



Town of Barnstable

Special Events Requirements

Town Manager's Office

- Submit a Use of Town Property Application
- All Special Events applications should be submitted no later than 45 days prior to the event set-up date.
- All Special Events expecting more than 1,000 people must apply no later than 90 days prior to the anticipated event set-up date.
- **Contact:** grayce.rogers@town.barnstable.ma.us
- **Application:** <https://barnstablema.portal.opengov.com/categories/1096>

Building

- Signs – All signs on display require sign registrations for special events.
- Tents – If you are using a tent, you may be required to obtain a tent permit. You will need to upload the dimensions of each tent, show them on a site plan or town map where they are going to be placed (showing the distance from any other tents) and indicate if there will be sides to any of the tents proposed.
- Inflatables – If you are using an inflatable for your event, a building permit may be required. You will need to upload to your special event application the specification of each inflatable you intend to use so that we can assess any permitting requirements.
- Liquid propane – If your event uses liquid propane that is 40 lbs or greater, a gas permit is required along with all required inspections (you will need to contact the gas inspector directly to obtain the required inspections (**Gas Inspector Robert Duffy 508-862-4028 or Gas Inspector Stephen O'Donnell 508-862-4040**)).
- **Contact:** sally.shea@town.barnstable.ma.us
- **Applications:** <https://barnstablema.portal.opengov.com/categories/1083>

Health

- For any events serving food, a temporary food service application must be submitted prior to the event.
- For events involving food caterers/trucks (menu and company) must be approved by the Health division prior to the event.
- Food Caterers/managers must submit Food Protection Manager and allergy certifications.
- For any events requiring portable toilets, the Health Division must be informed how many attendees there will be, the number of portable toilets, and where toilets will be located.
- Please, apply **30 – 60 days prior to the event** if the event needs to appear before the Board of Health.
- If the event will be catered, please submit a caterers notification here: <https://itlaserfiche.town.barnstable.ma.us/Forms/CateringNotification>
- **Contact:** dianna.bellaire@town.barnstable.ma.us
- **Applications:** <https://barnstablema.portal.opengov.com/categories/1084>

Licensing

- **Alcohol Requirements – Only beer and wine are permitted on Town Property**
- Events that are open to the public and provide beer and wine
- Private events where there is an admission charge &/or charge for the alcohol
- Private events where there is an admission charge, but the caterer has a 12C license, do not need to apply.

- **Entertainment Requirements:**
- Events that are open to the public and charging admission.
- **General Requirements:**
- Applications should be submitted a minimum of 30 days prior to the scheduled event.
- **Contact:** erin.logan@town.barnstable.ma.us
- **Phone:** 508-862-4774 or 774-470-8033
- **Applications:** <https://barnstablema.portal.opengov.com/categories/1090>

Department of Public Works – Structures and Grounds

- If you require a vehicle to be on Town properties, you must contact DPW structures and grounds for approval.
- If you are using tents, they must be held down with sandbags or water bags. **No stakes allowed.**
- We do not provide electrical drops anymore – please, contact DPW Structures & Grounds with specific needs.
- Comfort Stations are closed from **December 31st to April 13th**
- The Town does not provide trash disposal services or dumpsters for events. Events with 450 attendees or more require a dumpster from the applicant. Please contact DPW for dumpster location approval.
- **Contact:** sgoffice@town.barnstable.ma.us or call the office at 508-790-6320

Department of Public Works – Highway

- If the event requires a road closure, please inform the Highway Division.
- If the event requires barricades, please inform the division how many are needed.
- If the event requires cones, please inform the division of how many are needed.
 - **Contact:** sean.jones@town.barnstable.ma.us or call the office at 508-790-6330

Parking

- Contact the Parking Management office if you would like to request parking passes for your event.
- Please, contact Parking Management for information regarding parking locations and rules/regulations.
- **Contact:** terri.mcdonald@town.barnstable.ma.us or call the office at 508-862-4673

Fire

- The size and scope of the event may dictate the need for the following items:
 - Fire Department details.
 - A scheduled inspection prior to the event.
 - Permits for storage of flammable/combustibles materials. (I.E. Propane)
 - Permits for open flames and/or permission from insurance providers.
 - Fire Department apparatus access requirements.
- **Contact** your village fire department for further assistance.
- Hyannis Fire Department – fireprevention@hyannisfire.org
- COMM fire Department- fireprevention@commfiredistrict.com
- Barnstable Fire Department- kbrailey@barnstablefire.org
- Cotuit Fire Department- sbrown@cotuitfire.org
- West Barnstable Fire Department- fireprevention@westbarnstablefire.com

Police

- The Police department will connect with event organizers to determine police details requirements.
- Must consult regarding traffic / crowd control plans, or road closures.
- **Contact:** ruggieria@barnstablepolice.com

Communications

- Event organizers must provide a Communications Plan for their event that includes notifications to affected businesses and organizations like churches.
- **Contact:** lynne.poyant@town.barnstable.ma.us OR sarah.beal@town.barnstable.ma.us

Town Clerks Office

- If the event includes a raffle or bazaar, a permit is required.
- **Application:** <https://barnstablema.portal.opengov.com/categories/1085/record-types/6535>
- **Contact:** townclerk@town.barnstable.ma.us

Recreation

- The Recreation division oversees the use of beaches, fields, and community buildings.
- The following venues are Recreation facilities that require an additional permit to be used:

Building Application:

<https://www.town.barnstable.ma.us/Departments/Recreation/Buildings and Fields/Building-Rental-Permit-Application.pdf?tm=2/14/2025%2010:00:54%20AM>

- **Building Contact:** Sandra Merritt, 508-790-6345 Ext. 113

Field Application:

<https://www.town.barnstable.ma.us/Departments/Recreation/Buildings and Fields/Field-Use-Application.pdf?tm=2/14/2025%2010:00:54%20AM>

- **Field Contact:** John Gleason, 508-790-6345 Ext. 128

Town of Barnstable Online Permitting

- To access all online permits, please visit: <https://barnstablema.portal.opengov.com/>