DEVICES * Attach map for layout of event including structure placement

You will need to apply for a tent permit from the Town of Barnstable Building Department. This can be done online through the Town of Barnstable Online Permit Center.

The Airport Manager must pre-approve the size and location of the tent prior to requesting the permit from the Town of Barnstable Building Department.

Should you require tent to be staked in to the ground, location needs to first be cleared with Dig Safe.

>>No open flames in tents or propane storage use without a fire permit.

11. Are you installing or constructing any structures, including buildings, climbing structures, etc? Yes No

12. Are you installing any tents or canopies? Yes No

Quantity and size: _____ Own or rent? Rental company: _____ Tel # _____

Install on pavement (Water Barrels) _____ Install on Ground (Stakes) _____

13. Do you plan to have any sound amplification? Yes No Music Other (please describe)

14. Is electrical power required? Yes No

(for sound amplification(PA system), lighting, popcorn machine, etc)

>>If yes, circle: will you provide portable generator? **OR** will you require contracted temporary service? Please list contractor information _____

>>List maximum wattage required and location for hook-up: _____

CONES. BARRIERS.

15. Do you have need for barricades/cones? Yes No

>>If yes, describe for what use: _____

RENTAL:: \$5.00 each cone. \$10.00 each/barricades (quantities/deposits arranged through the Airport).

16. If you event is outside, will you require access to the building? Yes No

>>If yes, describe for what use: _____

VEHICLES

17. Do you plan to drive vehicles onto property? If yes, provide details: _____

Specific loading zones to be reviewed with the Airport Manager.

Organization will be liable for any damages vehicles may cause the ground.

COMFORT STATIONS. PORTABLE TOILETS AND HAND WASHING SINKS

18. Do you plan to provide portable toilets and/or hand washing sinks at your event? Yes No

>>If yes: _____ # of regular toilets _____ # of handicap accessible toilets _____ # of hand washing sinks

GARBAGE AND RECYCLING SERVICES

19. Site cleanup and Trash pick up after the event is the responsibility of the organization requesting this permit. Please provide your plan for the cleanup and removal of garbage and recyclables during and after your event: _____

Number of recycling containers: _____ Number of garbage receptacles: _____

A nominal fee may be charged if the Airport's receptacles and dumpster are used for removal of trash and recyclables.

A custodial fee will be charged. See the rates and fees for applicable costs.

SECURITY/SAFETY

20. Will there be demos, displays, materials that are potentially hazardous/impact public safety? Yes No

>>If yes, describe: _____

21. Have you made any provision for on-site security? Yes No

22. Have you made any provision for on-site medical services? Yes No

PARKING

23. Terminal Lot Parking: _____ Rate per vehicle per length of time will be negotiated with Airport Manager.

24. Tenant Location Parking: _____

>>Please provide description of your parking plans (where event attendees will park): _____

>>Plans for disabled parking: _____

>>Plan for emergency vehicle access: _____

>>Please describe your plans to notify residents, businesses impacted by this event: _____

SIGNS/ADVERTISING

25. Will the event be advertised? If yes, where: _____ The Airport Manager will prepare a joint press release and additional information to the Airport Webpage and Facebook page.
>>Do you plan to distribute flyers or ads before or during this event? _____ Yes _____ No
>>Do you plan to place any signs or banners or other advertisement at the event site? _____ Yes _____ No
>>If yes, please indicate where: _____
>> Provide sign/banner detail and dimensions and method of attachment or support: _____

(Signage may require additional permits).

INSURANCE REQUIREMENTS

26. A Certificate of Liability Insurance (COI) with a minimum amount of \$1,000,000 coverage combined single limit for bodily injury and property must be submitted prior to approval of this application. The Town of Barnstable and the Barnstable Municipal Airport must be named as additional insured Certificate Holders with the address of 480 Barnstable Road, Hyannis, MA 02601.
27. If the organization utilizes a private contractor for specific services, (i.e. electrical, audio/visual, catering, bar service, etc.) for the event, a Certificate of Liability with the same parameters noted above must be submitted by the private contractor prior to permit issuance.

I, _____, the representative for _____ have read, understand, and agree to abide by each numbered item on the attached "Barnstable Municipal Airport Facility Use Procedures and Guidelines" and as the agent for the sponsoring organization, agree to abide by said rules and any other special conditions (letters may be attached) established for this particular event.

Signature: _____ Date: _____

APPROVED BY:

CHIEF OF POLICE _____ DATE: _____
(Barnstable Police Department, 1200 Phinney's Lane, Hyannis 508-778-3805)

CHIEF OF FIRE DEPT _____ DATE: _____
(Hyannis Fire Department, 95 High School Road, Hyannis 508-775-1300)

BOARD OF HEALTH _____ DATE: _____
(Regulatory Services, Public Health Division, 200 Main Street, Hyannis, 508-862-4644)

BUILDING DEPT _____ DATE: _____
(Building Department, 200 Main Street, Hyannis . 508-862-4038)

LICENSING BOARD _____ DATE: _____
(Regulatory Services, Licensing Division, 200 Main Street, Hyannis, 508-862-4672)

AIRPORT MANAGER _____ DATE: _____
(Barnstable Municipal Airport, 480 Barnstable Road, 2nd floor, Hyannis 508-862-4610)

SPECIAL CONDITIONS and ANY FEES (As determined by Department's above)
DETAILED AS FOLLOWS:

Thank you for completing your Special Event Permit Application. Before you submit your application to the Airport Manager's office, please make sure the following steps have been completed:

Have you:

- Tentatively reserved date/checked availability for event?
- Signed and dated your application?
- Check or cash when you turn in application fee of \$50.00 for each request?
- Attached your event site plan?
- Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- Applied for a tent permit if applicable? Received approval from Dig Safe for location of staked tent?
- Applied for a food permit if applicable?
- Applied for a one day Liquor License if applicable?
- Arranged for police detail if applicable?
- Made arrangements for restrooms, cones, barricades, etc if applicable?
- Read the Barnstable Municipal Airport Facility Use Procedures and Guidelines?