



Town of Reading
CIVIC FUNCTION PERMIT
Street Closing / Public Property Use

Date (s) of event _____ Time (s) from _____ to _____

Rain date _____

Park or Public Property to be used (give detailed location) _____

And/or section of public street to be closed _____

Number of people expected to be in attendance _____

Describe the proposed event _____

Where is the group sponsoring the event based? _____

Will all abutters be notified and invited to the event? Yes ___ No ___

Will there be barbecuing? Yes ___ No ___

Will food be served to the general public? Yes ___ No ___

What person, group or company is making the request? This individual, group or company accepts responsibility for all circumstances arising out of this event:

Name _____ Email _____

Address _____ Phone _____

Application must be made **AT LEAST 30 DAYS PRIOR TO THE EVENT** to ensure proper processing of this application. The event may not be advertised prior to receiving the approved permit.

To the best of my knowledge the information contained in this application is true and accurate. I certify that I and participants in this event will abide by all of the Laws of the Commonwealth of Massachusetts, Bylaws, Rules and Regulations of the Town of Reading, and all conditions of this permit.

Signature: _____ Date: _____

APPLICANT DO NOT WRITE BELOW THIS LINE

GENERAL CONDITIONS

- No alcoholic beverages are permitted on any street or public property.
- No fireworks are permitted without a permit from the Reading Fire Department.
- The Street and paved areas must be left broom clean, and all areas utilized by this event shall be left free of all trash and debris.
- In circumstances where a public street is to be closed, all abutters must have access to this event.
- Only gas grills will be permitted for barbecuing.
- For Street Closings, barricades and signs must be secured from the Reading Department of Public Works, 75 New Crossing Road (781-942-9092) between the hours of 7:00 a.m. – 3:00 p.m., Monday – Friday.
- A copy of this permit must be on site during the entire event.
- This permit is not valid unless signed by the Town Manager below.

SPECIAL CONDITIONS

Approval received from (date):

Recreation _____

Fire _____

Health _____

Police _____

DPW _____

Approve / Disapprove:

Town Manager

Date