

## EVENT POLICY FOR SALEM COMMON, WILLOWS SHELL, AND OPEN SPACES

- Permit applications for requested events to be held at the Salem Common Bandstand, Salem Willows Shell, or Parks Dept. open spaces are available from the Parks and Recreation Dept. at 401 Bridge Street, Salem, or on line at <https://www.salem.com/recreation/pages/permits-and-policies>.
- Due to the large number of requests received each year by groups wishing to use the Salem parks and venues for various events, including races, walks, weddings, theatrical and musical performances, company outings, etc., the Salem Parks and Rec. Dept. reserves the right to deny requests. Many factors are taken into consideration when approving events in parks, including potential conflicts with other activities in the parks, disruption of surrounding neighborhoods, parking capacity, dates of event, etc.
- If the requested event is to take place on a weekend day or Holiday, the event space will be cleaned on the last business day prior to the event.
- Refunds for cancellations are only given if the event is cancelled by the City of Salem, not for cancellations due to inclement weather or the applicants decision to cancel.
- Depending on the time of year, location, and number of attendees expected, it will be the responsibility of the group requesting the use of the park to provide adequate and accessible portable toilets for event attendees. All portable toilets must be removed from the Park property within 24 hours from the conclusion of the event. Liability for any damage that may occur to these portable toilets, is the sole responsibility of the permit holder, the City of Salem will not accept liability for ANY damage that may occur to these portable toilets. Any group, team, or individual that wants to place a portable toilet in any Salem Parks and Rec. property, must get the approval of the Salem Parks and Rec. Dept.
- All parking for events must be in legal parking spaces within the park or surrounding neighborhoods. Attending a permitted event does not give attendees the right to park illegally, and violators will be ticketed and/or towed at vehicle owners' expense.

- Any necessary event vehicles that want to enter ANY park to drop off, or pick up event equipment, must get prior approval from the Parks and Rec. Department. Any necessary event vehicles that would like to remain within the park during the event, must get written approval from the Parks and Rec. Dept. , and display the Parks and Rec. special event parking permit so that it is visible from outside of the vehicle.
- Priority for reserving parks each year will be given to Salem-based organizations.
- Receiving a permit for an event in previous years does not guarantee that a permit request will be granted in the future.
- Trash Policy- CARRY IN/CARRY OUT- Event organizers are responsible for Event trash removal. Event organizers may be required by the Parks and Rec. Dept. to submit, and get approval of the trash removal plan for their event.
- A Certificate of Insurance may be required for the event.
- By submitting an application, all Applicants agree to abide by the rules of the City, the Parks and Rec. Dept., the Dept. of Public Services, and their representatives and designees.
- Any event with live animals will be required to hire a professional waste removal company (approved by the Parks and Rec. Dept.) Waste must be removed immediately at the conclusion of the event.

The following Nonwaivable Administrative fees will apply to all permitted events using the Willows Shell.

SALEM BASED, ALL VOLUNTEER - \$100/MAX 4 HOURS, \$25 EACH ADD HOUR  
SALEM BASED, NON PROFIT ----- \$150/MAX 4 HOURS, \$50 EACH ADD HOUR  
OTHERS ----- \$250/MAX 4 HOURS, \$75 EACH ADD HOUR  
VENDOR FEE --\$25.00 PER VENDOR

The following Nonwaivable Administrative fees will apply to all permitted events using permittable open spaces within a Salem park property.

SALEM BASED -----\$150.00  
NOT SALEM BASED -----\$300.00  
VENDOR FEE -- \$25.00 PER VENDOR

- For the Salem Common Nonwaivable fees, go to: [saalem.com/salem MA.-code of ordinances/chapter26-park and recreation/article III-salem common, sec. 26-72 use fees/purpose](http://saalem.com/salem%20MA.-code%20of%20ordinances/chapter26-park%20and%20recreation/article%20III-salem%20common,sec.%2026-72%20use%20fees/purpose).
- All fees are Nonwaivable.

- Rain-outs can be rescheduled to an available date. Parks and Rec. Dept. must be notified by email within 24 hours of rained out event to receive rescheduling credit. A Commission approved event may need to go back in front of the Commission to receive a rescheduled date.
- No sound systems before 8 a.m.
- The City of Salem, Parks and Rec. Dept., and the Salem Parks and Recreation Commission has the final authority to approve or deny all permit requests.
- Once a permit is issued, use of the park and/or facility covered by such permit is strictly limited to the terms, conditions, and limitations contained in the permit. These shall include, without limitation, all applicable City ordinances and such further rules and regulations that may be promulgated and in effect from time to time by the City and/or the Parks and Rec. Dept.
- Event applicant will be held responsible for any field/facility damage caused by misuse. Misuse of a field/facility and failure to pay for repairs will be cause to revoke all future permit use.
- “ALL VOLUNTEER DESCRIPTION” – A 100% all volunteer group is an organization that must not have any salaried, compensated, or paid administrators, board members, or employees.
- To be considered for an approval to hold a fundraising event at a City of Salem owned field, court, beach, park open space, etc., the applicant must submit verifiable fundraising documentation upon request, no later than 30 days after the event

- The Salem Parks and Rec. Dept. reserves the right:
  - 1) To require a Certificate of Insurance for a minimum of \$1,000,000 per incident (\$2,000,000 general aggregate) liability coverage as a condition to the issuance of any park/facility use permit.
  - 2) To have such insurance name the parties indemnified in this paragraph named as an additionally insured: City of Salem, 93 Washington street, Salem, Mass., 01970  
01970
  - 3) A police detail, where deemed necessary by the Parks and Rec. Dept., the Salem police, or the Dept. of Public Services, may be required as a condition to any permit issued. The cost of such police detail shall be borne by the permit holder, at such rates as are in effect from time to time established by the Salem Police Chief.
  - 4) To revoke permits issued for violations of Policy, City Ordinance, or Parks and Recreation Department rules and regulations.
  - 5) To request documentation to verify a groups application status.