



**Town of Brewster**  
2198 Main Street  
Brewster, MA 02631  
Phone: (508) 896-3701  
Website: [www.brewster-ma.gov](http://www.brewster-ma.gov)

Office of:  
Select Board  
Town Manager

## SPECIAL EVENT APPLICATION

Application must be submitted **at least four (4) weeks prior** to the date of the event. Please submit to Town Manager's office or [licenses@brewster-ma.gov](mailto:licenses@brewster-ma.gov)

Applications for 5+ events per year, must receive a Special Permit from the Zoning Board of Appeals and must contact the Planning Department to facilitate the process.

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION

Type of Event: \_\_\_\_\_

Location of Event (if different from applicant address): \_\_\_\_\_

Date and Hours requested of proposed event: Date: \_\_\_\_\_ Times: \_\_\_\_\_

Maximum # of guests anticipated: \_\_\_\_\_ Estimated # of vehicles at one time: \_\_\_\_\_

Is this event open to the public: Yes \_\_\_\_\_ No \_\_\_\_\_?

### ADDITIONAL DETAILS

Will food be offered/provided at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, applicant must obtain a food service permit from the Health Dept.

Will alcoholic drinks be offered/served at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, applicant must obtain a one-day liquor license from the Select Board.

Will entertainment be provided at the event (amplified/acoustic/live)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, applicant must obtain a one-day entertainment license from the Select Board.

Will any temporary structures be erected (platforms, scaffolds, tents, pavilions, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, applicant must apply for a permit with the Building Dept.

\*For applications submitted to the Select Board (Special Event, Liquor and Entertainment) licenses can be obtained at the same Select Board meeting.

### **SUBMIT WITH APPLICATION:**

- Provide a brief description of the proposed event(s) on the reverse side of this application or on a separate sheet of paper.
- Provide a scaled site plan indicating property boundary, existing building location(s), driveway, proposed parking, location of event activity and location of portable sanitary facilities if applicable.
- Applicant is responsible to notify direct abutters and properties directly across the street via regular mail, using the abutter notification form available through the Assessing Department.

**Licensed Special Event Conditions:**

- Special Event Licensing shall run with the original applicant. If there is any change in property ownership or applicant, then a new application shall be submitted.
- Special Event Licensing, when issued, comes with the understanding that the Select Board has the option to call a hearing to review a Special Event License upon:
  - Any change of use or nature of use, or
  - Any traffic problems that arise, or
  - Any other unforeseen concerns that are raised that warrant attention
  - Notification of violations of the terms of the Special Event License, the Select Board has full rights to amend or revoke the original Special Event License.
- The Select Board has full authority to condition the Special Event License.
- Signature on the application attest that the application understands and accepts procedural conditions and permits the Town to conduct site visits to the property.
- Application and supporting documents will be distributed to municipal departments including (but not limited to) Health, Building, Fire, Police, Conservation, Natural Resources and Planning for feedback/comments.

A property, not specifically designed or permitted to be used for infrequent events occurring within a twenty-four-hour period such as, but not limited to, art or theatrical exhibitions, concerts, dinners, parties, and weddings, to be attended by the public, including properties not expressly permitted to be rented for such occasions. Applications for five or fewer events per year must receive a license from the Select Board. Applications greater than five events per year must receive a Special Permit from the Board of Appeals; provided, however, that such venue has first received a license from the Select Board for such event. Special Permits for Special Event Venue Uses shall be renewed annually [Added 5-6-2013 ATM, Art. 23; amended 11-13-2017 FYTM, Art. 13; 12-3-2018 FYTM, Art. 11]

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_