



TOWN OF AMHERST, MASSACHUSETTS
Application for Reservation of a Town Way

Information contained on this form is public information.

Name of Sponsoring Organization: _____

Address of Sponsoring Organization: _____

Phone # _____

Reservation Requested by:

Name _____ :

Address _____

Phone # _____

Email _____

Type of Event (i.e. parade, road race, block party): _____

Location of proposed event: _____

Include multiple locations, i.e. start/end of race _____

(Applicant must attach a map detailing the entire route of the event.)

Activity Begins: _____
(Please be Specific) Date Time

Activity Ends: _____
Date Time

Clean-up Date: _____

Number of people anticipated in connection with the event _____

List of responsible individuals, available contact number and times they will be in charge:

What is your plan for clean-up of the area immediately upon conclusion of event?

Are road closures or parking restrictions necessary?

Is food service, bathroom facilities and or tents being utilized? _____

Blocking the public way may result in expenses incurred by the applicant for police services.

In addition, the applicant agrees that the use of sound equipment will be reduced or eliminated upon the request of the Amherst Police Department.

I have read the attached Rules and Orders Regulating Paved Areas and agree to abide by them.

Ⓢ _____
Applicant Signature

OFFICE USE ONLY	
DATE RECEIVED: _____	ADDITIONAL POLICE NEEDED: _____
TIME RECEIVED: _____	_____
RESERVATION #: _____	COMMENTS: _____
DATE CONFIRMED: _____	_____
APPROVED: _____ TOWN MANAGER	APPROVED: _____ POLICE CHIEF

Confirmation Ltr: _____ cc: DPW: _____ Chamber: _____ Police: _____

CHECKLIST

	PROCEDURE
	<ul style="list-style-type: none"> • Reserve date with Town Manager’s Office 259-3002 • Complete Reservation of a Town Way Form (include map of proposed route for parade or road event). • Include letter to Select Board if street closing or parking restrictions are necessary. (See below.) • Meet with Chief of Police, Scott Livingstone.
	Chief of Police:
	<ul style="list-style-type: none"> • Meet with Chief of Police, Scott Livingstone 259-3014 • Provide detailed map of proposed route. • Chief of Police will sign Common Reservation Form and return it to the Town Manager’s Office for Town Manager’s signature. • Pay for any additional police needed for traffic control, etc.
	Food:
	<ul style="list-style-type: none"> • Health Director, Julie Federman 256-3077 • Permits – a minimum of two weeks prior to event, secure any permits required for food handling, food sales, etc.
	Bathroom Facilities (temporary):
	<ul style="list-style-type: none"> • Health Director, Julie Federman 259-3077 • A minimum of two weeks prior to event, contact Health Sanitarian to determine number of facilities required. • Pay inspection fee.
	Electrical Usage:
	<ul style="list-style-type: none"> • Chamber of Commerce 253-0700 • Five days prior to event, pay activation and usage fee.
	<ul style="list-style-type: none"> • Electrical Inspector, Paul Choiniere 256-4030 • Permits – a minimum of two weeks prior to event secure any permits required for electrical wiring, etc.
	Street Closings and/or Parking Restrictions
	<ul style="list-style-type: none"> • If you are requesting special consideration for a street closing or parking restrictions, you must put your request in writing to the Select Board a minimum of four weeks prior to your event. The Select Board will need to vote on the request at one of their regularly scheduled meetings.
	Tenting
	<ul style="list-style-type: none"> • Permits are required for all tents covering *120 square feet or more in area, which will have an occupancy of ten (10) or more individuals. Contact Inspections Department at 413-259-3030.