



City of Westfield
OFFICE OF COMMUNITY DEVELOPMENT
OFF-STREET PARKING DIVISION



59 Court Street Rm. 300
Westfield, MA 01085
413-572-6246

Peter J. Miller, Director

Email: p.miller@cityofwestfield.org

Dear Event Planner:

Thank you for choosing the Elm Street Plaza in Westfield to hold your event or celebration. In an effort to make the planning experience as efficient as possible, we have created this guidebook containing all the information you need to help plan your event and understand the requirements of hosting it on City-owned property.

The Off-Street Parking Commission has been designated as the approving authority for use of the Elm Street Plaza. The Office of Community Development will be your primary point of contact. They will coordinate your application approval and answer any technical questions.

Please be advised that additional procedures necessary for your event may be lengthy, such as acquiring proof of insurance, food licenses, and liquor licenses, so please plan accordingly.

It is preferred that all applications for use be submitted no less than sixty days prior to your event.

Should you have any questions, please do not hesitate to reach out to me at City Hall at (413) 572-6246 or by email at p.miller@cityofwestfield.org.

We look forward to working with you to obtain approval for your event at the Elm Street Plaza.

Sincerely,

Peter J. Miller
Community Development Director



GETTING STARTED

Below are some things to think about as you prepare your application and plan your event.

- Do you have liability insurance of at least \$1,000,000?
- Will this event be a private event or open to the public?
- Will you be charging admission for this event?
- Will you need to obtain a one-day liquor license?
- Will you need to request a police detail?
- Will there be amplified sound/music?
- Will you be closing the street or require a traffic control plan?



APPLICATION CHECKLIST

The following items are required in order to obtain final approval for your event.

- Completed application
- Proof of liability insurance with the City of Westfield listed as an additional insured.
- Approved liquor license (if applicable)
- Street closure and traffic control plan (if applicable)
- Neighborhood Notice (if applicable)
- Completed Emergency Services Plan

Please note there may be other approvals required depending on the size or specific activities you plan at your event.



LOCAL APPROVALS & PERMITTING

Application fees are subject to review and may be waived (except for Police Details) for events that are primarily community-based and/or sponsored by non-profit agencies.

Obtaining a One-Day Liquor License

A One-Day Liquor license is issued by the License Commission. The Commission meets once per month. Please keep this in mind as it is advised that you file for this license no less than 60 days prior to your event. The application can be found at the link below.

<https://www.cityofwestfield.org/DocumentCenter/View/13042/One-Day-License-Application->

Obtaining an Entertainment License

Saturdays & Weekday Entertainment

This license/permit is required for any event that includes music or other types of entertainment. The fee is waivable for one-day events at the discretion of the Mayor.

<https://www.cityofwestfield.org/DocumentCenter/View/13041/Mayors-Weekday-Application->

Sunday Entertainment

This license/permit is required for any event to be held on a Sunday that includes music or other types of entertainment. The fee is waivable for one-day events at the discretion of the Mayor.

<https://www.cityofwestfield.org/DocumentCenter/View/13040/Mayors-Sunday-Application->

Requesting a Police Detail

Contact the Westfield Police Department at (413) 562-5411, or visit Police Headquarters at 15 Washington Street.

Obtaining a Tent Permit

Tents of certain sizes may require a permit from the Building Department. Please contact their office at (413) 572-6251 for additional information.

Fire Inspection for Vendors

Food Truck & Mobile Vendor Permitting

The Health Department issues permits for food vendors. Please request all vendors you plan to include in your event are appropriately permitted by their home community. The Health Department will request copies of licenses and inspections at the event. For additional information, call the Health Department at (413) 572-6210.

Applications for these vendors can be found at the link below:

<https://www.cityofwestfield.org/708/Application-Fee-Schedule>



TRAFFIC CONTROL

Depending on the size of the event, organizers will be responsible for consulting with the Westfield Police Department to develop a professional traffic control plan. Events requiring road closure will require approval from the Police Department no less than 14 days prior to the event.

The traffic control plan must at least contain the following information. Additional information may be required.

- Name(s) of street(s) to be closed.
- Identify placement of no parking signs.
- Identify time period for road closure.
- Indicate the route and direction of travel proposed for the event. Please provide a detailed description as well as a map.
- Allow twenty-foot emergency access lanes throughout the event venue.

To discuss Traffic Control, please contact the Westfield Police Department's Traffic Bureau at (413) 562-4597.



NEIGHBORHOOD NOTICE

ALL events with road closures and/or amplified sound require a neighborhood notice. Other events may also be required to provide a neighborhood notice at the City's discretion.

- Event organizers must distribute a neighborhood notice 7 to 10 days in advance of the event to neighboring residents and businesses about the event using bright color paper.
- The one page notice must include: date, time and location of the event, contact information for the event organizer, contact information for emergencies the day of the event, and a general description of the event.

Please provide a draft notice with your application and other documents for the City to review.

A list of individuals and businesses required to be informed will be provided with your license approval.

SAMPLE NOTICE

Dear Downtown Neighbor:

This notice serves to inform you that (NAME OF ORGANIZATION/INDIVIDUAL) will be hosting a (DESCRIPTION OF EVENT) at the Elm Street Plaza on (DATE) from (START TIME) to (END TIME).

The event will include (ADDITIONAL DETAIL ON EVENT).

Should you have any questions or concerns, please contact the following:

City of Westfield
Office of Community Development
(413) 572-6246- OFFICE
(413) 579-7671- CELL

Contact Individual
Organization
Cell Phone



POLICIES & PROCEDURES

Below are the rules, regulations, and expectations of City of Westfield permit holders for events on the Elm Street Plaza. Please carefully review each statement.

- 1. Please submit your request for use form at least 60 days prior to the event.** The sooner you request to book an event, the more likely it is to be approved. Events are accepted on a first come, first serve basis.
- 2. Liability Insurance.** All applicants must have liability insurance of at least \$1,000,000. Proof of insurance with the City of Westfield added must be submitted with completed request form.
- 3. Your event is not confirmed until you have received a confirmation letter.** Please allow for up to three weeks for your application to be processed and for a confirmation letter to be sent.
- 4. Deposits and Cancellation.** A deposit may be required upon receipt of confirmation. If you cancel your event within 5 business days or less prior to the event, your deposit will not be refunded.
- 5. Certain groups have priority in scheduling.** Any City-sponsored events will have first priority over outside organizations.
- 6. Changes to your request.** If you need to make changes to your original request, please contact the City of Westfield at least 5 business days prior to the event.
- 7. Prohibited substances and activities.** Use of confetti, glitter, candles, paintball guns, fireworks, and weapons are not allowed. Your security deposit will not be returned if these materials are used at your event.
- 8. Alcohol.** You must request a permit from the City if you wish to have alcohol vendors at your event. You must submit a copy of your permit prior to the event date.
- 9. Food.** If you are selling food at your event or hiring food vendors, you must provide their license to the City prior to the event date. This does not apply if the event is a gathering where food is not being sold to event participants.

- 10. Camping.** Setting up or constructing temporary structures or enclosures, including but not limited to: tents, canopies, and sleeping bags is prohibited.
- 11. Amusement devices and activities.** Pony rides, livestock, bounce houses, or related amusement activities are prohibited.
- 12. Parking.** Motor vehicles and trailers may only park in designated parking areas. The parking area for the Elm Street Plaza is clearly designated, and there is additional parking on the street if needed.
- 13. Trash.** You are responsible for cleaning up any trash, debris, or litter left as a result of the event. If you fail to properly clean up the plaza, your security deposit will not be refunded.
- 14. Pets.** No pets shall be left unsupervised or unattended in the plaza. You must clean up after your pet's waste. The pet's owner is responsible for the pet's behavior at all times while they are in the plaza. Pets must be secured on a leash or in a carriage.
- 15. Vandalism.** No person shall deface, mutilate, damage, remove, alter any property, materials, or plants within the plaza.



CITY OF WESTFIELD
OFF-STREET PARKING COMMISSION
APPLICATION FOR USE OF ELM STREET PLAZA

Please return application to: City Hall, Room 300, Westfield, MA 01085

Application Date: _____

Date(s) of Reservation Request: _____

Organization Making Request

Contact Person:

Name: _____

Name: _____

Address: _____

Address: _____

Email: _____

Email: _____

Phone Number: _____

Phone Number: _____

Start Time Requested (To begin Set-up): _____

Publicized Time of Event: _____

Will an admission fee be charged? If yes, how much? _____

Is your event open to public or a private event? PUBLIC PRIVATE

Number of People Expected: _____

Will a police detail be required for this event? YES NO UNSURE

Will you be requesting a one-day liquor license for this event? YES NO

Are there musical entertainment features to your event? YES NO

Will sound amplification be used? YES NO

Will you be conducting sound checks prior to the event?

YES

NO

If yes, what time? _____

Describe the Activity or Event in as much detail as possible. Please describe any technical needs such as lighting, sound systems, or other special effects that will be used at the event:



ACKNOWLEDGEMENTS & CERTIFICATIONS

Please initial each statement below:

____ I have read and understand the City of Westfield's rules and Regulations for using the Elm Street Plaza for an event.

____ I understand that I must respond in a timely manner to requests for additional information.

____ The services and activities provided by the event are those of an independent entity and not as an employee, officer, official, or agent of the City unless the event is City sponsored.

____ The responsible organization shall indemnify and hold harmless the City, its officers, officials, and employees from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions, or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting or arising out of the community event.

____ The responsible organization shall procure and maintain at its own cost, liability insurance of at least \$1,000,000 with the City listed as additional insured. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands, or other obligations by reason of its failure to procure or maintain insurance in insufficient amounts, durations, or types. A copy of the insurance policy must be provided to the City and approved by the City as condition of the event being approved.

____ If applicable, I must distribute neighborhood notices at least seven days before the event; and I may be required to attend traffic control or additional planning meetings with City staff. Failure to do these things may result in denial of my application or delay in approval.

____ The City of Westfield cannot guarantee availability of the Elm Street Plaza for special events. Events are booked on a first come, first serve basis. If two or more parties request to use the plaza on the same date at the same time, City staff will strive to accommodate each event by working with the organizers to find alternate locations or dates.

____ The City of Westfield cannot issue permits on behalf of other jurisdictions. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the City of Westfield.

____ Events with amplified sound must maintain reasonable noise levels not to exceed an average of 80 decibels at the perimeter of the event. All amplified sound must cease by 9:30 pm.

I acknowledge that the information contained in my application is true, correct, and complete to the best of my knowledge.

Signature

Date