



CITY OF PITTSFIELD

DEPARTMENT OF COMMUNITY DEVELOPMENT, CITY HALL, 70 ALLEN STREET, RM 205, PITTSFIELD, MA 01201

Special Event Application Process for Parks Event Requests

Thank you for considering a Pittsfield Park as the venue for your organization's special event. The application process ensures that all City departments involved in special event permitting have an opportunity to review the event and provide guidance on additional permits and licenses that may be needed. Application packets are available from either the Licensing Board Clerk or the Recreation Activities Coordinator. Their offices are located in City Hall at 70 Allen St. Office hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. Please come in person so that the application packet can be reviewed with you.

Once you have received the application packet, the best practice is to begin by reading through the Special Event Checklist to determine what is needed for your event. Permits, licenses and inspections may be required for your event. Please check all of the applicable boxes in each section of the checklist. Complete the application packet (the checklist and the permit application) and return it to the Licensing Board Clerk in the City Clerk's office at City Hall. Your application packet will be time stamped and the original will be handed back to you. You must bring the application packet to each department for their review. The Police Department must be the first to sign-off and the Fire Department second to sign-off.

Please note that all departments will work with you to achieve a safe and enjoyable event. Any department may deny the event if the application is not compliant with regulations.

Because your event will be in a park, you will need to appear before the Parks Commission for approval; this will be the third sign-off (Community Development/Parks). To get on a meeting agenda, you will need to submit the application packet to the City Clerk's Office by 4:00 p.m. on the Monday one week before the scheduled Parks Commission meeting date. The Parks Commission meets the third Tuesday of every month at 7:00 p.m. in room 203 at City Hall. *A representative from the event organization must be present at the meeting and bring the application packet with them.*

Once you receive approval from the Parks Commission, you need to receive the remaining approval sign offs from the departments listed at the bottom of the application and return the application packet to the Licensing Board Clerk in the City Clerk's Office for final approval. *The approval sign off from the Parks Commission will be contingent upon approval from the other departments listed.*

The authorized special event permit must be posted in a visible location at your event.

If you have any questions, please feel free to call the Recreation Activities Coordinator at 499-9368. The Licensing Board Clerk can also provide guidance on the application process. The Licensing Board Clerk's phone number is 499-9363.