

Expressive Event of a Time Sensitive Nature Application for Permit

An “Expressive Event of a Time-Sensitive Nature” (“Event”) is a spontaneously planned event in response to a recent occurrence, including but not limited to rallies, protests or vigils addressing current political, religious, or social issues, when the organizer(s) could not have reasonably anticipated their need for such event in advance of the permitting timeline established by the City’s Special Events regulations. The City provides an expedited permitting process to facilitate this type of event. Please see page 4 for additional information.

Please fully complete all application information; incomplete applications will be returned.
For inquiries, contact SpecialEvents@WorcesterMA.gov.

APPLICANT INFORMATION

Event Name: _____

Date of Application: _____ Date of Event: _____

Applicant Full Name: _____

Applicant Address: _____

City, State, Zip Code: _____

Business Phone: _____ Cellphone Number: _____

Email: _____ Website: _____

OTHER RESPONSIBLE PARTIES

Full Name: _____

Address: _____

Business Phone: _____ Cellphone Number: _____

Email: _____ Website: _____

ORGANIZATION INFORMATION

Complete this section if there is an organization or entity sponsoring the Event.

Sponsoring Organization Name: _____

Sponsoring Organization Address: _____

Sponsoring Organization Contact Person: _____

Business Phone: _____ Cellphone Number: _____

Sponsoring Organization Email: _____ Sponsoring Organization Website: _____

EVENT INFORMATION

Event Start Time: _____ am/pm

Event End Time: _____ am/pm

Setup Time: _____ am/pm

Breakdown Time: _____ am/pm

Event Location Address: _____

Requested Location: Street Sidewalk Park Other: _____

Approximate Expected Attendance: _____

Event Purpose: _____

TYPE OF EVENT:

☐ Assembly/Public Demonstration

☐ Flier Distribution

☐ March

☐ Petition/Signatures

☐ Picket

☐ Rally

☐ Religious Ceremony

☐ Walk/Run

☐ Other (please explain):

MOBILE EVENT INFORMATION

Complete this section if the Event is mobile (e.g. March, Parade, Procession, Run, Walk).

Assembly Location (address): _____

Dispersal Location (address): _____

Route (please provide a written description of the proposed route, including street names, number of lanes occupied, direction of travel, etc.): _____

GENERAL INFORMATION

Please indicate any equipment owned by the Applicant or Event Sponsor that are expected to be used for the Event (e.g. speaker system, tables, chairs, tents, podium, etc.):

Is this a spontaneous event which has been planned in response to a specific occurrence?

☐ YES

☐ NO

Please provide a brief statement explaining why use of this forum is necessary for the Event:

Will this activity be free and open to the public? ☐ YES ☐ NO

Will donations be accepted? ☐ YES ☐ NO

Will there be sound amplification? ☐ YES ☐ NO

If yes, please describe: _____

Will your event require public restrooms at a City-owned facility? ☐ YES ☐ NO

Will your event require electricity at a City-owned facility? ☐ YES ☐ NO

The City of Worcester requires that the Event Organizer provide a certificate of insurance evidencing coverage in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate and the applicable endorsement prior to the Event; said certificate shall list the City of Worcester as additional insured, and the City Manager, City of Worcester, 455 Main Street, Worcester, MA 01608 shall be listed as Certificate Holder.

If obtaining the required coverage for your Event imposes an undue financial burden or is impracticable due to other circumstances, please explain: _____

SIGNATURE

Applicant and Event Sponsor will be liable for any loss, damage or injury to persons or property resulting from the Event. Applicant and Event Sponsor must obey all existing laws, ordinances and regulations applicable to the Event, including but not limited to those pertaining to trespass, obstructing the right of way, noise, disorderly conduct, and regulations concerning Emergency Medical Services at Special Events.

When your Permit is issued, Applicant and/or a representative of the Sponsoring Organization shall carry the permit throughout the Event and be prepared to present it at the request of any public officials.

Submission of this application confirms receipt and understanding of the applicable event permitting requirements of the City of Worcester. By signing below, Applicant and/or Event Sponsor indicate understanding and agreement with said policies and requirements. Further, Applicant and/or Event Sponsor hereby certify compliance with all existing laws, ordinances and regulations.

Signature

Title/Organization (if applicable)

Print Name

Date

**EXPRESSIVE EVENT OF A TIME SENSITIVE NATURE
APPLICATION INFORMATION**

“Expressive Event of a Time-Sensitive Nature” (“Event”) shall mean any a spontaneously planned event in response to a recent occurrence, including but not limited to rallies, protests or vigils addressing current political, religious or social issues, when the organizers could not have reasonably anticipated their need for such event in advance of the permitting timeline established by the City’s Special Events regulations. The City provides an expedited permitting process to facilitate these Events.

In the case of an Expressive Event of a Time-Sensitive Nature, the certificate of insurance shall be provided to the City before the scheduled commencement of the Event. The City of Worcester requires that the Event Organizer provide a certificate of insurance evidencing coverage in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, and the applicable endorsement. Said certificate shall name the City of Worcester as additional insured, and shall identify the certificate holder as: City Manager, City of Worcester, 455 Main Street, Worcester, MA 01608.

No person or entity shall conduct or hold a demonstration, protest, vigil, or other Expressive Event of a Time-Sensitive Nature on City Property where the anticipated attendance is expected to exceed 50 participants, without first obtaining a Permit from the City.

The application must be filled out completely and signed and dated by the Applicant. If the Event is sponsored or produced by an entity, a person legally authorized to bind the entity must sign the application.

If any of the submitted information changes after submission of an application, the Applicant must immediately provide the City with any information that will amend, supplement or change any of the information originally provided in the application.

The City may condition the issuance of an Expressive Event Permit by imposing reasonable requirements concerning the time, place and manner of the Event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic.

Such conditions may include but are not limited to:

- A. Alteration of the date, time, route or location of the Event proposed on the Event application.
- B. Conditions concerning the area of assembly and disbanding of an Event occurring along a route.
- C. Conditions concerning accommodation of pedestrian or vehicular traffic, including restricting the Event to only a portion of the street.
- F. Requirements for the use of traffic cones or barricades.
- G. Requirements for the provision of first aid or sanitary facilities.
- H. Requirements for use of Event monitors and providing notice of permit conditions to Event participants.
- I. Restriction on the number and type of vehicles, animals, or structures at the Event.
- J. Compliance with animal protection ordinances and laws.
- K. Requirements for use of garbage containers, cleanup, and restoration of City Property.
- L. Restrictions on the use of amplified sound.
- M. Twenty-four-hour advance notice to residents and/or businesses regarding any activity which would require a street closure.
- N. Pre- Event street closure signage and detour sign and routing plan. May require Police detail.

Grounds for Denial of Application for Permit

The City will approve an application and grant a Permit unless there is a basis for denial of the application. The following grounds will constitute a sufficient basis for denial of an application for an Event Permit under:

1. The application for a Permit (including any required attachments and submissions) is incomplete;
2. The application for a Permit contains a material falsehood or misrepresentation;
3. The Applicant has not tendered the required application fee;
4. The proposed demonstration conflicts or interferes with a previously scheduled, annual, or otherwise regularly held event or ceremony that is sponsored by or on behalf of the City or any other person or entity at the same City Property for the same date and time;
5. A prior application for a Permit for the same City Property and for the same date and time has been received, and a Permit has been or will be granted to a different Applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular City Property or part thereof;
6. The property sought to be used for the Event is closed or partially closed for construction, renovations, or other reasons, and use of the City Property will pose a threat to the safety of participants or will impose an adverse impact upon the natural environment of the City Property;
7. The Event will substantially or unnecessarily interfere with traffic in the area contiguous to the activity, and will unreasonably disrupt movement or circulation of vehicular or pedestrian traffic, unless there are readily available at the time of the proposed Event sufficient City resources to mitigate any interference or disruption;
8. There are unavailable at the time of the Event a sufficient number of Police Officers to police and protect lawful participants in the Event and non-participants from traffic related hazards in light of the other demands for police protection at the time of the proposed Event;
9. The concentration of persons, vehicles, or things at the assembly and disbanding areas and along the route of the Event will prevent proper fire and police protection or Emergency Medical Service;
10. The City has revoked a Permit which was previously issued to the Applicant or for an Event that was previously sponsored by the Event Sponsor;
11. The proposed route of any march or parade to be conducted in connection with such Event will proceed in a direction that is opposite of the normal flow of vehicular traffic on such route, unless the direction of the march or parade, or the location thereof, was inextricably intertwined with the purpose of the Event;
12. The City Property cannot safely accommodate the expected number of participants in the Event without an unduly adverse impact upon the natural environment of the City Property;
13. The Event cannot reasonably be accommodated with the customary recreational and other uses and policies attendant to the City Property, e.g., a neighborhood park;
14. The Event for which the Applicant has requested the provision of services from the City will place an undue burden on the personnel resources of the City;
15. The Event will have an unduly adverse impact on the landscaping, planting, or natural environment of the City Property;
16. The Event will have an unduly adverse impact on the public health or safety of the Applicant, other users of the City Property, City employees, or the public (e.g., the Event will unreasonably interfere with the movement or service capability of police vehicles, fire-fighting equipment, or emergency medical or ambulance services);
17. The Event will unreasonably interfere with the customary functions and uses of, and ingress and egress to and from, buildings that are immediately adjacent to the City Property;
18. The Applicant, or the person on whose behalf the application for a Permit was made, has on prior occasions damaged City Property and has not paid in full for such damage;
19. The Applicant, or the person on whose behalf the application for a Permit was made, has not reimbursed the City for requested City personnel or requested City equipment utilized in connection with a previously

issued Permit;

20. The Event is prohibited by law, including applicable City ordinances and regulations;
21. The City Property requested is a limited public forum and the expressive activities of the Event do not fall within the designated category of expressive activities for which the limited public forum has been opened;
22. The City Property requested is a non-public forum that has not been opened for expressive activity to the general public; and/or
23. the application is sought for an Event that is more appropriately covered by the City's "Special Events Policy" or for an Event that does not satisfy the definition of Expressive Event of a Time Sensitive Nature