



# HOW TO HOST A SPECIAL EVENT

Anyone hosting a special event on town property needs to submit a Use of Town Property application. You might need additional permits from Town departments, which may incur a fee. Follow the steps below to start the application process.

STEP

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## BEFORE YOU GET STARTED

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A Special Event includes road races, street festivals, parades, walks, rallies, and more. Whether the event is free or ticketed, open to the public, or invitation only, it does not matter- you still have to apply. Some events may include entertainment, games, food, and beverages.

Please, be sure to submit the application 45 days prior to an event date with less than 1,000 expected attendees or 90 days prior to the event date with 1,000 plus expected attendees.

### **Please Note:**

- If this is the first time you are holding the event, especially if it is a large event, we encourage you to reach out to the Special Events Coordinator with any questions.
- Anyone approved to hold a special event must follow the Town's rules and regulations.
- After submitting your special event application, you need to apply for additional town permits before your event is officially approved.
- Preview the additional permits and event requirements [here](#).



## GET YOUR INFORMATION TOGETHER

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Before starting your Special Event application, **all applicants must upload a detailed site plan for the event space.** Site plans are not required to be professionally drawn, but they must be legible, close to scale (with dimensions), and provide sufficient detail to paint a picture of what your event will look like.

For parades, marches, runs, walks, or other mobile events you must upload a turn-by-turn map indicating the route of the event. Screenshots of a map with no details provided are not accepted. Applications submitted without a site plan will not be approved. You can use this [guide](#) to ensure your site plan includes all the minimum requirements. See site plan examples.

If your event is held on a public street, please include a 20 foot wide unobstructed lane for emergency access. Additionally, if the street has fire hydrants, it is required that both sides of the fire hydrant have at least a 10 foot clearance from any equipment or objects.

Depending on the complexity of your event, you may be required to upload additional attachments with your Special Event Application. (Certificate of Insurance, Safety Plan, Communication Plan, etc...)



## APPLY TO HOST A SPECIAL EVENT ONLINE

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Please, submit a Special Event application. If this is your first event with the Town, you will need to set up an online account. Remember to write down your username and password. **Before starting your application, it is recommended that you thoroughly read through the process steps on this page and have all your required materials prepared.**

After you apply online, you can log into your account at anytime to review staff comments. Depending on the complexity and scale of your event, a pre-event meeting may be set up to review the event with staff. We will also let you know about any other permits or services you might need.



## GO TO YOUR MEETING

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Depending on the complexity and scale of your event, you may be asked to meet with the special events staff at a pre-arranged time through virtual conference. At the meeting, you will present the details of the event and staff will advise which additional city department permits are required to receive final approval from the Town of Barnstable.

You may refer to the guide for a list of additional permits you may need. [Special Event Requirements Checklist.](#)

**Please note:** Not all events will require a special meeting. If a meeting is not required, the special events coordinator will send you a copy of the Special Event application and a checklist of permits that you may be required to obtain to complete the process.



## APPLY FOR PERMITS AND SUBMIT APPLICATION

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After the special events meeting or after receipt of the special event application and permit checklist, you will apply and gather all the permits relevant to your event **as soon as possible**. Permits and approvals are obtained from various Town departments. Please, note some Town permits may take some time to acquire, and a fee may be applied for each permit.

[Special Event Requirement Checklist](#)  
[Online Permitting Center](#)



## OBTAIN THE FINAL APPROVAL

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**The Town Manager's Office issues the final permit for your event.** Please, be sure to submit the application 45 days prior to an event date with less than 1,000 expected attendees or 90 days prior to the event date with 1,000 plus expected attendees. The receive the final approval, all additional permits but be obtained. The approved

application will be emailed to you via the special events application portal.

Town Manager's Office

367 Main Street

Hyannis, MA 02601

Monday through Friday, 8:30am – 4:30pm

If you have any questions regarding the special events process, please email

[grayce.rogers@town.barnstable.ma.us](mailto:grayce.rogers@town.barnstable.ma.us) or call 774-487-5994