



Town of Shrewsbury
Parks and Recreation Department
100 Maple Avenue
Shrewsbury Ma 01545
Tel: 508-841-8503



Special Event Request form

Organization Name: _____

Contact Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-Mail address: _____

Alternative Contact Name: _____

Home Phone: _____ Work Phone: _____

Name of Event/Activity: _____

Describe your event: _____

Please indicate park and facility needed: _____

Will a fee or admission be charged, if so please indicate: _____

Is this event a fundraiser, if so for who: _____

How will this event benefit the Town of Shrewsbury and its residents please indicate: _____

Indicate the estimated amount of people who will attend: _____

Date of event: _____ Time: _____

Will food be served, if yes, please indicate by who and what type: _____

Where will this event be advertised: _____

Please list any services you will be requesting from the department along with details:

Special Events are limited each year to events sponsored by local community groups. Groups for profit are not allowed. The event must benefit the residents of Shrewsbury in some way. The park department limits the amount of requests approved each year.

****Application is not final until you receive a confirmation from the Parks & Recreation Department. Please do not advertise this event until you have received approval. A pre-event planning meeting date to be set at least two (2) weeks prior to the event with the Sponsor, Parks & Recreation Department, and any other necessary Municipal departments.**

If approved you will need to provide the town with:

- Provide copy of liability insurance in excess of 1 million dollars to cover personal injury and property damage and name the Town of Shrewsbury as an additional insured to the policy. Some events will require liability insurance in excess of 5 million dollars.
- Copy of any promotional flyers used to promote your event (if approved)

Office Use only:	Date Received:	_____
Review with Commission:	_____	Meeting Date: _____
Police Detail needed:	_____	
EMT Needed:	_____	
Staff/Trash Removal:	_____	
Portable Toilets:	_____	
Board of Health Food Permit Needed:	_____	
Pre- event planning meeting date	_____	
Other:	_____	



TOWN OF SHREWSBURY
100 Maple Ave
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Tel: 508-841-8503

TO: All Local Food Vendors
FROM: Parks & Recreation Department
DATE: January 22, 2014

No person or vendor shall be allowed to sell items in any of the Town's Recreational areas. Specifically Dean Park, Maple Ave Recreational area, Lake Street Recreation area, Jordan Pond Recreation area, Municipal Ave soccer fields, Boat Ramps, and any other recreational area in town where large groups gather.

For-profit vendors are not allowed in the park per order of the Parks & Recreation Commission. If any such vendor or food truck is contracted or contacted to sell or give away food or items at a private function or event by any school group or community organization this is against the Parks Commission rules. These groups do not have the authority or permission to bring in a private for-profit vendor to any of the parks.

Any questions regarding this should be directed to the Parks & Recreation Director at Town Hall.

Thank you in advance for your cooperation with regards to this matter.

(This notice is sent to all food vendors who apply for food permit licenses through the Board of Health, effective September 21, 2006)