



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)

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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(Please allow at least 2 to 4 weeks for Approval)

CONTACT: _____

EVENT TYPE: _____ EVENT DATE: _____

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

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)