



**Board of License Commissioners
Greenfield, Massachusetts**

14 Court Square, Greenfield, MA 01301
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Application for temporary or annual license for use of the public rights of way

For the purposes of this application, uses of the public rights of way include any activity &/or things located, placed, or displayed on or above sidewalks, streets, or parking lots.
(For demonstrations, parades, or other similar assemblies, there is a different application.)

Date _____

Applicant information:

Name _____

Establishment name (if applicable) _____

Phone _____ email _____

Address _____

Please check the type(s) of public way uses for which you are applying:

- Organized run or bicycling road race – (Please provide a map/plan showing the route.)
- Block party
- Informational tabling
- Street musician
- Sidewalk sale, vending
- Farmers' market *
- Outdoor seating *
- Sandwich board sign *
- Awning
- Other _____

Location or route:

Specify the location, segment of the public way, or the route. _____

Are you applying for an annual or temporary license?

Annual

Days of week and hours during which use will occur _____

Temporary

What dates and hours are you applying for? _____

Do you need a rain date, if so when? _____

Use this section to give details about what you are applying for or other additional information.

* Sidewalk sales, vending, outdoor seating, sandwich board signs – Please provide a site plan indicating location and dimensions of all proposed uses. The plan should include their relationship to adjacent buildings, roads, driveways, etc as well as all street amenities (i.e. street lights, fire hydrants, etc.). The Licensing Coordinator can provide you with a base map with this information if needed.

Liability insurance naming the Town of Greenfield as an additional insured is required for all annual licenses for use of the public way. Insurance for temporary uses of the public way may be required when applicable at the discretion of the Licensing Commissioners.

Annual fees:

Outdoor seating - \$10

Sandwich board sign - \$10

Awning - \$25 one-time fee