

# *Town of Andover*

## *Special Event Considerations and Guidelines*



**The Town of Andover is pleased to welcome a variety of special events to our Town!**

The purpose of the Guide is to provide event managers with general information as well as items to consider ensuring that any event taking place in the Town of Andover is successful and enjoyable, while minimizing the impact on residents and businesses.

The information contained in this Guide is designed to provide an initial checklist, however each and every event is different and therefore all event managers must confirm that no other permits or permissions are needed.

A **special event** is any activity that occurs upon public or private property that affects the ordinary use of parks, playgrounds, fields, buildings, public streets, right-of-way or sidewalks. Special events may include festivals, fairs, concerts, running or bicycle races, charity events, home or garden shows, sporting events, or carnivals, etc.

---

January 10, 2012

Special events in Andover require forethought and planning to ensure that the event can occur with minimal issues. This document is a living one, subject to revision as policies change or issues arise, and should be considered as a Guideline only.

Whenever possible, it is advised that event planning begin at least **6 months** prior to the actual event date. In the case of neighborhood block parties, the event should be planned at least 30-60 days prior to the actual event date.

### **Town Property**

Approval for the use of Town Property for an organized event is required.

To determine if a facility is available for use, you should contact the following departments:

#### **School buildings, Townhouse, Town Offices, Athletic Fields:**

Contact the Plant & Facilities Department at 978-623-8250.

#### **The Park, Streets or Sidewalks:**

Contact the Town Manager's Office at 978-623-8225.

### **Street Closings**

Events such as neighborhood block parties and downtown business events that wish to close off a street should submit the request in writing (name of person or organization, street name, date and time of street closing request, etc) to the Town Manager's Office at:

36 Bartlet Street  
Andover, MA 01810  
978-623-8225

#### **Logistical issues:**

Block party and street closing approval will be granted by the Board of Selectmen at a regularly scheduled meeting. The Town Manager's Office will send a letter to the applicant after Board of Selectmen approval.

#### **Considerations after approval:**

- Arrangements for barrier delivery (if needed), placement and removal (DPW may be involved).
- Detour signs may be needed.
- Businesses and residents on the closed streets must be notified of the closure ahead of time.
- Police detail is usually required for downtown street events but not usually for block parties.

#### **Possible fees:**

Police detail(s)

## **Restrooms**

Restroom facilities may be required for attendees of some events. In some instances, public buildings may be used or it is the option of the event manager that portable toilets are used.

### **Logistical Issues:**

- If Town buildings will be used, custodians must be on duty while the buildings are open.
- Portable toilets need to be serviced daily, if the event will exceed a single day.

### **Possible fees:**

Custodian fee (for public restrooms)

## **Rubbish Disposal**

The Town provides rubbish receptacles in various parts of the community for regular daily use, but most of those will be quickly overrun during special events.

### **Logistical Issues:**

- Additional rubbish receptacles may be required. Sometimes they can be arranged through the DPW or Plant & Facilities. Also, local waste companies may supply cardboard boxes.
- Organizers need to ensure that the receptacles do not overflow; this means the units *must* be emptied periodically.
- A larger area (or dumpster) will be required as a collection point to stockpile bagged waste for final disposal. Sometimes, organizers make arrangements with local businesses to use their dumpsters.
- All rubbish must be bagged and removed at the end of the event.

### **Possible fees:**

Plant & Facilities detail to remove rubbish

Dumpster rental additional rubbish pick up

## **Use of Propane**

Food operators, portable heaters and artisans often require propane as a fuel source to operate.

### **Logistical Issues:**

- Propane Permits are required by the Fire Department.
- All propane containers must be secured in such a way so that they will not fall over, injuring someone or damaging the cylinder or valve-assembly.

### **Possible fees:**

Propane permit fee

### **Tents, Canopies and/or Shelters**

Depending on the size and type, permits might be required by the Building Division.

#### **Logistical Issues:**

- Tents over ten square feet, or that have enclosing sides may need a permit from the Building Department (978) 623-8300.
- Tents must be secured to prevent wind gusts from blowing them around.
- The Town *does not* allow stakes to be used in the park due to the irrigation system.

#### **Possible fees:**

Building permit fee

### **Temporary Water Connections**

Some events may need to connect to the municipal water supply for food service operations, portable toilets or another element of the event.

#### **Logistical Issues:**

- The Plumbing Inspector may require a permit to make the connection to the Town water supply.
- The Water Department (DPW) may attach a meter to monitor the amount of water drawn and will bill for the usage.
- All connections must be equipped with a back flow preventer or vacuum breaker, subject to the approval of the Plumbing Inspector.
- Hoses for drinking water must meet state requirements.
- Hoses need to be protected so that they do not become a trip hazard.

#### **Possible fees:**

Plumbing permit fee

Water usage fee

Plumbing Inspector detail

### **Electrical Connections**

Electricity is needed for music, public address systems, rides and temporary lighting.

#### **Logistical Issues:**

- Extension cords may not cross through doors where they can be pinched between the door and frame (this can cause a short circuit and endanger people).
- Small portable generators may be used outdoors only (when running, they emit carbon monoxide, a poisonous gas). They are noisy and should be situated away from crowds.
- Electrical cords need to be protected so that they do not become a trip hazard.
- Only licensed electricians may hard wire a device into an electrical service and only with a permit from the Electrical Inspector.

#### **Possible fees:**

Electrical permit fee

Electric Inspector detail

### **Traffic and Parking**

For events in public areas of Andover, parking is permitted in designated areas only. The Police Department will continue to monitor parking meters and signage limitations Monday through Saturday, 8 a.m. to 6 p.m..

### **Signs**

Permits are required for temporary signs (unless on private property). No signs may be affixed to trees, buildings or street fixtures.

### **Smoking**

Smoking is not permitted in any public facility, on school grounds or on recreational or historical parks, playgrounds or fields.

### **Fireworks**

Fireworks are not permitted without the prior approval of the Town of Andover Board of Selectmen and the Andover Fire Department.

### **First Aid and Medical:**

Events may require provisions for first aid and medical personnel depending on the size of the proposed event.

### **Licensing (Miscellaneous)**

Various licenses may be required by the Town and the State for your event. It is recommended that the event manager contact the Town Clerk's Office (978) 623-8258 for detailed requirements. All License approvals in Andover are acted upon by the Board of Selectmen.

#### **Examples of regulated activities:**

- Raffles, bazaars, poker tournaments and games of chance.
- Sale of goods, or the leasing of space or tables to vendors for the sale of goods.
- Live entertainment.
- Tables for outdoor dining.
- Service of alcoholic beverages.

Please be aware that not all organizations are eligible for all activities mentioned above.

## **Alcoholic Beverages**

The service of alcoholic beverages outside of a private residence frequently requires a One-Day (or Special) Liquor License. To determine if a License is required please contact the Town Clerk's Office or visit the Town website licensing page to fill out a One-Day Liquor License Questionnaire and submit it to the Town Clerk's Office.

Please see the attached Events with Alcohol policy excerpt for more information.

### **Logistical Issues:**

- The One-Day Liquor License Questionnaire should be submitted at least one month (30 days) prior to the event.
- Only charitable organizations may apply for an *all types of alcohol* license. Events held by organizations that are not charities are only eligible for Beer & Wine One-Day Licenses.
- If a license is required, alcohol must be purchased from a licensed Massachusetts wholesaler (distributor) NOT a package store.
- The service of alcohol that has been DONATED is strictly controlled. Please contact the Town Clerk's before planning to accept donated alcohol as part of the event plan.
- The Town may require proof of liquor liability insurance when Town property is being used.

### **Possible fees:**

\$50 License fee

## **Food Service**

All food service on municipal property generally requires a permit from the Board of Health, and most festival-type food service will also require permits. Please see the document entitled "Food Service Information" available on the Health Division webpage for specific information.

### **Logistical Issues:**

- Temporary permits must be applied for at least 7 days in advance of the event; this allows the staff time to review the applications, the applicants to provide any additional information needed, and for inspectional staff to plan the time needed to make operations occur.
- Generally, a health inspector will inspect the operation prior to its opening.
- In most cases, a Certified Food Handler will be required to be involved with the applicant to ensure safe food handling.

### **Possible fees:**

Food permit fees

**Special Event Related Phone Numbers:**

**Town Manager's Office (978) 623-8225**

**Town Clerk's Office (978) 623-8258**

**Building Division (Building, Plumbing, Electrical) (978) 623-8300**

**Department of Public Works (978) 623-8350**

**Plant and Facilities Department (978) 623-8250**

**Police Department (non-emergency) (978) 475-0411**

**Fire Department (non-emergency) (978) 475-1281**