



# Application for Public Use of Town Hall Checklist

Town of Provincetown

Attention: Event Coordinator

260 Commercial Street Provincetown, MA 02657

508-487-7000 x 595 [thess@provincetown-ma.gov](mailto:thess@provincetown-ma.gov)

<http://www.provincetown-ma.gov/1146/Event-Coordinator>

*Fees are calculated by the scope of the work. Please review the Regulations for Use of Town Hall to determine the fee(s) for your proposed event(s).*

## LIST OF DOCUMENTS AND FEES REQUIRED

<input type="checkbox"/>	Application filed with the Town of Provincetown	<i>This must be submitted to the Provincetown Events Coordinator a minimum of sixty (60) days prior to the proposed event(s)-see Regulations for Use of Town Property for additional timeline requirements.</i>
<input type="checkbox"/>	Facility Use Fee	<i>This is required when using any Town-owned property. Applications can be submitted up to 18 months in advance of the proposed event. Please expect up to 21 days for processing.</i>
<input type="checkbox"/>	Submitted Proof of Insurance Form. The following name and address should appear on the certificate: <b>Town of Provincetown 260 Commercial Street Provincetown, MA 02657</b>	<i>All Uses of Town Property are required to submit an original, signed Certificate of Insurance. The General Liability limits shall be \$1,000,000 per occurrence/\$2,000,000 General Aggregate, and proof of Worker's Compensation Insurance (if applicable) in the amount of the state statutory limit, valid for the duration of the production, with the "Town of Provincetown" listed as additional insured. Certificates can be emailed to: <a href="mailto:thess@provincetown-ma.gov">thess@provincetown-ma.gov</a> or mailed to the Town of Provincetown, Attention: Event Coordinator, 260 Commercial Street, Provincetown, MA 02657.</i>

## THE FOLLOWING ARE ONLY APPLICABLE IN CERTAIN CIRCUMSTANCES. PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/>	Police Detail	<i>This will be required when a police officer presence is necessary for management of an event where greater than 100 people will be in attendance. The Event Coordination will determine whether or not this is necessary. The scheduling of any Police Detail may only be reserved 14 days in advance of the event, and is the responsibility of the applicant. Fees apply.</i>
<input type="checkbox"/>	Health Department Applications	<i>A food permit will be required when providing any food service.</i>
<input type="checkbox"/>	Liquor Service	<i>This request must be received <b>a minimum of 60 days prior to the proposed event</b>, and requires the approval of the Licensing Board. A public hearing with the Licensing Board will be required. Fees apply.</i>
<input type="checkbox"/>	Entertainment	<i>This will be required when entertainment is proposed. This may require a waiver of the Town's Noise By-Law. Contact the Licensing Agent for guidelines. A public hearing with the Licensing Board will be required. Fees apply.</i>
<input type="checkbox"/>	Tent or Temporary Structure Use	<i>This request includes the filing of a Temporary Structure Application with the Building Department. The Building Commissioner must review and approve all applications. Any use of Town Property must comply with the Building Department's Place of Assembly Fire Safety Inspection Checklist. Fees apply.</i>
<input type="checkbox"/>	Parking and Use of Town Parking Lots	<i>This will be required when requesting parking reservations, meter bagging requests, etc. Fees apply.</i>
<input type="checkbox"/>	Public Works Services	<i>This will be required when requesting road closures, street clean ups, etc. Fees apply.</i>
<input type="checkbox"/>	Use of a Drone	<i>The Provincetown Police Department must be notified when use of a drone is proposed.</i>

*Please note: submittal of paperwork does not guarantee approval. Please see the Regulations for Use of Town Property for additional timeline requirements. The Town of Provincetown is not involved in private property use requests.*