

**ROXANN WEDEGARTNER**  
Mayor



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City of  
**GREENFIELD, MASSACHUSETTS**  
**OFFICE OF THE MAYOR**

**Application for use of Court Square**

Applications for use of Court Square can typically be considered through a simple administrative review through the Mayor's Office. This can take 3-5 business days. City-run events may take precedence over private events, but we will work with you to come up with alternate dates.

Applications which include alcohol, entertainment where an admission fee is charged, or set up on the common proper must go before the Board of License Commissioners, who meets on the third Tuesday of each month at 4:00 PM, so this completed application must be received no later than 12:00 PM on the Thursday preceding the meeting in order to be considered. Earlier is appreciated.

Applicant Name \_\_\_\_\_

Organization \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone \_\_\_\_\_ email \_\_\_\_\_

Contact address \_\_\_\_\_

**Event Information:**

Name of proposed event \_\_\_\_\_

Dates of proposed event \_\_\_\_\_

Hours \_\_\_\_\_

Do you need a rain date (if yes, what would be the rain date)? \_\_\_\_\_

Location of proposed event \_\_\_\_\_

Approximate number of people expected to attend \_\_\_\_\_



*The City of Greenfield is an Affirmative Action/Equal Opportunity Employer, a designated Green Community and a recipient of the "Leading by Example" Award*



Are you requesting access to City Hall restrooms (Restroom use may be possible depending on size and nature of event)? \_\_\_\_\_

Will you need access to electricity (If yes, applicants will assume cost for this, with a \$5 minimum charge)? \_\_\_\_\_

Approximately how much time will be needed to clean up the site after the event? \_\_\_\_\_

Fully & specifically describe the event (attach additional pages if necessary):

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**Attach a sketch of the planned use of Court Square with any applicable area(s):** entertainment area(s), vendor area(s), location & number of toilets, location & number of garbage receptacles, garbage storage area, and location of first aid/medical stations, if any.

Will vendors be selling:

- merchandise
- food/beverage \*
- other services \_\_\_\_\_
- alcohol\*\*

**Food & Beverage Vendors will need to submit paperwork to Health and Fire in all cases.**

**If vendors will be selling alcohol, you must submit an event application to the Board of License Commissioners for a one-day license.**

Is security &/or traffic control necessary? If yes, please describe.

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Will you have a designated area for first aid or emergency medical care? If yes, please describe.

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Are you also applying to place signs within Greenfield to advertise or give directions to your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, at which locations? \_\_\_\_\_  
\_\_\_\_\_

Any other concerns or pertinent information regarding the event of which the City should be aware?  
\_\_\_\_\_  
\_\_\_\_\_

The City of Greenfield may require a certificate of insurance listing the City as additional insured after evaluating the nature of the use. If applicable, we will notify you to submit copy of your insurance policy or liability binder.

**Attestation**

**Applicant agrees to indemnify, hold harmless, release and forever discharge and defend the City of Greenfield, its employees, agents, servants, administrators, board members, representatives or any individual or entity acting on or purporting to act on the City of Greenfield, behalf from and against any and all causes of action, demands, damages, injuries, losses, penalties, fines, costs and expenses, and any other claims or liabilities whatsoever of every name and nature, both in law and in equity, including reasonable attorneys' fees and disbursements, for any injury to person and/or damage to property in any way arising out of the actions and omissions of the applicant which in anyway relates to the use of Court Square and exercise of the privileges pursuant thereto.**

**I attest that to my knowledge the information provided in this application is accurate and not misleading.**

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



Internal Use: Comments / Initial

- Health \_\_\_\_\_
- Fire \_\_\_\_\_
- Police \_\_\_\_\_
- DPW \_\_\_\_\_
- Electricity / Central Maintenance
- Notes
  
- Signature of Mayor \_\_\_\_\_ Date \_\_\_\_\_



City of  
**GREENFIELD, MASSACHUSETTS**  
**Court Square Pilot Project Information**  
**2021!**

Your application can be submitted to the [Licensing Office](#). Most events on Court Square can be approved through a simple 2-5 day administrative process. Please give us this time to run it by the public safety departments and the Mayor's office, as well as neighbors, depending on the nature of the event.

All other events may need to go before the Board of License Commissioners if you are looking to serve alcohol, if you have entertainment where an admission fee is charged or you want the event to be on the common proper versus the paved Court Square Area.

Food & Beverage vendors will need to be run by Health & Fire Departments, and we will facilitate that for you.

Events on Court Square are free! We have 20 café tables and chairs for your use. We will work with you if you need electricity or public bathrooms, and once approved, we will work with you to create a listing and post your event to <https://visitgreenfieldma.com/>.

We ask that you:

- Carry in, carry out anything you need for your event,
- Remove all trash and recyclable materials, unless you have made arrangements in advance,
- Arrange for portable bathroom removal at conclusion of event, if applicable,
- Replace tables and chairs on eastern side of Court Square, but not on the sidewalk,
- Replace planters to their original position,
- Sweep any trash/debris from Court Square,
- Leave it looking great for the next event!