



# Special Event Application

Wayland Recreation Department  
41 Cochituate Road | Wayland, MA 01778  
(508) 358-3660 | waylandrec.com

## GROUP, ORGANIZATION, RENTERS INFO

**TODAY'S DATE:** \_\_\_\_\_

Name of person submitting request \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Address of Organization/Requestor \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

For weather and / or scheduling conflicts - Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

For billing (if different) - Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### CIRCLE PRIORITY LEVEL

- (1) Wayland Schools      (2) Wayland Youth      (3) Wayland Senior      (4) Wayland Adult
- (5) Non-Wayland Youth      (6) Non-Wayland Senior      (7) Non-Wayland Adult

Please submit a completed application that includes:

- This signed & dated Special **Event Request Application** form.
- Certificate of Insurance** (COI) listing the 'Town of Wayland' as additionally insured.
- Payment** amount (due at time of application\* Checks can be made to 'Town of Wayland')

I have read, understand, agree and assume all responsibility for use of requested Town of Wayland facility and the fulfillment of the regulations of the Facility User Policies for the Wayland Recreation Department:

REQUESTOR SIGNATURE	TITLE/POSITION	DATE
---------------------	----------------	------

No Smoking, Drugs or Alcohol allowed at any municipal/recreation property. Litter must be removed by the users. Dogs are not allowed on recreation playing surfaces. All dogs must be leashed in public. Do not sublet your reservation. Users must leave facility within 30 minutes after the end of permitted time.

### FOR OFFICE USE ONLY

REQUEST RECEIVED \_\_\_\_\_  COIEXP. \_\_\_\_\_  EVENTPLAN \_\_\_\_\_  SPMN  SENT

FACILITY CHARGE DUE \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ DATE PAID \_\_\_\_\_ CHECK# \_\_\_\_\_



# Special Event Application

Wayland Recreation Department  
41 Cochituate Road | Wayland, MA 01778  
(508) 358-3660 | waylandrec.com

## SPECIALS EVENTS

For special events, parades, festivals, tournaments, derby's, road races, etc., please attach a letter of intent which includes all details of event; include sample flyers, registrations forms, etc. This letter should be an overview of the needs for the facility, including any equipment that you will need.

### FACILITY/FIELD REQUESTING *Submit a separate request for each facility*

EVENT TYPE / PURPOSE / INTENDED USE

EVENT DATE \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

EVENT ACCESS TIME/ SETUP \_\_\_\_\_ EVENT BREAKDOWN TIME \_\_\_\_\_

### EVENT DETAILS *Submit a separate documents if needed to describe request*

EXPECTED ATTENDANCE \_\_\_\_\_ TRAFFIC PLAN \_\_\_\_\_

ENTERTAINMENT/MUSIC \_\_\_\_\_ PARKING PLAN \_\_\_\_\_

WILL THE EVENT REQUIRE

POLICE DETAIL YES NO \_\_\_\_\_

FIRE PERMIT YES NO \_\_\_\_\_

PORTABLE RESTROOMS YES NO \_\_\_\_\_

FOOD PERMIT YES NO \_\_\_\_\_

SPECIAL EQUIPMENT NEEDED YES NO \_\_\_\_\_

BLOCK PUBLIC ROADWAYS YES NO \_\_\_\_\_

DPW SUPPORT YES NO \_\_\_\_\_

ELECTRICTY / LIGHTS YES NO \_\_\_\_\_

WATER SOURCE YES NO \_\_\_\_\_

ARE BUSSES EXPECTED YES NO \_\_\_\_\_

ARE DELIVERIES EXPECTED YES NO \_\_\_\_\_

FUNDRAISER / RAFFLES / CONCESSIONS YES NO \_\_\_\_\_