



**Town of Weymouth, Massachusetts**  
**Robert L. Hedlund, Mayor**

75 Middle Street, Weymouth, MA 02189  
Office: 781-340-5012 ♦ Fax: 781-335-8184

**SPECIAL EVENT REQUEST FORM**  
**(Please allow at least 2 to 4 weeks for Approval)**

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Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT INFORMATION**

Type of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**EVENT DETAILS**

Will Alcohol be served?  Yes  No (Licensing permit may be required)

**(No alcohol allowed on Town property)**

Raffle/Lottery to be held?  Yes  No (Must be a non-profit; permit required)

Will Food be served?  Yes  No (Health permit may be required)

If Yes, please describe type of food and method of serving: \_\_\_\_\_

\_\_\_\_\_

Will you have a tent?  Yes  No (Larger tents may require a building permit)

Are you Requesting use of Town Field?  Yes  No (If Yes, Recreation Dept. permit needed)

Are you Requesting use of School Property?  Yes  No (If Yes, provide approval from school)

How will you dispose of trash/garbage? \_\_\_\_\_

What sanitary bathrooms will be available? \_\_\_\_\_

Please describe any additional details, such as traffic and parking plan:

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CONTACT: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

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## **NOTES:**

Adequate notice is required. **Please allow at least 2 to 4 weeks for Approval.**

Large events may require additional time for approval.

**Please do not advertise your event until you receive final approval from the Town.**

**Please mail this form back to the Mayor's Office at:  
75 Middle St., Weymouth, MA 02189 or 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](mailto:constituentservices@weymouth.ma.us)

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## **APPROVALS – FOR INTERNAL USE ONLY**

\_\_\_\_\_  
Police Department

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
Department of Public Works

\_\_\_\_\_  
Parks and Recreation

\_\_\_\_\_  
Health Department (if necessary)

\_\_\_\_\_  
Building/Licensing Department (if necessary)

\_\_\_\_\_  
Planning Department (if necessary)

\_\_\_\_\_  
Library Department (if necessary)