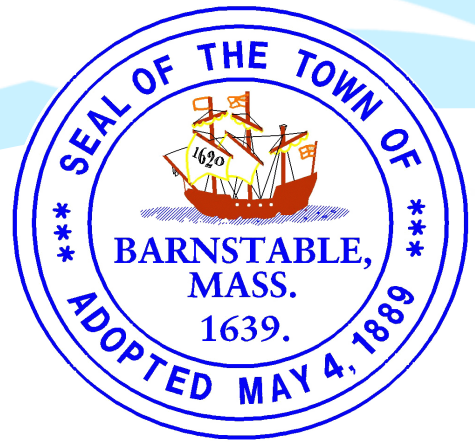


Town of **Barnstable**

Special Event on Town Property Procedure Guidebook

SEVEN VILLAGES
ONE TOWN





The Town of Barnstable welcomes and celebrates events that promote the mission statement and strategic goals of the Town. Each of the available town properties and facilities within the seven villages offers unique opportunities to complement and enhance your event.

The Barnstable Town Manager has adopted this guidebook containing procedures to assist with navigating through the permitting process.

Whether a small family gathering or a large production, our team is committed to working with our resident and visitor event organizers to ensure a streamlined process providing a positive experience from start to finish.

We thank you for choosing the Town of Barnstable and look forward to working with you!

*Town Manager's Office
508-862-4610
367 Main Street
Hyannis, MA 02601
www.townofbarnstable.us*

SEVEN VILLAGES
ONE TOWN



SPECIAL EVENT ON TOWN PROPERTY PROCEDURE GUIDEBOOK

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SECTION 1. DEFINITIONS

1. **Special Event**” is defined as a temporary leisure, social, community or cultural experience external from routine programs, occurring indoors or outside, for the public to participate in through invitation, general admission or free of charge.
2. **“Event Organizer”** is defined as the primary representing person(s) responsible with planning, coordinating and managing all aspects of the special event.

SECTION 2. RESERVING TOWN PROPERTY

- a. Events held at Barnstable School Facilities & Grounds, the Senior Center, Sandy Neck, or the HYCC, Town Beaches, Parks/Recreation facilities and fields, and HyArts Campus Buildings requires separate permits and permissions. For more information regarding availability, reservations and fees, please contact them directly.

BARNSTABLE SCHOOL FACILITIES & GROUNDS	BARNSTABLE SENIOR CENTER
Katri Mullaly 508-862-4750 Mullaly_katri@mybps.us 835 Falmouth Road Hyannis, MA 02601 www.barnstable.k12.ma.us/domain/44	Susan Griffin 508-862-4761 susan.griffin@town.barnstable.ma.us 825 Falmouth Rd Hyannis, MA 02601 www.townofbarnstable.us/SeniorServices
HYANNIS YOUTH AND COMMUNITY CENTER	BEACHES, PARKS/RECREATION FACILITIES
508-790-6345 hycc@town.barnstable.ma.us 141 Bassett Lane Hyannis, MA 02601 www.townofbarnstable.us/hyccnet/rent	508-790-6279 recreation@town.barnstable.ma.us 141 Bassett Lane Hyannis, MA 02601 www.townofbarnstable.us/recreation
SANDY NECK	HYARTS CAMPUS BUILDINGS
Donna Bragg 508-362-8300 donna.bragg@town.barnstable.ma.us 425 Sandy Neck Road West Barnstable, MA 02668 www.townofbarnstable.us/sandyneckpark	Melissa Hersh 508-862-4746 Melissa.hersh@town.barnstable.ma.us 367 Main Street Hyannis, MA 02601
FILM PERMITS	
Mike Trovato 508-862-4791 Mike.trovato@town.barnstable.ma.us 367 Main Street Hyannis, MA 02601	

- b. For all other locations please contact the Town Manager’s Office, at 508-862-4610 to begin the reservation process and proceed with the remaining sections of this guidebook.

NEED ASSISTANCE OR HAVE QUESTIONS?

We are happy to assist you in understanding timeframes, the permitting process, etc of holding a special event on Town Property. Please contact Assistant Director of Planning & Development Liz Hartsgrove via email at Elizabeth.hartsgrove@town.barnstable.ma.us or by phone at 508-862-4670

SECTION 3. TOWN PROPERTY – TOWN MANAGER’S OFFICE

3.1 RESERVATION

- a. To avoid any potential location conflicts, please refer to Section 4 for procedures and rules specific to individual town properties prior to confirming availability. Each property may have varying limitations, such as time of day or designated areas for enhancement offerings.
- b. Once a date has been confirmed available through the Town Manager’s office, all special event organizers are required to submit a completed **Use of Town Property Application (B.1)** no later than 45 days prior to the anticipated event set-up date.
- c. Parades, road races, or special events expected to attract more than 1000 people must submit an application no later than 90 days prior to the anticipated event set-up date.
- d. Applications may be accepted up to one year in advance of requested date.
- e. This procedure does not cover events of a predominantly first amendment nature which may still be subject to other rules or procedures for property use, therefore consult with the Town Manager.
- f. In order to provide town property equally throughout the year, special events may not reserve town property for more than four (4) consecutive days in total for a single event. The four days includes set-up, the event and clean-up. Special events that attract more than 10,000 people in a single day, may request an extension of two (2) additional days for event preparation purposes only. Requests must be submitted in writing, detailing reason for request at least 120 days in advance for Town Manager approval.
- g. No more than 10 calendar days in one calendar year may be granted to an individual organizer on town property at same location.
- h. Special Events on Town property shall be open to the public. Events that are closed from the public, such as weddings, may only be applied for and approved only if it does not conflict with a reoccurring annual event.

3.2 ALCOHOL ON TOWN PROPERTY

- a. Special Events with Beer/Wine on Town Property are only permitted at the following locations:
 - Hyannis Village Green
 - Hyannis Harbor Overlook
 - Aselton Park, Hyannis
- b. Event organizers must be 21 years or older if proposed event includes Beer/Wine.
- c. BYOB is not permitted on Town Property at any time and at any location.
- d. See additional sections for further beer/wine requirements.

3.3 APPLICATION

- a. The following items must be included with Use of Town Property Application to be eligible for staff review:
 1. Town Property Application Fee (**See Appendix A**);
 2. Events with Beer/Wine:
 - a) A copy of the Event Organizer’s valid Driver’s License
 - b) A detailed written statement describing:
 - 1) The method of controlling and keeping beer/wine on the premise either through use of a designated space such as a “Beer Garden” on a portion of the allowable town property or use of the entire parcel, and any proposed barriers such as free

Application fees are non-refundable. Additional fees related to enhancement permits such as beer/wine, entertainment, food, tents etc. will be assessed after the team review’s the property application.

standing fencing, plastic sheeting, rope or other material that will clearly allow the interior to be visible from the outside.

- 2) the proposed security plan including number of designated identifiable personnel at each ID Check points, entrances and exits;
 - 3) a copy of signage that will be posted at all ID check points, entrances/exits of proposed portion of property beer/wine will be served and consumed; and
 - 4) method of training staff assigned towards controlling, monitoring and serving beer/wine.
3. Plans to scale (8 ½ x 11 or larger) showing dimensions/sq.ft. of town property and intended layout of use including location of any event enhancements such as entertainment, beer/wine, food, comfort stations, tents, seating plan, etc;
- a) Events proposing beer/wine on entire parcel or any portion of allowable town property must clearly indicate on plan locations where beer/wine will be sold, served and consumed on premise, and all security access points.
- a. Acceptance of an application should in no way be construed as a guarantee or final approval for the use or event, it simply reserves the requested dates for the requested property.
 - b. Should an Event Organizer for any reason need to cancel their event they must notify the Town Manager’s office in writing at least 14 calendar days prior to the first day of use or the application fee will be forfeited.

It is important that the information and documentation be accurate and submitted in a timely manner. Information submitted in the application will assist staff with properly assessing the necessary approvals from various departments and boards, creating an organized and expeditious process tailored for the individual event.

3.4 INDEMNIFICATION

- a. As a condition of the Use of Town Property approval, the Event Organizer agrees to indemnify, defend and hold harmless the Town of Barnstable and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the special event, or any activity constituting a part of the special event, or any act, omission or misconduct of the permit holder or his/her agents, representatives, contractors, employees or volunteers. The permit holder agrees to discharge any and all judgments that may be rendered against the Town of Barnstable or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

3.5 GENERAL REQUIREMENTS AND ENHANCEMENT PERMITS

- a. After initial review of the Use of Town Property Application, Town Staff will notify the event organizer of the general and enhancement permits required to ensure the event is safe and compliant.

Requirements and permits will vary due to the individual uniqueness of each special event - there isn't a "one size fits all".

Examples of various requirements that may be prompted by proposed event include, but are not limited to:


General Requirements	Town Contact	
1) Commercial General Liability	Property & Risk Mgmt	
2) Liquor Liability	508-862-4652	230 South St Hyannis
3) Workers Compensation		
4) Security/Public Safety	Police	Hyannis Fire
	508-775-0387	1200 Phinney's Ln Hyannis
		508-775-1300 95 High School Rd Ext. Hyannis

- 5) Comfort Stations
- 6) Portable Toilets
- 7) Cones, Barricades, Barriers
- 8) Tent locations

Public Works
 508-790-6400 382 Falmouth Rd
 Hyannis

If tents are going to be used on areas where there is irrigation, a survey will be required to identify and flag where pipes are.

Enhancement Permits		Town Contact	
1) Electrical Permit	B.2	Building	
2) Temporary Sign Permit	B.3	508-862-4038	200 Main Street Hyannis
3) Tent Permit	B.4		
4) Inflatables			
5) Special Beer/Wine License	B.5	Licensing	
6) Special Entertainment License		508-862-4674	200 Main Street Hyannis
7) Temporary Food Permit	B.6	Health	
		508-862-4644	200 Main Street Hyannis
8) Open Flame Permit (grilling)		Hyannis Fire District	
9) Open Heaters		508-775-1300	95 High School Rd Ext., Hyannis
10) Special Event Parking Permits	B.7	Parking Management	
		508-862-4674	200 Main Street Hyannis
11) Promoters License	B.8	Town Clerk	
12) Raffle Permit	B.9guidebo	508-862-4044	367 Main Street Hyannis

 In order for staff to properly guide and ensure the safety of the public, town properties and the surrounding areas, event organizers may be required to clarify or amend an application due to unique or fluctuating circumstances related to an event. It is important to understand that these amendments may pause the review process.

- b. Events with Beer/Wine and/or amplified entertainment on permitted town property will be required to apply for a Special License and appear before the Barnstable Licensing Authority at a public meeting (regardless if public is charged a fee or not) prior to the event occurring.
- c. Special Events on Town Property that offer Beer/Wine are required to submit the following information to the Licensing Division along with the Special Beer/Wine License application:
 - a) A copy of the detailed written statement submitted with the Use of Town Property Application describing security plan and method of training staff assigned towards monitoring or serving alcohol, etc;
 - b) A copy of the TIPS certification and driver’s license of manager who will be on site at all times beer/wine is on property; and
- d. Reoccurring events with Beer/Wine and/or amplified entertainment must submit a written statement from Police and Fire confirming no outstanding public safety concerns from previous events.
- e. Events previously licensed with Beer/Wine and/or amplified entertainment can be placed on the Licensing Authority’s consent agenda only if there are no outstanding public safety concerns. If there are public safety concerns, the event organizer and public safety official are required to appear at the public meeting.

It is recommended for new event organizers to solicit guidance from local business organizations such as the Chamber of Commerce or Main Street Business Improvement District prior to the event.

- f. Temporary signs, banners or publicly displayed promotional material throughout the town must comply with town building codes.
- g. Under no circumstance may stickers be applied to any portion of town property including but not limited to the bandstand, fences, stages, walkways, benches, posts, existing signage, trees, etc.
- h. The use of sparklers, fireworks, pyrotechnic displays and other like uses is strictly prohibited on Town Property.

3.6 DURING THE EVENT

- a. Event organizers are required to manage on-site preparation, including security, parking, insurance, set-up, maintenance and clean-up, emergency services and safety of operations according to the requirements placed on the special event by any/all town departments, It is the responsibility of the event organizer to contact the related department and communicate any questions or concerns that may arise.
- b. All required enhancement permits/licenses (Beer/Wine, Entertainment, Food Service, etc) must be on premise during the event.
- c. Any plastic bag offered to the public must comply with c.195 of the Barnstable Town Code.
- d. All egresses must remain free of any obstructions.
- e. Events with Beer/Wine
 - 1. TIPS Certified Alcohol Manager must remain with alcohol and overseeing service at all times alcohol is made available to the public.
 - 2. Alcohol may only be offered to the public in aluminum, plastic or paper containers.
 - 3. Use of beer luges, drinking funnels, free pouring, etc is prohibited.
 - 4. Recycling containers must also be made available to the public, if materials offered are recyclable.
 - 5. Area with beer/wine must be signed and controlled as indicated on approved floor plan, and must have designated identifiable personnel to manage ID Check points, entrances and exits.
 - 6. Alcohol is not permitted outside of the controlled approved areas.
 - 7. Alcohol sales and service must end 20 minutes prior to the event ending time.

3.7 POST-EVENT

- a. All debris must be removed immediately after event and property must be returned to original state within 24 hours or additional time as determined and approved by the Town of Barnstable.
- b. Any damage to town property occurred by event will be subject to refunding any and all costs associated with replacement and repair.
- c. If it is determined by the Department of Public Works that the irrigation system is damaged by event occurrences, it is the responsibility of the Event Organizer to repair the damage.
- d. In the event that an authorized event violates a rule or condition which is determined in writing by Town staff to be a detriment to public safety or the facility, the Town Manager may deem, through written notification, that the individual Event Organizer and/or the Event Organization named on the permit ineligible to apply for Use of Town Property up to one-year period from the date of the infraction.

SECTION 4. TOWN PROPERTIES – ADDITIONAL REQUIREMENTS

4.1 HYANNIS VILLAGE GREEN

a. **HOURS.**

1. Event set up on the Hyannis Village Green may begin as early as 6am and open to the public between the hours of 8am and 10pm.
2. Events with entertainment and/or beer/wine may only be licensed between 10am and 10pm Monday through Saturday and 10am and 8pm Sunday.
3. Breakdown of events may not be conducted beyond 10pm any particular day.

b. Nothing may be affixed to any tree on the Hyannis Village Green.

c. **ENHANCEMENTS.**

1. **Electricity**

- a. Requests for use of town electricity on Village Green must be indicated on the Use of Town Property Application and will be determined by DPW if request be granted (Additional fees may apply).
- b. All electrical cords will be supplied by the event organizer and must be routed outside of pedestrian or vehicular traffic or suitably protected or guarded.

2. **Furniture**

- a. Tables, chairs, bleachers, podiums, etc are permitted on the Village Green grounds and must comply with the layout approved and reviewed by the Fire Department and the Building Department, included with the Use of Town Property Application. Any changes require review and approval.
- a. All seating areas must meet accessibility laws.
- b. All furniture must be set up and broken down by the event organizer or the hired company, and must be removed by the end of the final permitted day of use.

3. **Shade/Coverings**

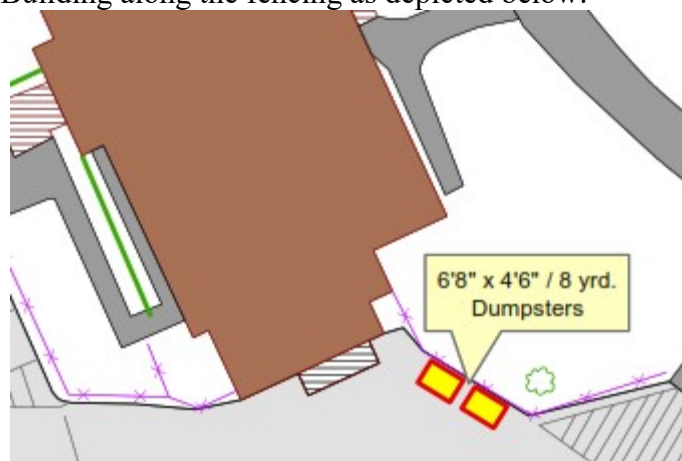
- a. Market size umbrellas or other awnings must be properly and independently secured with water bag or cement blocks and must be able to resist minimum wind pressure of 20lbs/sq.ft

4. **Stages**

- a. If your event includes elevated platforms or stages, it must meet local building requirements

5. **Sanitation**

- a. No more than 2 – 8yard roll-off containers/dumpsters are permitted.
- b. Containers/dumpsters may only be located in between Town Hall and the School Administration Building along the fencing as depicted below:



- c. Consideration for larger, additional containers/dumpsters or alternate locations must be reviewed and approved by Town Staff.
 - d. Under no circumstances may any container/dumpster or portable washrooms obstruct handicap parking and adjacent cross hatch access areas.
6. **Fencing**
- a. If stakes, footings or other material intended on either being inserted below ground level or affixed to town property such as structures or lamp poles must be reviewed by DPW.
 - b. Fencing plan must be reviewed by the Building Department to determine the proper number and width of required egresses.
7. **Vehicles**
- a. If a vehicle or trailer is part of your event plans, it must be included on the floor plan and approved by DPW and the Fire Department prior to placement on any portion of the Hyannis Village Green.
8. **Public Art**
- a. Permanent paint shall not be applied to any town property including sidewalks, benches, structures, trees, etc.
 - b. Temporary public art such as chalk, charcoal or washable paint may be applied to Hyannis Village Green walkways and must be removed by wet mop or other low impact, environmentally friendly techniques. Power washing is not permitted.
- d. **BAND STAND**
- 1. **Structure**
 - a. Permanently or temporarily altering, adhering or securing any item to the bandstand is prohibited.
 - 2. **Sound System**
 - a. Use of the Bandstand sound system must be applied for through the Use of Town Property application. (Additional fees may apply.)
 - b. The Bandstand sound system is designed to support a single microphone addressing small gatherings. Events needing larger capacity amplification must supply at event organizers expense and comply with any local requirements.
 - 3. **Banners**
 - a. Banners may be hung along the top wire running the front length of the Bandstand.
 - b. Banners may be secured to interior back and side walls of bandstand via staple gun or small nails. ALL must be removed end of event.
 - c. Banners are not permitted on the exterior walls of the Bandstand.
 - 4. **Furniture**
 - a. The town may provide up to forty (40) folding chairs for bandstand use only and may be requested through the Use of Town Property application. (Additional fees may apply).
 - b. Event organizers are responsible for set up and breakdown of town owned folding chairs.
 - c. All requested town owned folding chairs must be returned to the Town at the end of the event, in the same condition as received.

4.2 ASELTON PARK

a. HOURS.

1. Event set up on Aselton Park may begin as early as 6am and open to the public between the hours of 8am and 10pm.
2. Events with entertainment and/or beer/wine may only be licensed between 9am and 10pm Monday through Saturday and 9am and 8pm Sunday.
3. Breakdown of events may not be conducted beyond 11pm any particular day.

b. ENHANCEMENTS.

1. **Beer/Wine**

- a. Area where beer/wine will be served or consumed must be contained within a tented, roped or fenced area, and must be confined to the green space at Aselton Park.
- b. Alcohol is not permitted beyond the green area on marina grounds, including the wooded boardwalk.

2. **Electricity**

- a. Requests for use of town electricity on Village Green must be indicated on the Use of Town Property Application and will be determined by DPW if request be granted (Additional fees may apply).
- b. Events needing amplification must be supplied, at event organizers expense, and comply with any local requirements.
- c. All electrical cords must be supplied by the event organizer and routed outside of pedestrian or vehicular traffic or suitably protected or guarded.

3. **Furniture**

- a. Tables, chairs, bleachers, podiums, etc are permitted on the park grounds and must comply with the layout approved and reviewed by the Fire Department and the Building Department, included with the Use of Town Property Application. Any changes require review and approval.
- b. All seating areas must meet accessibility laws.
- c. All furniture must be set up and broken down by the event organizer or the hired company, and must be removed by the end of the final permitted day of use.

4. **Shade/Coverings**

- a. Market size umbrellas or other awnings are permitted on the premise, including the stage. These must be properly and independently secured with water bag or cement blocks able to resist minimum wind pressure of 20lbs/sq.ft.

5. **Temporary Stages**

- a. If your event includes elevated platforms or stages, it must meet local building requirements.

6. **Fencing**

- a. If stakes, footings or other material intended on either being inserted below ground level or affixed to town property such as structures or lamp poles must be included on the floor plan and reviewed by DPW.
- b. Fencing plan must be reviewed by the Building Department to determine the proper number and width of required egresses.

7. **Vehicles**

- a. If a vehicle or trailer is part of your event plans, it must be included on the floor plan and approved by DPW and the Fire Department prior to placement on any portion of the Park, including sidewalks.

- b. Parking will not be permitted between the stage sheds or in abutting slip holder permit required spaces.
- 8. **Public Art**
 - a. Permanent paint shall not be applied to any town property including sidewalks, benches, structures, trees, etc.
 - b. Temporary public art such as chalk, charcoal or washable paint may be applied to walkways and must be removed by wet mop or other low impact, environmentally friendly techniques. Power washing is not permitted.
- c. **SHEDS.** Interior use of sheds during permitted use of the park may be available between September and May through request on the Use of Town Property Application as determined by the Town.
- d. **STAGE**
 - 1. **Structure**
 - a. Permanently or temporarily altering, adhering or securing any item to the Stage is prohibited.
 - 2. **Banners**
 - a. Banners may be hung using hooks on either shed to be displayed between the sheds.
 - b. Blocking artwork (community mural) by any means, including banners is prohibited.

4.3 HYANNIS HARBOR OVERLOOK

- a. **HOURS.**
 - 1. Event set up at the Hyannis Harbor Overlook may begin as early as 6am and open to the public between the hours of 8am and 10pm.
 - 2. Events with entertainment and/or beer/wine may only be licensed between 9am and 10pm Monday through Saturday and 9am and 8pm Sunday.
 - 3. Breakdown of events may not be conducted beyond 11pm any particular day.
- b. **ENHANCEMENTS.**
 - 1. **Electricity**
 - a. Requests for use of town electricity on the Hyannis Harbor Overlook must be indicated on the Use of Town Property Application and will be determined by DPW if request be granted (Additional fees may apply).
 - b. Events needing amplification must supply at event organizers expense and comply with any local requirements.
 - c. All electrical cords must be supplied by the event organizer and routed outside of pedestrian or vehicular traffic or suitably protected or guarded.
 - 2. **Banners**
 - a. Banners are permitted to be taped along the brick circular wall surrounding the performance area on the Hyannis Harbor Overlook.
 - b. Banners may not be hung on the exteriors of the Artist Shanties.
 - 3. **Shade/Coverings**
 - a. Market size umbrellas or other awnings is permitted on the premise and must be properly secured with water bag or cement blocks able to resist minimum wind pressure of 20lbs/sq.ft.
 - 4. **Furniture**
 - a. Tables, chairs, bleachers, podiums, etc are permitted on the Overlook grounds and must comply with the layout approved and reviewed by the Fire Department and the Building Department, included with the Use of Town Property Application. Any changes require review and approval.
 - b. All seating areas must meet accessibility laws.

- c. All furniture must be set up and broken down by the event organizer or the hired company, and must be removed by the end of the final permitted day of use.
 - d. Use of two picnic tables and six white Adirondack chairs may be permitted by request through the Use of Town Property Application. All items must be returned to designated location at end of event and in the same condition as initially received.
5. **Fencing**
- a. If stakes, footings or other material intended on either being inserted below ground level or affixed to town property such as structures or lamp poles must be reviewed by DPW.
 - b. Fencing plan must be reviewed by the Building Department to determine the proper number and width of required egresses.
6. **Vehicles**
- a. Vehicles enhancing the event, such as food trucks or classic cars, must be included on the floor plan and approved by DPW and the Fire Department prior to placement on any portion of the Overlook, including sidewalks.
 - b. For safety purposes, permitted vehicles must be escorted into designated location on premise.
7. **Public Art**
- a. Permanent paint shall not be applied to any town property including sidewalks, benches, structures, trees, etc.
 - b. Temporary public art such as chalk, charcoal or washable paint may be applied to walkways and must be removed by wet mop or other low impact, environmentally friendly techniques. Power washing is not permitted.
- c. **SHANTIES AND POP UP TENTS**. Upon request Event Organizers may rent the shanties or place pop up tents with prior arrangements with Arts & Cultural Coordinator. (Availability varies by season and rental fees will apply).

APPENDIX A. FEES

CATEGORY	FEE
USE OF TOWN PROPERTY THROUGH TOWN MGR'S OFFICE	
Without Beer/Wine	\$50.00/day
With Beer/Wine	\$100.00/day
LICENSING	
One-Day, All Alcohol	\$90.00/day
One-Day, Beer & Wine	\$40.00/day
One-Day, Beer Only/Wine Only	\$35.00/day
One Day Entertainment (for profit)	\$50.00/day
One Day Entertainment (non-profits)	\$25.00/day
Late Filing Fee (less than 30-days prior to event)	\$25.00
HEALTH	
Temporary Food Permit – one day	\$40.00
Temporary Food Permit – 2+ days	\$50.00/permit
Temporary Food Permit – Charity	\$5/permit
PARKING – SPECIAL EVENT PERMIT (HYANNIS)	
Friday before Memorial Day – Columbus Day	\$15/day/vehicle
Tuesday after Columbus day - Thursday before Memorial Day	Free