

Athol Board of Selectmen
Policy for One Day Event Licenses

1. Any person wishing to hold an event on public / town-owned property shall obtain a permit from the Athol Board of Selectmen.

Field use for athletic events, including softball tournaments, are exempt from this policy. Users are responsible for scheduling with the Department of Public Works and seeking a food permit, if applicable, from the Board of Health.

2. The applicant shall provide such information as the Town determines to be necessary on such forms as the Town may provide.
3. Said application shall be accompanied by a sign-off sheet with the appropriate signatures provided as determined by the Board of Selectmen. For example, if food and beverages are to be sold as part of the event a signature from the Health Agent will be required before approval will be granted.
4. If alcoholic beverages are to be served an additional state permit and associated fee, paid to the Commonwealth of Massachusetts, will be required.
5. There is no charge for the permit for applicants that are not for profit. The charge for all other applicants will be \$10. Fee subject to change in accordance with the Board of Selectmen's permit and license fee schedule.
6. Any person failing to obtain such a license shall be subject to such fines as provided for in state law or town regulations.
7. Event permits (non-alcohol) issued by the Board of Selectmen may be issued to the applicant after all the requirements of the sought after permit are met. The signature of the Administrative Assistant and the Chairman of the Board of Selectmen or designee will be sufficient to fill the requirements of the Board of Selectmen and the Town of Athol.