



Barnstable Municipal Airport

Office of the 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 60 (60) days prior to event.
All approvals must be on file with the Airport Manager's office ten (10) days prior to scheduled date.**

Date of application: _____
Fee amount: \$25.00 per request*: Total paid: _____ YES (ck# _____ OR _____ cash) _____ NO

This application must be complete/all signatures prior to delivery to the Airport Manager for final approval.
You may be required to leave application at various Departments' to wait for appropriate signature.

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 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

>>If yes, will there be cooking/heating involved? _____ Yes _____ No

11. Beer/Wine served at event? _____ Yes _____ No

>>If yes, we will need copy of server certification and specific location of service? _____ Yes _____ No

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

TENTS REQUIRE ADDITIONAL PERMIT FROM BLDG DEPT.

Structures & Grounds have designated tent friendly zones.

Should you require tent elsewhere other than these zones, location needs to first be cleared with Structures & Grounds.

>>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 # _____

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 TOB temporary service?

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

If more than 'usual' hookups, please note there will be overtime costs if Town Electrician setting up and removing "A-frame" or dropping service before/after event outside of business hours.

CONES. BARRIERS.

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

>>If yes, describe for what use: _____

DEPOSITS: \$5.00 each cone. \$50.00 each/barricades (quantities/deposits arranged through DPW).

16. Will you require access to the town 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 DPW/Structures & Grounds.

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

Public Comfort Stations located at Town Hall Parking Lot, North Street and Barnstable Village Fire Station are open from 9AM to 9PM, daily. If event absolutely requires early open, it must be reviewed with DPW.

GARBAGE AND RECYCLING SERVICES

19. Trash pick up 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 one time disposal fee for use of Town containers may be assessed. Any fee will be determined and collected by DPW. The cost is based on size of event.

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. 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

24. Will the event be advertised? If yes, where: _____

>>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).

I have read, understand and agree to abide by each numbered item on the attached "Rules and Regulations for Use of Village Green and other Town Property" // "Rules and Regulations for Parades, Walkathons, Road Races" 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 of sponsoring agent/Date

Printed Name: _____

APPROVED BY:

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

CHIEF OF FIRE DEPT(S) _____ **DATE:** _____
(Village Fire Department, Addresses vary)

RECREATION _____ **DATE:** _____
(Hyannis Youth & Community Center, 141 Basset Lane, Hyannis 508-790-6345)

PUBLIC WORKS _____ **DATE:** _____
(382 Falmouth Rd. Hyannis 508-790-6400)

CONSUMER AFFAIRS _____ **DATE:** _____
(200 Main Street, Hyannis 508-862-4674)

BOARD OF HEALTH _____ **DATE:** _____
(N/A for Parade/Race permits unless serving food. 508-862-4644)

BUILDING DEPT _____ **DATE:** _____
(N/A for Parade/Race permits unless erecting tents. 508-862-4038)

TOWN MANAGER _____ **DATE:** _____
(Town Hall, 367 Main Street, 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 Town 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 \$43.00 for each request?
- Attached your event site plan?
- Attached parade/race route?
- 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?
- Applied for a food permit if applicable?
- Arranged for police detail if applicable?
- Made arrangements for restrooms/cones/barricades, etc if applicable (through DPW)?
- Read all the rules and regulations?