

TOWN OF ANDOVER
REGULATIONS FOR USE OF THE PARK

The Park, bounded by Chestnut Court, Bartlet Street, Whittier Street, Whittier Court and the Municipal Buildings, is for the recreational enjoyment of all of the residents of Andover. Citizens are encouraged to use The Park for both quiet enjoyment and active use consistent with the regulations outlined below.

The use of The Park for events shall be by permit only. An event is defined as a municipal, cultural, educational, religious, social or charitable program, occasion or activity. There are three types of permits. Permits issued by the Town Manager's Office and Special Permits issued by the Board of Selectmen. These three types of permits are defined below:

A. Permits issued by the Town Manager's Office:

Permits for the following events are granted by the Town Manager's Office: 1) a wedding ceremony or photography session before or after a wedding; 2) day-time activities conducted by the Division of Community Services, other Town departments or a school. These permits are subject to the regulations in Section B.

B. Other Permits issued by the Town Manager's Office subject to the following Regulations:

1. Events in The Park are permitted for one (1) day and shall only take place between the hours of 7:00 A.M. and 9:00 P.M. The clean-up and/or tear-down after an event must be concluded by 11:00 P.M. If additional clean-up is needed, it can begin after 7:00 A.M. the following day and must be completed by 12:00 P.M. (Noon).
2. Playing of music is permitted but must be at a reasonable volume and cease at 9:00 P.M.
3. If a power generator is used, it must cease at 11:00 P.M. The Town reserves the right to designate the location of the generator so as to minimize the effects of noise and exhaust on abutting properties to the greatest extent possible.
4. Portable chemical toilets are not permitted.
5. Trash dumpsters are only allowed by special permit, granted by the Board of Selectmen. They can be located behind the Doherty Middle School in the parking lot by the track. They must be removed within 24 hours of the end of the event or the Town will remove them at the permittee's expense. Any dumpster 6 cubic yards or larger must also be permitted by the Health Division and Fire Department.
6. Permit holders shall be responsible for cleaning and restoring the entire area and proper disposal of trash/litter off the premises. Permit holders will be responsible for the cost to repair any damage to The Park as a result of their event.

7. Permit holders shall not obstruct or cause to be obstructed any public ways, fire lanes or egress of any emergency vehicle. Parking of vehicles or placement of rides or amusements is not permitted on the grass.
8. The use of alcoholic beverages in The Park is not permitted.
9. Permit holders are responsible for insisting on compliance with the parking rules and regulations established for adjacent streets and municipal parking lots in the area of The Park by the sponsors, event staff and vendors.
10. Permit holders of events permitted by the Town Manager must notify property owners on both sides of Chestnut Street from Main Street to Pasho Street, Bartlet Street from Barnard Street to Morton Street, Whittier Street from Park Street to Chestnut Street and all of Whittier Court with written notice within two (2) weeks but not less than forty-eight (48) hours prior to an event.
11. Amusement devices (carnival rides) in The Park or adjacent municipal parking lots are not allowed except by Special Permit of the Board of Selectmen.
12. A violation of these regulations may result in an immediate revocation of the permit or special permit and all activities suspended by the officer in-charge of the Police Department. Violations could result in the denial of any future requests for a permit or special permit. If additional costs are incurred by the Town in the enforcement of these regulations, then the permit holder shall be held responsible.
13. The Town Manager's Office may refer an applicant to the Board of Selectmen for their review and approval if it is felt it is in the best interest of the Town to do so.

C. Special Permit Issued by the Board of Selectmen

A Special Permit may be issued by the Board of Selectmen for an event that includes amusement devices (carnival rides), however, the organization must comply with (a) the Regulations for Use of The Park in Section B.; (b) other arrangements as specified by the applicant and approved by the Board of Selectmen; and (c) the requirements of the following Departments and Divisions:

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| ~ Police Department | ~ Fire Department |
| ~ Building Division | ~ Health Division |
| ~ Department of Public Works | ~ Plant and Facilities Department |
| ~ Community Services | ~ School Department |

To receive a Special Permit, an organization must apply to the Town Manager's Office four (4) months prior to the event. The Board of Selectmen will notify the property owners on Chestnut Street, Bartlet Street, Whittier Street and Whittier Court as defined in Section B.

10., place an advertisement in *The Andover Townsman* twice prior to the hearing date, hold a public hearing to consider the request and issue a decision within three (3) weeks of the hearing. If a public hearing is required, then the applicant must pay \$200.00 (if needed) to cover the cost of the notices, advertising and processing.

ANDOVER BOARD OF SELECTMEN

Effective: September 13, 1999

Revised: December 2, 2013

