

**Property Management Department
Event Application**

Boston City Hall, Rm. 811

Boston MA, 02201

Phone: 617-635-4100 Fax: 617-635 -3284

Name of Contact Person: _____

Billing Address: _____

Telephone Number: (_____) - _____

E-Mail Address: _____

Name of Event: _____

Event Date (s): _____

Event Start Time: _____ a.m./ p.m. Event End Time: _____ a.m./ p.m.

Set-up Date(s): _____

Set-up Start Time: _____ a.m./ p.m. Break-down Time: _____ a.m./ p.m.

Location:

- Faneuil Hall
- Samuel Adams Park
- City Hall Lobby
- City Hall Plaza
- Civic Pavilion

Will your event require:

- Music
- DJ
- Other

Guidelines for any Person or Group Requesting the Use of Faneuil Hall, Sam Adams Park, City Hall Plaza, City Hall Lobby, and the Civic Pavilion.

Last Updated: 01/18/2024

What events are covered?

This application applies to any public event proposed to take place at Faneuil Hall, Sam Adams Park, City Hall Plaza, City Hall Lobby, or the Civic Pavilion.

What form must be completed to start the process?

Applicants requesting the use of the designated venues must complete the form “Event Application”, available at boston.gov/departments/property-management/how-hold-event-near-city-hall and also at the Property Management Department, Boston City Hall, Room 811.

Where should the completed form be submitted?

Property Management Department, Boston City Hall, Room 811.

What is the deadline for submitting requests?

Applications must be submitted at least thirty (30) days in advance of proposed events. Non-compliance may result in denial of the application.

What will happen after the request is filed?

The Property Management Department (PMD) will review the request, and respond in writing to the applicant within Ten (10) days. PMD may make further inquiries of the applicant, and require additional documentation from the applicant. Unless there are specific reasons for denying the request, the request will be approved. If the contemplated event is to be held at Sam Adams Park, City Hall Plaza, City Hall Lobby, or the Civic Pavilion the applicant may be then directed to complete a Public Event Application and meet with the City of Boston Special Events Committee. Applicants will be responsible for pursuing and obtaining all necessary permits and licenses from other departments and agencies as required and as necessary to operate the contemplated event, and must fully comply with the appropriate application procedure for said departments and agencies. If the applicant has been referred to multiple departments and agencies, the applicant may pursue their application with those departments and agencies simultaneously. Any approval issued by the Property Management Department for an event may be revoked upon the failure of the applicant to obtain permits and licenses required by other city departments and agencies to operate the contemplated event.

What are the reasons a request could be denied?

Where possible, the Property Management Department seeks to accommodate all applicants seeking to take advantage of the City of Boston's public forums. To maximize efficient use of these forums and ensure the safety and convenience of the applicants and the general public, access to these forums must be regulated. To this end, the Property Management Department may deny a request for the following reasons:

- The use or activity intended by the applicant is prohibited by law, ordinance, or by regulation.
- A fully executed prior application for a permit for the same time and place has been received and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular area. In such cases, the City will propose an alternative space, if available.
- The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City and previously scheduled for the same time and place. In such cases, the City will propose an alternative space, if available.
- The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the area, City employees, or the public.
- The applicant has not complied with applicable license or permit requirements, ordinances, or regulations of the City.
- The application contains a material falsehood or misrepresentation.
- The applicant has made on prior occasions material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of prior permits issued to or on behalf of any applicant.
- The application is not fully completed and executed.
- The applicant has failed to tender the required insurance certificate.
- The applicant is legally incompetent to contract, or to sue and be sued.
- The applicant or person or group on whose behalf the application for permit was made has on prior occasions damaged City property, and has not paid for such damage, or has other outstanding and unpaid debts to the City of Boston.

In addition, applicants whose requests have been granted will be required to comply with the Rules the Property Management Department sets forth governing the use of the designated venues, as set forth below:

- a. The applicant is responsible for ensuring there is no illegal activity at the venue.
- b. The applicant will responsible for any damage to public property.
- c. The applicant shall indemnify and hold harmless the City of Boston's Property Management Department and its employees from any damage it may sustain or be required to pay, by reason of said event, or by reason of any act or neglect by the applicant or their agent relating to such event or by the reason of any violation of the terms and conditions of the permit.
- d. Further conditions and rules for the use of venues for approved requests may be set forth at the discretion of the Property Management Department and its Commissioner, in order to maximize efficient use of these venues and ensure the safety and convenience of the applicants and the general public.