



City of  
**GREENFIELD, MASSACHUSETTS**



**GREENFIELD FIRE DEPARTMENT**

412 Main Street • Greenfield, MA 01301  
Phone 413-774-4737 • Fax 413-772-1308  
www.greenfield-ma.gov

Roxann Wedegartner  
Mayor

Robert Strahan  
Chief of Department

**ACTS OF 304 OCCASIONAL EVENT PERMIT APPLICATION**

DATE OF APPLICATION \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_ NUMBER ATTENDING EVENT \_\_\_\_\_

ADDRESS OF EVENT \_\_\_\_\_

EVENT BEGINS \_\_\_\_\_ EVENT ENDS \_\_\_\_\_ OWNER OF PROPERTY \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

OWNERS TELE # \_\_\_\_\_ SECOND TELE # \_\_\_\_\_

RESPONSIBLE PARTY WHO WILL BE ON-SITE THROUGHOUT EVENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELE # \_\_\_\_\_ CELL # \_\_\_\_\_

DETAILED DESCRIPTION OF EVENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHECK ALL THAT APPLY \* required

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Sprinkler System                    | <input type="checkbox"/> Fire Alarm System  | <input type="checkbox"/> Low level lighting                    |
| <input type="checkbox"/> Band / Live music                   | <input type="checkbox"/> Disc Jockey / Sound system                                       | <input type="checkbox"/> Emergency lighting in building        |
| <input type="checkbox"/> Exits signs illuminated             | <input type="checkbox"/> Special effects  | <input type="checkbox"/> * Floor plan showing layout and exits |
| <input type="checkbox"/> Fire extinguishers with service tag | <input type="checkbox"/> * Copy of Current Certificate of Inspection for address of event |  |
|  | <input type="checkbox"/> * Will Alcoholic beverages be served / on premises               |  |

Both signatures below are required. By signing this application both parties agree to follow all requirements of the Town of Greenfield and The Greenfield Fire Department. An inspection by the Fire and Building departments is required as part of permit process. Upon approval you will receive a letter stating all requirements and a permit with an expiration date. Permit fee of \$50.00 must be sent with application, checks payable to the City of Greenfield. Please mail application to The Greenfield Fire Department. The Greenfield Fire Department reserves the rights to inspect any event permitted by this department during event hours.

Signature of property owner \_\_\_\_\_

Signature of responsible party \_\_\_\_\_

