

Policy: Use of Lake Quannapowitt Shore Property, Adjacent Areas and Certain Public Ways for Celebrations, Fundraisers, and Other Organized Events or Gatherings.

Policy Number IV

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Level: Department () Division () Townwide (X)

Policy Statement

The Town Council recognizes the growing desire by our citizens and local organizations to utilize Town-owned lands lying between the shore of Lake Quannapowitt and nearby streets (the “Lake Quannapowitt Shore Property”) together with 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. In that light, events shall be limited to 2 weekends per month and only one of said events shall exceed 500 expected participants.

Policy Description

I. Scope

This Policy affects the use of Lake Quannapowitt Shore Property, 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 legitimate 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, which permits are not governed hereby.

II. Types of Use

Anticipated uses can be categorized as follows:

- A A neighborhood use of a street, cul-de-sac, or adjacent town property for an event primarily limited to the residents of said neighborhood, such as a block party (“Neighborhood Use”).
- 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 V herein below shall apply.

1. 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 :
 - a. Identify the organization sponsoring the event.
 - b. Describe any commercial affiliations.
 - c. State the purpose of the event and charitable beneficiary, if applicable.
 - d. Identify the specific public parks, playgrounds, fields, or other public land use which are requested.
 - e. Project attendance.
 - f. Certify that the applicant understands and agrees to comply with the General Rules and Regulations referred to in section V herein below.
 - g. Identify the date, times, and requested rain dates, if applicable.
 - h. Include a 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.
 - i. State that if food and/or beverages are served, the applicant shall attempt to utilize Wakefield restaurants, retailers, or similar establishments.
 - j. Attest that the maximum expected participation shall not exceed 500 (unless “grandfathered” by the Town Council based on a history of successful use).
 - k. Be submitted online via the portal.
2. If the applicant plans to use private land for parking or otherwise, written authorization from the owner must be submitted to the Town Administrator.
3. The Town Administrator may require Police, Fire, and/or Department of Public Works details to be paid for by the applicant

4. 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.

5. Any party aggrieved by a decision of the Town Administrator may appeal to the Town Council.

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 designated 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 VI 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 may be required to 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 required to include a copy of marketing handouts from local businesses for distribution as well as internet links to local establishments to be included on the event website. These handouts must be available at least one week before the event.

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 \$100.00 nonrefundable application fee with their submissions for usage of any Town property.
- b) All applicants who utilize the Bandstand for any purpose, including electrical connection, shall pay a \$200.00 nonrefundable fee to the Town.
- c) All applicants who erect tents, games (powered or not), canopies, or the like shall pay a \$100.00 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	\$100.00
201-500	\$200.00
501-1000	\$400.00
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, which the Town Council deems “grandfathered”:

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

VI. General Rules and Regulations

On September 27, 2021, the Town Council adopted the attached “Rules and Regulations Relating to Parks, Playgrounds, and Recreational Areas”. 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.