

# ***Town of Andover Guideline for Special Events***

**The Town of Andover is pleased to welcome a variety of special events to our Town!**

The purpose of this **Guideline** is to provide event managers with general information and items to consider prior to any event taking place in the Town of Andover. This document is subject to revision as policies change or issues arise, and should be considered as a *guideline only*. The information should provide an initial checklist because each and every event is unique and therefore all event managers must inquire if any other permits or permissions are needed.

In Andover, a **Special Event** is defined as *any significant activity that occurs upon public or private property that affects the ordinary use of parks, fields, buildings, public streets, right-of-way's or sidewalks*. Special events may include festivals, fairs, concerts, running or bicycle races, charity events, home or garden shows, sporting events, carnivals, etc. Note: Smaller activities, such as a cookie sale, may have an expedited process.

Special Event planning should begin **6 months** prior to the actual event date. In the case of neighborhood block parties, the event should be planned at least 60 days prior to the actual event date.

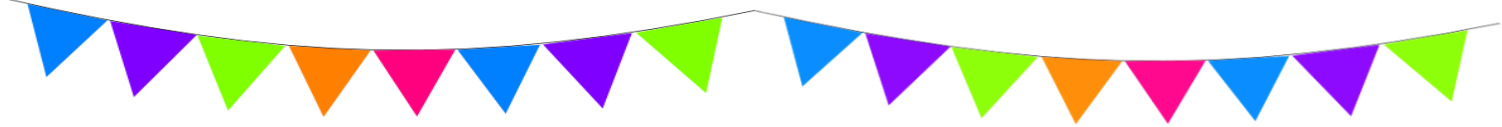
**Enclosed in this Guide you will find information on:**

- Town Property
- Street Closings
- Alcoholic Beverages
- Food Service
- Rubbish Disposal
- Use of Propane
- Tents/Canopies/Shelters
- Water Connections
- Electrical Connections
- Restrooms
- Parking
- Signs
- Smoking
- Fireworks
- First Aid
- Licensing



➤ The most important **MUST DO's** include:

- 1.) **Securing the date** for the event, and
- 2.) **Reserving the venue or location.** [Page 2 will help you start the process!](#)



**Town Property**

To determine if a facility is available for use ON THE DATE OF YOUR EVENT, you should contact the following departments:

- 781-247-5500 or visit the [AHS Athletics](#) website.
- 978-247-5563 or visit the [Collins Center](#) website.

The 781-247-5500 is responsible for scheduling and renting school buildings, the Old Town Hall (Townhouse), and school and town fields. Town of Andover facilities and fields are available for use by non-profit groups, private organizations, individuals, and Town and school groups. Andover public school buildings are available for use Monday through Friday from 4 p.m. to 10 p.m. Weekend use is permitted and requires the hiring of a custodian as the schools are normally closed. Please see details below for contact information for location specific rental information. The office can be reached at (978) 623-8727 or visit the [Facility Services Office](#) website.

- 781-247-5500 can be rented through the Athletic Director's Office at (978) 247-5500 or visit the [AHS Athletics](#) website.
- # 978-247-5563 at the High School please call (978) 247-5563 or visit the [Collins Center](#) website. Note: Rental of the Collins Center requires Fire Rescue detail personnel. Please contact (978) 623-3700 for more information.

Contact the Town Manager's Office at (978) 623-8210 or on the [Town Manager's Office](#) website. The Park is regulated by the Select Board. More information on the use of these public realms including applications for special events and block parties can be found here: [Hosting Special Events](#).

Community Services can be rented through the Department of Community Services (978) 623-8340 or on the [Department of Community Services](#) website.

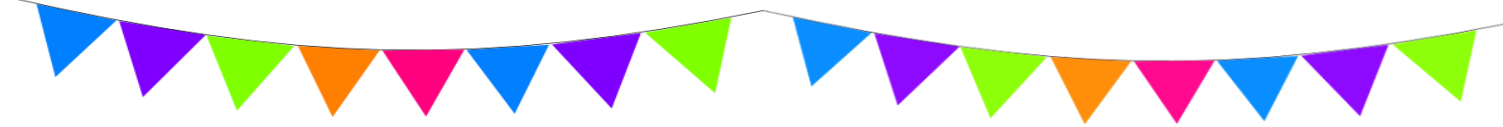
**Street Closings/Block Parties**

Events such as neighborhood block parties and downtown business events that wish to close off a street should submit an application the Town Manager's Office, 36 Bartlet Street, Andover, MA 01810, or via email to [manager@andoverma.us](mailto:manager@andoverma.us) as soon as the date is secured.

**Block Party Application.**

**Logistical issues:** Block party and street closing requests will be reviewed by the Andover Police Department, Andover Fire Rescue and Department of Public Works, and approval will be granted by the Town Manager at their recommendation. The Town Manager's Office will send a letter to the applicant.

**Considerations after approval:**

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- Arrangements for barrier delivery (if needed), placement and removal (DPW may be involved).
  - Detour signs may be needed.
  - Businesses and residents on the closed streets must be notified of the closure ahead of time.
  - Police and Fire Rescue details are usually required for downtown street events but not usually for block parties.

**Possible fees:** Police and Fire Rescue detail(s)

### **Alcoholic Beverages**

The service of alcoholic beverages outside of a private residence frequently requires a One-Day (or Special) Liquor License. To determine if a License is required please contact the Town Clerk's Office or visit the Town website licensing page to fill out a [One Day Liquor License Questionnaire](#) and submit it to the **Town Clerk's Office**, 36 Bartlet Street, Andover, MA or via email to [townclerk@andoverma.us](mailto:townclerk@andoverma.us).

#### **Logistical Issues:**

- The One-Day Liquor License Questionnaire should be submitted at least one month (4 weeks) prior to the event.
- Only charitable organizations may apply for an *all types of alcohol* license. Events held by organizations that are not charities are only eligible for Beer & Wine One-Day Licenses.
- If a license is required, alcohol must be purchased from a licensed Massachusetts wholesaler (distributor) NOT a package store.
- The service of alcohol that has been DONATED is strictly controlled. Please contact the Town Clerk's office before planning to accept donated alcohol as part of the event plan.
- The consumption of alcoholic beverages is prohibited on Town owned property with the exception of events at the Town House/Old Town Hall. In all cases where alcohol consumption is permitted at the Town House, it must be served by a caterer or bar service who has presented satisfactory evidence of liquor liability insurance to the Town.

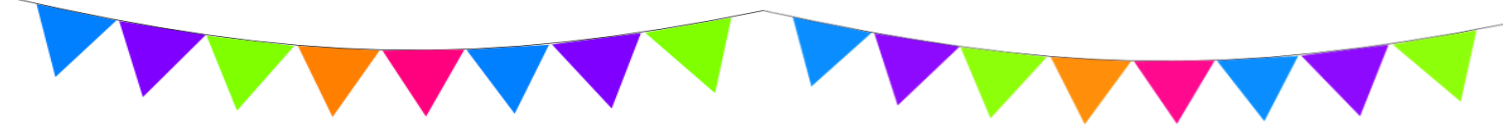
**Fees:** License fee - \$50 payable to the Town of Andover and must be submitted to the Town Clerk's Office at least 4 weeks prior to the event. If it is determined that the fee is not necessary, it will be returned.

### **Food Service**

Food service on town property requires a permit from the Board of Health, and most festival-type food service will require permits. Please see the document entitled [Andover Health Food Permit Information](#) available on the [Health Division Webpage](#) or call (978) 623-8640 for specific information.

#### **Logistical Issues:**

- Temporary food permit applications must be applied for and submitted to the Health Division at least 7 to 10 days in advance of the event; this allows the staff time to review the applications, the applicants to provide any additional information needed, and for inspectional staff to plan the time needed to make operations occur.

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- Generally, a health inspector will inspect the operation prior to its opening. In almost all cases, a Certified Food Handler will be required to be involved with the event to ensure safe food handling. Please be prepared to provide a copy of the onsite food manager's Serve Safe Certificate and Allergen Awareness Certificate.
  - If an event is at the Collins Center, food service must go through Andover Food Service Department. Please contact Andover Food Services (978) 247-5529. An alternative for food service option is The Robb Center (Andover Senior Center). Please contact the Robb Center kitchen staff at (978) 623-8332.

**Possible fees:**

Food permit fees may vary. Please contact the Andover Health Division for pricing (978) 623-8640.

**Rubbish Disposal**

The Town provides rubbish receptacles in various parts of the community for regular daily use, but most of those will be quickly overrun during special events.

**Logistical Issues:**

- Additional rubbish receptacles may be required. Sometimes they can be arranged through the Department of Public Works. Also, local waste companies may supply cardboard boxes.
- Organizers need to ensure that the receptacles do not overflow; this means the units *must* be emptied periodically.
- A larger area (or dumpster) will be required as a collection point to stockpile bagged waste for final disposal. Sometimes, organizers make arrangements with local businesses to use their dumpsters. For additional questions regarding a temporary dumpster, call the Health Division at (978) 623-8640 and Fire Rescue at (978) 623-3700 if kept overnight.
- All rubbish must be bagged and removed at the end of the event.

**Possible fees:**

Department of Public Works rubbish removal

Dumpster rental, additional rubbish pick up, or license with Board of Health and Fire Rescue.

**Use of Propane**

Food operators, portable heaters and artisans often require propane as a fuel source to operate.

**Logistical Issues:**

- Propane Permits are required by Fire Rescue, if storing more than 42 lbs. of propane.
- All propane containers must be secured in such a way so that they will not fall over, injuring someone or damaging the cylinder or valve-assembly.

**Possible fees:**

Propane permit fee



## **Tents, Canopies and Shelters**

Depending on the size and type, permits might be required by the Building Division.

### **Logistical Issues:**

- Tents over ten square feet, or that have enclosing sides may need a permit from the Building Department (978) 623-8620.
- Tents must be secured to prevent wind gusts from blowing them around.
- The Town *does not* allow stakes to be used in the park due to the irrigation system.

## **Licensing (Miscellaneous)**

### **Examples of regulated activities:**

- Raffles, bazaars, poker tournaments and games of chance, sale of goods and/or live entertainment.

### **Possible fees:**

Building Permit Fee

License from the Town Clerk's office

## **Temporary Water Connections**

Some events may need to connect to the town water supply for food service operations, portable toilets or another element of the event.

### **Logistical Issues:**

- The Plumbing Inspector may require a permit to make the connection to the Town water supply.
- The Department of Public Works' Water Division may attach a meter to monitor the amount of water drawn and will bill for the usage.
- All connections must be equipped with a back flow preventer or vacuum breaker, subject to the approval of the Plumbing Inspector.
- Hoses for drinking water must meet state requirements and must be protected so that they do not become a trip hazard.
- Discharge of wastewater to the ground is not allowed. It must go through a plumbing system.

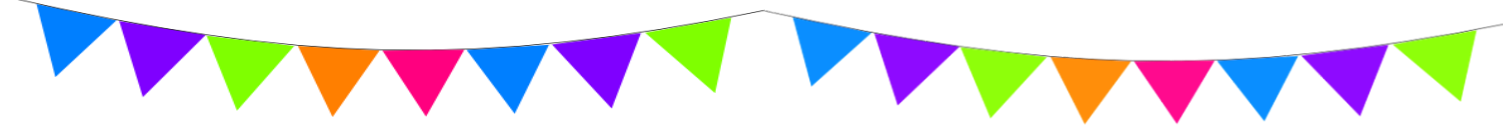
**Possible fees:** Plumbing permit fee, Water usage fee, Plumbing Inspector detail

## **Electrical Connections**

Electricity is needed for music, public address systems, rides and temporary lighting.

### **Logistical Issues:**

- If using the Gazebo in The Park, the group must go through the Facilities Services Office and may only use Town supplied power cords. A security deposit will be required.

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- Extension cords may not cross through doors where they can be pinched between the door and frame (this can cause a short circuit and endanger people).
  - Small portable generators may be used outdoors only (when running, they emit carbon monoxide, a poisonous gas). They are noisy and should be situated away from crowds.
  - Electrical cords need to be protected so that they do not become a trip hazard.
  - Only licensed electricians may hard wire a device into an electrical service and only with a permit from the Electrical Inspector.

**Possible fees:**

Electrical permit fee, Electrical Inspector detail, a security deposit in the case of using the Gazebo

**Restrooms**

Restroom facilities may be required for attendees of some events. In some instances, public buildings may be used. When public buildings cannot be used, the town will decide if the event must rent portable toilets.

**Logistical Issues:**

- If Town buildings will be used, custodians must be on duty while the buildings are open.
- Portable toilets are NOT provided by the Town. Portable toilets need to be serviced daily, if the event will exceed a single day. The number of portable toilets required is based upon state requirements (based on number of attendees or participants). The event manager may also consult with the Plumbing Inspector for additional information about the process.

**Possible fees:**

Custodian fee (for public restrooms), facility fee for public buildings

**Parking, Signs, Smoking, Fireworks and First Aid**

**Parking**

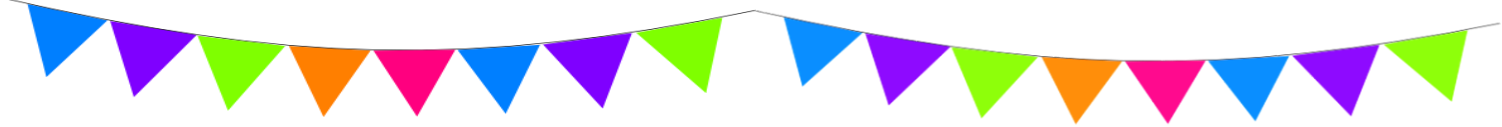
For events in public areas of Andover, parking is permitted in designated areas only. The Police Department will continue to monitor parking meters and signage limitations Monday through Saturday, 8 a.m. to 6 p.m. unless otherwise determined by the Select Board and the Police Department. Remote parking and shuttles may be required.

**Signs**

Permits are required for temporary signs (unless on private property). No signs may be affixed to trees, buildings or street fixtures. No signs may be placed in the public right of way.

**Smoking**

Smoking is not permitted in any public facility, on any public property, on school grounds or on recreational or historical parks, playgrounds or fields.



**Fireworks**

Fireworks are not permitted without the prior approval of the Town of Andover Select Board, Andover Fire Rescue and the Department of Fire Services. Fire Rescue personnel are required for all events with fireworks or pyrotechnics.

**First Aid and Medical:**

Events may require provisions for first aid and medical personnel depending on the size of the proposed event. Contact Andover Fire Rescue at (978) 623-3700 for EMS details.

**If you have any questions, please contact the Town Manager's Office at [manager@andoverma.gov](mailto:manager@andoverma.gov) or by phone at (978) 623-8210.**

**Other Special Event Contacts:**

**Police Department: 978-623-3500**

**Fire Rescue: 978-623-3700**

**Building Division: 978-623-8620**

**Health Division: 978-623-8640**

**Town Clerk: 978-623-8230**

**Public Works & Facilities: 978-623-8700**

**Athletic Director: 978-623-8230**

**Cormier Youth Center (Youth Services): 978-623-8360**

**Recreation Division: 978-623-8340**

**Robb Center (Elder Services): 978-623-8320**

**For space rental information, please visit our [Facility and Field Rentals](#) page for more information.**

***It is recommended that the event manager contact the Town Clerk's Office to confirm if there are any other state or town requirements. Note: All license approvals in Andover are acted upon by the Select Board.***