



City of Chicopee, Massachusetts

City Hall – 274 Front Street – Chicopee, MA 01013
Tel: (413) 594-1530 Fax: (413) 594-1531 Website: www.chicopeema.gov.

License Commission

SPECIAL EVENT PERMIT APPLICATION

Amended by the Chicopee License Commission effective September 17, 2020

EVENTS WITH OR WITHOUT ALCOHOL: ONE-DAY INDOOR EVENTS, EVENTS IN OUTDOOR SPACE/PARKING AREA, EVENTS HELD ON PROPERTY NOT OWNED BY APPLICANT; INCLUDING BUT NOT LIMITED TO: UNDER 21 YEARS OF AGE AND OVER 18 YEARS OF AGE EVENTS, MOTORCYCLE RUN/POKER RUN, LIVE OR RECORDED ENTERTAINMENT OUTDOORS, FOOD TRUCKS, FUNDRAISERS/CHARITY EVENTS, QUINCEANERA, SWEET 16 PARTIES, AND LIKE EVENTS.

The City of Chicopee has a streamlined process by which event organizers may obtain necessary approvals to hold a Special Event subject to the provisions of Section 14 of Chapter 138 of the Massachusetts General Laws. Annually, Chicopee enjoys Special Events that generally take place outside at business sites, parks, and on our streets. These Special Events not only generate important revenues for businesses, education institutions, non-profits, and charitable causes, but they add to the quality of life of all our citizens.

The number of Special Events and the City of Chicopee's participation and support of these events has increased in recent years. This Special Event Permit Application process provides important information to help applicants not only in the planning, but also to secure permits and request inspections from the Building, Fire, Health, and Police Departments using the City's Electronic Permit and Licensing Management System. This process is to insure applicants are knowledgeable and abide by the City's licensing rules and regulations for the health and safety of the public. Carefully review and complete this application and submit in person to the License Commission administrator located at City Hall.

<p align="center">- License Commission Meeting Schedule -</p>
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The License Commission Meetings are scheduled the third Thursday of every month. Meetings schedules are subject to change. Please plan your Special Event with this schedule in mind as applications that are not on the agenda will not be accepted. Please call the License Commission administrator's office to verify meeting dates.

SPECIAL EVENT PERMIT CATEGORIES & FEES		
Special Event Category	\$ Amount of Fee* Per Day	Permit Request (one) :
No Alcohol	\$20.00	
Wine & Malt Available to Anyone	\$60.00	
All Alcohol Only available to Nonprofits	\$120.00	

* Please pay by check or money order payable to the City of Chicopee.

* Licensing Authority reserves the right to waive a fee at its discretion for non-profit and/or education-related events.

- REGULATIONS -

Special Event Licenses are issued by the local Licensing Authority and shall not be issued to any person(s), association, partnership or corporation already issued or in the process of being issued a license to sell alcoholic beverages as approved by the Licensing Commission. A Special Event License cannot cover any portion of a currently licensed premise.

Permitting - All outdoor events, including those utilizing temporary structures, tents, membranes, food trucks, etc. require permits from the Building and Fire Departments (*instructions included*).

TIPs Servers - Liquor served at a Special Event must be dispensed by an individual(s) who is TIPs certified. Applicants must complete the TIPs Server Information on Page 9 and attach a copy of each server’s TIPs certification card to this application.

Alcoholic Beverages:

- No Special Event Permit licensee may sell any alcoholic beverage other than those purchased from a licensee under M.G.L. c. 138, ss. 18, 19, 19B, or 19C, or from a holder of a special permit to sell issued under M.G.L. c. 138, s. 22A.
- No storage or delivery of alcoholic beverages before the date and time of the Special Event Permit becomes effective.
- All alcoholic beverages must be properly disposed of after the event. Beverages cannot be retained by the Special Event licensed premise.

Containment: All outside Special Events must be held in an area that is contained (i.e., barriers, ropes, fencing, vehicle barriers, etc.) and must be monitored at all times.

Street Closings: Requests must be brought before the Chicopee City Council at least 60 days before the date of a Special Event. For more information, please contact the City’s Engineering Department at 413-594-3557.

Failure to abide by these rules or by any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend, or revoke any Special Event License issued under M.G.L. c. 138, s14.

APPLICANT/ORGANIZATION INFORMATION

To be completed by the person who will be issued the Special Event Permit, who will have operational control of the premises, who will serve as the emergency and primary point of contact prior to, during, and after the Special Event, and to whom Licensing Authorities should contact regarding this application. *Please print clearly.*

Applicant's Name: _____

Address: _____
Street
City
State
Zip Code

Telephone: _____ Email: _____

Organization/DBA: _____

Website: _____

Address: _____
Street
City
State
Zip Code

Government Issued Photographic Identification (*copy attached*): Yes No

Proof of insurance attached (*copy attached*): Yes No

SPECIAL EVENT CLASSIFICATION [one]

- | | | | |
|-----------------|---------------------|-------------------|--------------------|
| Carnival/Circus | Concert/Performance | Education Event | Exhibit/Misc. |
| Fair/Festival | Food Truck | Fundraiser | Outdoor Market |
| Parking Lot | Parade/March | Sports/Recreation | Special Attraction |
| Other _____ | | | |

Proposed date(s) of the Special Event: _____

Please provide a description of activities and schedule detailing what will take place at the Special Event:

- Organizational Structure -	Yes	No()
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	()	
Commercial entity?		
Bonafide tax exempt, nonprofit entity? <i>If yes, please attach a copy of your current IRS exemption letter providing proof and certifying your tax exemption status.</i>		

- PERMITTING REQUIREMENTS -

Permits may be required from the Building and Fire Departments and requests must be submitted not less than seven (7) days prior to the event. A copy of each permit must be attached to this application upon submission to the Licensing administrator.

Building and Fire Department permit requests are submitted through the City of Chicopee’s Electronic Permit and Licensing Management System at:
<http://www.chicopeema.gov/626/Online-Permits-and-Licenses>
This link will take you to the Online Permits and Licenses System page. There are three green tabs labeled: General Information - Building Permits - Fire Department Permits

- Physical Location -		Yes ()	No()
Property:	<p>Is property owned by the licensee?</p> <p>If not, attach a <u>copy of the legal permission</u> you secured from the property owner to this application.</p> <p><i>Events must be held on property adjacent to licensed premises. If property is not owned by the licensee, the applicant must have legal permission to use said property.</i></p>		
Plot Plan/Map attached to application?	<p>Clearly indicate entrances/exits, hard barrier placements*, signage, alcohol serving area, dancing and entertainment areas.</p> <p>*Per the Chicopee Police Department</p> <p>Note: If plot plan/map is not available, please use the City’s easy online GIS Map Tool at https://hosting.tighebond.com/chicopeema_public/ to create/print an aerial image of the property to sketch on.</p>		
Barriers, Fence, Ropes, etc.:	Type:		

Additional Parking:	Number of regular parking spaces: _____ Number of parking spaces allocated for the Special Event: _____ Location of parking area within 400 feet to replace displaced parking for the Special Event:		
Temporary Structures & Fixtures - Electrical - Egresses - Fire Safety		Yes ()	No()
Temporary Structures (tents, fabric membranes, etc.) <i>In accordance with the Massachusetts Building Code, 780 CMR 105, 107, 108, 16, and 31, permit(s) shall be required for the placement or erection of tents and other temporary or permanent structures.</i>	Type: _____ Size: _____ Roof: _____ Sides: _____ Tent Flame Retardant Certificate copy attached: _____ Location: _____ Permitted Occupancy Load: _____ # of Emergency Exits with Signs? _____ Electrical Permit: # _____ Please attach a copy of the Building and Fire Departments permits to this application. Building Department Permit: # _____ Fire Department Permit: # _____		
Electrical	Electrical Power? Emergency Power requirements?		
Propane	Heating: Propane Permit Required - Permit# _____ Cooking: Propane Permit Required - Permit# _____		
Fire Extinguishers:	Number: _____ Type: _____ Location: _____		

Fire Lane(s):			
Access Gate(s) for Emergency Vehicles:			
Emergency egress location (s) from structure and property:			
- Entertainment / Seating / Tables -		Yes ()	No()
Entertainment (band, DJ, karaoke, etc.):	Type: Stage Area Size: Dance Area Size:		
Seating Arrangements:	Number of loose tables: Number of loose chairs:		

- Admission -		Yes ()	No()
Is a fee for admission, entry, or participation required? <i>If yes, please provide the per person amount to be charged: \$_____</i>			
Are fees for vendors or others required? <i>If yes, please provide the amount being charged: \$_____</i>			
Does admission to the Special Event include individuals who are minors (under 21 years of age)? If yes, describe how you will prevent alcohol from being served to minors (ID bracelet, checking ID's, etc.)?			

Event Schedule & Set-Up				
Event Times	Time Range	Date	Day(s) of the Week	Comments
Expected number of attendees (per day):			Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Number of Tickets Printed: _____ Number of Tickets Sold: _____
Set-up Work:				
Event Start:				
Event End:				
Dismantle Work (including any temporary structures):				

SAFETY & SECURITY

Security Personnel - All employees, staff, volunteers and security personnel must be clearly identifiable with a minimum of 2 inch lettering to include the name of the establishment and the word SECURITY on clothing and/or outer garments.

Under 21 Years of Age - What measures will the Licensee take to prevent persons under the age of 21 from consuming alcoholic beverages? _____

Preventive Security Measures - What Security measures will be taken in order to prevent danger to public safety, health and order?

Chicopee Police Department - Detail for Special Event

Licensee shall hire a minimum of:	# of Police Officers to be Hired:	# Attendees:
	2	50-100
	4	101-200
	6*	201-300
*Unless the Licensing Authority, at its discretion, waives and/or requires more Police Officers to be present. The licensee shall be solely responsible for all costs of such police details.		

Chicopee Fire Department - Detail for Special Event

If this Special Event Permit is approved, the event may require a fire detail as determined by the Fire Chief and shall be paid for by the applicant (licensee), event organizer, property and/or building owner.

Licensee shall hire a minimum of:	# of Firefighters/EMTs to be Hired:	# Attendees

The owner(s), the manager(s), lessee, occupant, or any responsible person acting for the owner(s) or manager(s) shall comply with the above listed requirements and all applicable sections of the Massachusetts General Laws, the Massachusetts Board of Fire Prevention Regulations, Massachusetts State Building Code, and all nationally recognized Fire Codes.

Licensing Authorities reserve the right to require an event walk-through with the applicant and respective City of Chicopee department officials 30 days prior to the event.

These rules may be waived by the Licensing Authority at their discretion for good cause and supersede any prior rules issued by the Licensing Authority and shall remain in effect until canceled or modified.

Please note, after reviewing the documentation submitted by the licensee and/or applicant, the Licensing Authority or his/her agent may reject the licensee's and/or applicant's request to offer the special event if he/she find that the special event, taken alone or in combination with other licensed activities on the premises, would adversely affect the public health, safety or order, in that the concert, dance, exhibition, cabaret, or public

show cannot be conducted in a manner so as to: (1) prevent a public nuisance; and/or (2) (a) protect employees, patrons, and members of the public inside or outside the premises from the disruptive conduct, from criminal activity, or from health, safety or fire hazards; (b) prevent an unreasonable increase in the level of noise in the area caused by the licensed activity or caused by patrons entering or leaving the premises; or (c) prevent an unreasonable increase in the level of pedestrian or vehicular traffic in the area of the premises or an unreasonable increase in the number of vehicles to be parked in the area of the premises.

Applicant's Signature

Signature: _____

Date: _____

City of Chicopee Department Approvals

Signature: _____

Date: _____

Building Commissioner and/or Designee

Signature: _____

Date: _____

Fire Chief and/or Designee

Signature: _____

Date: _____

Police Chief and/or Designee

Signature: _____

Date: _____

Licensing Commissioner and/or Designee

Did you forget something? Checklist for documents to be attached to this Special Event Permit Application, as applicable, prior to submission to the Licensing administrator:

___ Government ID

___ TIPs Server Certification card copies

___ Proof of insurance

___ Building Department Permits

___ Plot Plan/Map

___ Fire Department Permits

___ Current copy of IRS exemption letter

___ Proof of legal permission secured from property owner

TIPS CERTIFICATION INFORMATION

Please complete the information below and attach a copy of each employee's TIPs certificate to this application.

NAME: _____

POSITION: _____ DOB: _____

TYPE OF TRAINING: _____ TRAINING DATE: _____

NAME: _____

POSITION: _____ DOB: _____

TYPE OF TRAINING: _____ TRAINING DATE: _____

NAME: _____

POSITION: _____ DOB: _____

TYPE OF TRAINING: _____ TRAINING DATE: _____

NAME: _____

POSITION: _____ DOB: _____

TYPE OF TRAINING: _____ TRAINING DATE: _____

NAME: _____

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If more room is needed, please use the back side of this page.