

Robert L. Hedlund
Mayor

75 Middle Street
Weymouth, MA 02189

**Town of Weymouth
Massachusetts**



Office: (781) 340-5012
Fax: (781) 335-8184

www.weymouth.ma.us

Special Event Request

Contact Person: _____

Address: _____ Zip Code: _____

Phone Number: _____ Email: _____

Event Information

Type of Event: _____

Location: _____

Date: _____ No. of Attendees: _____

Start Time: _____ End Time: _____

*this information may not pertain to your event			
Alcohol to be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Raffle/Lottery to be held?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Must be a non-profit organization; Permit required

Event Details (be specific): *Continue on the next page as needed.*

Department Approvals Required (or their designee):

Approved: _____ Approved: _____
Police Chief Fire Chief

Approved: _____ Approved: _____
DPW Director Director of Parks & Rec.

Other Approvals required for certain events:

Approved: _____ Approved: _____
Health Director Building/Licensing C.B.O

Approved: _____ Approved: _____
Planning Director Library Director

Approved: _____
IT Director

Event Details Continued (if needed):

**Please mail this form back to the Mayor's Office at:
75 Middle St., Weymouth, MA 02189 or you can Fax it to 781-335-8184.**

**If you have any questions about this form please call the Mayor's Office at
781-340-5012 or email constituentservices@weymouth.ma.us**