



CITY OF PITTSFIELD

SPECIAL EVENT CHECKLIST

Thank you for considering Pittsfield as the venue for your organization's special event. While every City and Town has different procedures, they are typically driven by State regulation. Pittsfield has developed the following checklist and Special Event Permit Application to help you plan out the logistics of your event. Event sponsors are responsible for obtaining all proper licenses and permits, and abiding by the rules listed on said licenses. It is our hope that this checklist will enlighten you about the permitting process and the various City Departments involved in event planning. We encourage you to determine what is required for your event as early as possible as there may be some permitting and inspections that take in excess of forty five days to complete. Please check all of the applicable boxes provided below. Then proceed to the Department of Community Development who will transmit your application to applicable departments to receive all necessary signoffs and approvals.

SPECIAL EVENTS PERMITS:

An application for a Special Event Permit must be filed with the Department of Community Development by anyone who plans to host a festival or event in Pittsfield that will:

- **Be held on or affect Pittsfield streets, sidewalks or property; OR**
- **Require Pittsfield services beyond those the City provides its citizens under ordinary, everyday circumstances; OR**
- **Have features that require issuing of one or more additional licenses or permits.**

DISCLAIMER:

- Contents of this checklist are presumed accurate as of (January 2008). All information is subject to change.

Listed below are general items that could apply to any department's requirements for an event:

ADA AWARENESS:

- Special events should be accessible to people with disabilities. Building Inspections will assist you in ensuring that your event is accessible.

INSURANCE

- When alcohol is served or sold, an insurance rider in the amount of \$1,000,000 per occurrence with a \$1,000,000 aggregate is required. Be aware that such coverage usually requires a thirty-day lead time.
- When renting City property, an insurance rider in the amount of \$500,000 per occurrence with a \$1,000,000 aggregate is required.
- The vendor must submit an insurance certificate for all coverage, listing the City of Pittsfield as an additional insured, to the Purchasing Department prior to the event.
Contact Purchasing Department (413-499-9470) with any insurance-related questions.

NEIGHBOR NOTIFICATION

- If the special event will require street closings, traffic or bus route changes or other features that will affect the public, the event planner must notify all affected neighbors and prepare and distribute a press release and a site map to local media outlets before the event.

OVERTIME COSTS

- Overtime charges may be passed along to event organizers requiring inspection services outside of normal business hours.

RAIN DATE / PLAN CHANGES

- Event organizers must anticipate – and include in their application – changes in plans due to foul weather or other calamities.

TRASH COLLECTION AND REMOVAL

- Event sponsor may be responsible for trash collection and removal. Review details with property owner / manager.
- Visit the following web site for “Community Event Recycling Guide:”
http://www.cetonline.org/Publications/Event_Trifold_FINAL.pdf
 - Dumpster permits are issued by Fire Department.
 - A permit from Public Works & Utilities is required for any dumpster placed in a public right of way.

UTILITIES – ELECTRIC, PLUMBING, GAS

- Review requirements with property owner / manager.
 - Temporary electrical accommodations require services of Wire Inspector (Building Inspection Department-see below) to prevent overloading or other unsafe conditions.
- Each vendor will be restricted to one electrical appliance.
 - Temporary use of gas or propane will require permits from the Plumbing & Gas Inspector and Fire Department (Building Inspection Department & Fire Department-see below).

CITY DEPARTMENTS/CONTACTS AND REQUIREMENTS

Building Inspection Department (499-9440) Located at City Hall

inspectors@pittsfieldch.com

- Some events requiring entertainment license (i.e. carnivals) may also require Building Inspector services.

OCCUPANCY ISSUES

- Events utilizing space for purposes other than what the space was designed for (i.e. using a vacant storefront for an entertainment venue) constitutes change of use. Any building in excess of 35,000 cubic feet requires an architect evaluation for change of use. Review proposal (including sketches) with Building Inspector.
- In a building that has a current certificate of inspection for a place of assembly, the maximum number of people that can occupy the room or space is posted on the certificate.

TENTS

- Events that gather people outside in a tent or other structures that cover an area in excess of 120 square feet, including all connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of ten or more persons will be required to obtain a permit from the Building Inspection Department.
- Organizers are encouraged to have the tent rental company secure necessary tent permits.
- All tents, regardless of size, must be properly secured or weighted.
- See Public Works “Ground Penetration” as well

SIGNAGE

- Review with property owner / manager and Building Inspector.

Community Development Parks & Recreation Program (499-9370) Located at City Hall parks@pittsfieldch.com

CITY PARKS

- Use of City Parks requires permission from the Park Commission. The Park Commission meets the third Tuesday of every month. Requests for park use should be filed 45 days prior to event date.

Fire Department (448-9764) Located at 74 Columbus Ave.

fire@pittsfieldch.com

CONCESSION TRAILERS

- A concession trailer fire safety inspection is required during or prior to the event. A cooking suppression system check is required (certification must be current within 6 months prior). If deep frying is used, you must have a K-Type fire extinguisher. For all other cooking, you must have a 10ABC or larger fire extinguisher.

FIREWORKS / BONFIRES

- Permit required from Pittsfield Fire Department.
Review with property owner.

GRILLS / PROPANE TANKS

- Permits required from Plumbing & Gas Inspector and Fire Department for the use of propane tanks or grilling at any public event including concession trailers. The Fire Department needs to know the number and size of propane tanks.

STREET CLOSURES OR DETOURS

- Notify Fire Department of street closures or detours 24 hours in advance

DUMPSTERS

- Dumpster permits are issued by Fire Department.

Health Department (499-9411) Located at City Hall

health@pittsfieldch.com

FOOD AND BEVERAGES

- All vendors that handle, prepare, transport, and/or serve food, non-alcoholic beverages, and pre-packaged retail food must file an application with the Pittsfield Board of Health.
- All food must be prepared in a Board of Health certified kitchen and transported to event in accordance with all applicable regulations and laws.

SANITARY FACILITIES

- Please specify the restroom facilities that will be used for food service vendors.
- Provisions for safe food handling practices with ready to eat foods include hand-washing stations, disposable gloves, etc.

Licensing Board/City Clerk (499-9363) Located at City Hall

licensing@pittsfieldch.com

ENTERTAINMENT LICENSE

- Outdoor concerts, carnivals, circus, fairs, etc., require permit from Licensing Board.
- Alcoholic beverages served or sold require license from Licensing Board

RAFFLE

- A Permit good for one year is required from Licensing Board for any raffle.

SALES / CONCESSIONS

- A permit is required from the Licensing Board for planned sales or concessions. Fees are waived for non-profit organizations; however proof of non-profit status may be required.

Police Department (448-9723) Located at 39 Allen St.

police@pittsfield.net

STREETS/PUBLIC WAYS – BLOCK PARTIES

NOISE

- Pittsfield has a noise ordinance. Notify Pittsfield Police Department if event may exceed acceptable noise levels.

PARKING

- Review with property owner / manager
- May require permission from Pittsfield Police Department.

STREET CLOSURE

- Permission is required from Pittsfield Police Department for any street closures or detours.
- Barricades are available from the Pittsfield Police Department.

SECURITY PATROLS

- Pittsfield Police Department.

Public Works & Utilities (499-9330) Located at City Hall

dpw@pittsfieldch.com

GROUND PENETRATION

- Make arrangements with property owner / manager if penetrating the ground (tent stakes, etc.), and call Dig Safe at 1-888-Dig-Safe (344-7233), which covers gas, electric and telephone utilities. A report from Dig Safe is required prior to permit approval. Contact Public Works & Utilities for water, sewer and storm water information.
- A permit is required for street penetration requires Public Works & Utilities.

DUMPSTERS

- A permit from Public Works & Utilities is required for any dumpster placed in a public right of way.

SIDEWALK CLOSURE / OBSTRUCTION

- A permit is required from Public Works for sidewalk sales or other obstructions.

WEB LINKS

Links to this document and all of the relevant City departments are available at: www.pittsfield.com

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