

TOWN OF WAKEFIELD
One Lafayette Street
Wakefield, MA 01880



Application for Lake Quannapowitt Events

Organization sponsoring event:

Name:

Phone number:

Email address:

Any commercial affiliations:

Purpose of event:

Charitable beneficiary (if any):

Date of event:

Start and end time:

Requested rain date (if any):

Specific public parks, playgrounds, fields or other public land of which the group requests use:

check all that apply	Fee:	Total
Non-refundable application fee (separate check)	\$50.00	\$50.00
Number of tents or games	\$50.00 per tent or game per day	\$
Use of gazebo (non-refundable)	\$100.00	\$
Restoration fee (100-200 people)	\$50.00	\$
Restoration fee (201-500 people)	\$100.00	\$
Restoration fee (501-1000 people)	\$200.00	\$
Restoration fee (1001 + people)	\$500.00	\$
	Total Due	\$

I, the undersigned applicant, acknowledge that I have read and understand all of the regulations concerning the use of Lake Quannapowitt shore property and adjacent areas and certain public ways for celebrations, fundraisers, and other organized events or gatherings policy.

Signature of applicant

Date:

Please attach required information as set forth in the use of Lake Quannapowitt shore property and adjacent areas and certain public ways for celebrations, fundraisers, and other organized events or gatherings policy.

Return to: Sherri Dalton, Town Administrator's Office
Wakefield Town Hall | One Lafayette Street | Wakefield, MA 01880



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RULES & REGULATIONS RELATING TO PARKS, PLAYGROUNDS, AND RECREATION AREAS

Rule 1 – The use of the common (both upper and lower) and Colonel Connelly beach, for sanctioned events, is allowed for Wakefield groups only. All groups requesting the use of these areas must obtain written approval from the Town Administrator and must comply with all Town regulations and bylaws. All groups that have received approval in previous years are grandfathered but must still present their events to the Town Administrator for written approval.

Rule 2 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, dig up, cut, break, remove, deface, or ill-use any building, structure, fence, sign, bush, tree, plant, turf, rock, or other item belonging to the Town of Wakefield or have possession of any part thereof.

Rule 3 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, throw any stone or other missile; or have possession of/or discharge any destructive weapon, firearm, firecracker, torpedo, or fireworks.

Rule 4 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, start a fire. Any event that provides a means for cooking of food will require a permit from the Fire Department.

Rule 5 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, post, paint, affix, or display any sign, notice, placard, or advertising device except with written authority of the Town Administrator.

Rule 6 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, engage in business, sell, expose for sale, or give away any goods or wares except with written authority from the Town Council.

Rule 7 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, drop, throw, or place any piece of paper or other refuse, except in receptacles designated therefor.

Rule 8 – No person on any public park, playground, or recreation area in the Town of Wakefield may use threatening or abusive language.

Rule 9 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, have possession of/or drink any alcoholic beverages as defined by Chapter 138, Section I, of the General Laws; also, gambling and/or the possession of instruments of gambling are prohibited except by the written authority of the Town Council.

Rule 10 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, go within the shrubberies or go to sleep thereon, or walk, sit, stand, climb over, or lie down upon any railing, balustrade, wall, or fence.

Rule 11 – No person shall conduct a marriage ceremony on any public park, playground, or recreation area in the Town of Wakefield without the written authority of the Town Council.

Rule 12 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, swim or wade except in proper attire and at places designated therefor.

Rule 13 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, refuse or neglect to obey any reasonable direction of a Recreation Director, Recreation Employee, Public Works Supervisor, or Police Officer.

Rule 14 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, place, put, deposit, or store any vessel, boat, raft, float, or any property of any description or attach any moorings to any public park, playground, recreation area, land, or float under the control of the Town of Wakefield, except subject to such conditions and restrictions as the said Town Council may stipulate.

Rule 15 – No person shall operate, drive, or ride an animal, vehicle, or motor vehicle upon or over any part of a beach, playground, recreation area, or any public park in the Town of Wakefield where the operation, driving, or riding of animals, vehicles, or motor vehicles is prohibited. Any exceptions need written authority of the Town Council.

Rule 16 – No person shall operate, drive or ride an animal, vehicle, or motor vehicle at a speed in excess of 10 m.p.h. upon or over any public park, playground, or recreation area in the Town of Wakefield where the operation, driving, or riding of animals, vehicles, or motor vehicles is permitted.

Rule 17 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, stop, stand, or park any automobile or other vehicle except in such manner and in such areas as may be designated by signs or by a Police Officer. Exceptions need written authority of the Town Council.

Rule 18 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, play or practice golf.

Rule 19 – No person shall, on any public park, playground, or recreation area in the Town of Wakefield, allow any domestic animal on Town property unless it is properly restrained and accompanied by its owner. The owner is responsible for complying with Chapter 104-14, “Solid Waste Excretion.”

Rule 20 – No person shall park a motor vehicle on the grass areas of the Town of Wakefield’s upper common (side with Veterans Memorials). When fundraising events are being held, vehicles may use the paved pathway to bring in equipment or supplies. Exceptions require the written authority of the Town Council.

“PENALTY – Any person violating any of the above rules shall, for each offense, be punished by a fine of not more than two hundred dollars (\$200.00) as provided in General Laws, Chapter 45, Section 24, as amended. The Police Department shall enforce these Rules and Regulations.”

Town Council

NOTE: Reviewed and revised by the Advisory Board of Public Works 11/26/2018

Revised per Town Counsel’s recommendations 11/26/2018

Reviewed by Town Counsel 11/15/2018



TOWN OF WAKEFIELD
One Lafayette Street
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Policy: Use of Lake Quannapowitt Shore Property and Adjacent Areas and Certain Public Ways for Celebrations, Fundraisers, and Other Organized Events or Gatherings

Policy Number IV

Issue date: November 26, 2018

Type of policy: New Amendment

Effective Date: January 1, 2019

Level: Department Division Townwide

Policy Statement

The Town Council recognizes the growing desire by our citizens and local organizations to utilize the Lake Quannapowitt Shore Property and adjacent areas and certain public ways for celebrations, fundraisers, and other organized events or gatherings. Events at these locations have historically been limited to Wakefield groups. The Town Council is concerned that a growing demand from groups inside and outside of Wakefield could infringe upon the general public's access and freedom to utilize these public areas and the Town Council believes that priority must be given to events that directly benefit the Wakefield community.

Policy Description

I Scope

This Policy affects the use of Lake Quannapowitt Shore Property and adjacent areas and certain public ways that may be utilized for celebrations, fundraisers, and other organized events and gatherings including a public way if said use infringes on the rights of Wakefield residents and the general public to use these public areas for recreational purposes. Note that use of fields and parks (including, without limitation, Veterans Field) for sporting events are permitted through the Recreation Director and Recreation Commission.

II Types of Use

Anticipated uses can be categorized as follows:

- A A neighborhood use ("Neighborhood Use") of a street, cul-de-sac, or adjacent town property for an event primarily limited to the residents of said neighborhood.
- B The use of a public area by a local organization for a purpose beneficial to the Town of Wakefield or a targeted segment of the Wakefield community with anticipated participation limited to members of said organization and their families ("Limited Local Organization Use").
- C An organized event open to the public at large or for which the success of the event is measured by soliciting unlimited participation ("Public Event Use").

III General Requirements

While the focus of this Policy is the use of the Lake Quannapowitt Shore Property and adjacent areas and certain public ways, this Policy shall be used as a guideline by the Town Council in granting permission for their use by organizations of all outdoor Town property and the General Rules and Regulations referred to in section VI herein below shall apply.

- I Requests for use of outdoor public areas must be submitted in writing to the Town Administrator at least ninety (90) days in advance of the planned event. The applicant's correspondence requesting such use must clearly state:
 - (a) The organization sponsoring the event.
 - (b) Any commercial affiliations.
 - (c) The purpose of the event and charitable beneficiary, if applicable.
 - (d) The specific public parks, playgrounds, fields, or other public land use which are requested.
 - (e) Projected attendance and participation.
 - (f) That the applicant understands and agrees to comply with the General Rules and Regulations referred to in section VI herein below.
 - (g) Date, times, and requested rain dates, if applicable.
 - (h) Trash and recycling removal plan, which should include a "Carry out what you carry in program." The Town reserves the right to charge for the removal of trash left at the facility after the event.
- 2 For use of private parking areas adjacent to the parks, playgrounds, fields, or other public areas to be used, applicants must obtain written permission from the property owners in question and submit evidence of it to the Town Administrator. The Town Administrator may require Police, Fire, and Department of Public Works details to be paid for by the applicant to prevent unauthorized use of private parking lots and for other purposes for events at which attendance may be unpredictable and for all Public Event Use.
- 3 The Town Council may, in its discretion, restrict use of Lake Quannapowitt Shore Property and adjacent areas and certain public ways in order to provide for the public good.

IV Specific Requirements

- A "Neighborhood Use" of a street, cul-de-sac, or adjacent town property for an event shall require the approval of the Town Administrator. It is subject to the approval of the Police and Fire Chiefs and Director of Public Works or their designees and is subject to compliance with this Policy and the General Rules and Regulations referred to in section VI herein below. Parties aggrieved by the decision of the Town Administrator may appeal to the Town Council.
- B "Limited Local Organizational Use" of Lake Quannapowitt Shore Property and adjacent areas and certain public ways for celebrations, fundraisers, and other organized events or gatherings is subject to the following requirements:

- 1 The applicant organization must be a Wakefield-based organization or have other significant Wakefield connections as determined by the Town Administrator in his/her discretion.
 - 2 The event must be of direct benefit to the citizens of Wakefield or a segment thereof.
 - 3 In the case of fundraisers by organizations which are not designated as not-for-profit corporations, the applicant must submit evidence of the intended purpose and beneficiaries of the event.
 - 4 In the case of fundraisers by organizations that are organized as not -for-profit corporations, the applicant must submit evidence that said organization is currently in good standing with the Office of the Secretary of the Commonwealth as well as a copy of its most recent Annual Report filed with said office. Permission may be denied if such filings are not up to date.
 - 5 The Town Administrator may require the applicant organization to comply with all requirements listed in Section C2 at his/her discretion.
 - 6 Approval by the Town Administrator is subject to compliance by the applicant with this Policy and the General Rules and Regulations referred to in section V herein below. Any Party aggrieved by a decision of the Town Administrator may appeal to the Town Council.
- C “Public Event Use” of Lake Quannapowitt Shore Property and adjacent areas and certain public ways for celebrations, fundraisers, and other organized events or gatherings is subject to the following requirements:
- 1 The Public Event Use must meet all of the requirements of a Limited Local Organization Use set forth in B above and the applicant may be required to meet in person with the Town Administrator.
 - 2 The applicant must meet with representatives of the Police, Fire, and Public Works Departments and, if requested by the Town Administrator, the Board of Health to determine public safety and cleanup needs and costs.
 - 3 A certificate of insurance indicating no less than one million dollars (\$1,000,000.00) in general liability coverage and naming the Town of Wakefield as an additional insured shall be filed with the Town Administrator’s office.
 - 4 All Public Event Applicants will be requested to include a copy of all handouts to be distributed at the event, including any promoting local businesses, and the URL of the event website.

V Application Fees and Costs:

All applicants that utilize Lake Quannapowitt Shore Property and adjacent areas and certain public ways and/or public areas as described in this Policy (and are determined to be “Public Events” by the Town Administrator) are subject to the following fee schedule and requirements.

- A All applicants shall include a \$50.00 nonrefundable application fee with their submissions for usage of any Town property.
- B All applicants who utilize the gazebo for any purpose, including electrical connection, shall pay a \$100.00 nonrefundable fee to the Town.
- C All applicants who erect tents, games (powered or not), canopies, or the like shall pay a \$50.00 fee to The Town per tent, game, balloon, canopy, etc. per day.

D Events with an expected crowd of 100 participants or more shall pay a park restoration fee in the following amounts:

100-200	\$50.00
201-500	\$100.00
501-1000	\$200.00
1001 plus	\$500.00

All applicants shall be responsible for any costs associated with damage caused by or cleanup resulting from the event. Please refer to section C-2 for pre-event requirements.

This section shall not apply to the following events:

- Wakefield Center Neighborhood Association sponsored events;
- Friends of Lake Quannapowitt sponsored events;
- Fourth of July Activities (Wakefield Independence Day Committee and West Side Social Club);
- Common Ground Event; and
- Other events as designated by the Town Council and/or subject to a separate license.

VI VI. General Rules and Regulations

On November 26, 2018, the Town Council adopted the “Rules and Regulations Relating to Parks, Playgrounds, and Recreational Areas” after consulting with the Advisory Board of Public Works. Said rules and regulations are referred to in this Policy as the General Rules and Regulations and are incorporated herein and made a part of this Policy.