



Town of Freedom Special Events Policy

A. PURPOSE

The purpose of this policy is to provide the Town with a mechanism for evaluating and regulating Special Events within the Town of Freedom to ensure public safety and minimize adverse impacts on municipal services [and town ways].

B. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

"Special Event" means any temporary gathering of more than 100 people (or 50 cars) that is open to the public or conducted privately and has the potential to impact traffic, public safety, or the daily life of residents and businesses. This includes but is not limited to parades, group walks, road races, fundraising walks, bicycle tours, motorcycle tours, craft fairs, festivals, sidewalk sales, farmer's markets, weddings, etc.

"Special Event Organizer" (Organizer) means the person or organization responsible for planning and executing a special event.

"Special Event Permit" means the official permit issued by the Town of Freedom authorizing the holding of a special event.

"Town-owned Property" means land or buildings owned by the Town of Freedom that may be used for Special Events.

C. EVENT PERMIT REQUIREMENTS

1. Any Special Event held within the Town of Freedom requires a Special Event Permit, whether on town-owned or private property. The only exemption is for Town-sponsored events.

2. The Special Event Organizer shall submit an application for a Special Event permit to the Town Clerk at least 45 days prior to the scheduled date of the event and shall be accompanied by the required permit fee and damage deposit, if applicable for Town Property to be used. For recurring events, the Special Event Organizer shall submit an application at least 45 days prior to the first event.
3. The application for a [Special Event Permit](#) shall include the following information:
 - a. Name and contact information of the Event Organizer
 - b. Event Organizer Cell Phone
 - c. Event Organizer EMail:
 - d. Address of Special Event:
 - e. Type and description of the event including information about noise and any amplification
 - f. Time of day (from set up to clean up)
 - g. Estimated number of attendees
 - h. Is this a public or private event? Y or N
 - i. Plan for parking, access for emergency services, including medical and fire response
 - j. Plans for handling solid waste and human waste (e.g. # of porta-potties appropriate to crowd size)
 - k. For events held on town property, no alcohol or drugs allowed. A Certificate of Liability and description of anything erected on site (tables, seating, staging, etc.)
4. The Code Enforcement Officer shall review the application and may request additional information or modifications to the event plan.
5. The Code Enforcement Officer shall issue an event permit upon determination that the event can be held safely and without undue disruption to the community.

E. FOR SPECIAL EVENTS ON TOWN-OWNED PROPERTY

Town-Owned Properties for which this ordinance may apply includes: Freedom Field, Cannery Lot, Town House.

APPLICATION REQUIRED: A private party, group or organization using Town of Freedom Property for an assembly, group activity or organized event must complete the Town of Freedom Special Event Application.

REQUIRED FEES AND DEPOSIT: The Select Board shall from time to time establish a fee and damage deposit schedule for use of Town properties, which shall be kept on file with the Town Clerk.

NON-EXCLUSIVE USE: Permission granted under this Policy shall be for the non-exclusive use of the Town Property and it does not entitle the applicant to exclude members of the public from the property.

EVENT DURATION: A combined setup and breakdown time is to be included in the Special Event Permit Application. All events shall end by 10:00 p.m.

DAMAGE/ DEPOSIT: The Town may retain all or a portion of the damage deposit as reimbursement for any damage to Town property, any necessary clean-up costs or any other costs incurred by the Town in connection with the use of the Town-owned Property. Any costs incurred by the Town in excess of the deposit shall be paid by the applicant upon receipt of a bill from the Town.

CLEAN UP OF FACILITY: The applicant shall be responsible for leaving the Town-owned Property in a condition commensurate with the condition at the time the use began. Judgement as to conditions at the Town property both before and after the event shall be at the sole discretion of the CEO or other Select Board designee. The applicant will be responsible for all clean-up activities. If the clean-up activities are not sufficient, and the applicant refuses or neglects to initiate and/or complete clean-up activities after being asked to do so, the Town will conduct the clean-up activities and charge a fee of \$30.00 per man hour for all such activities, billed against the damage deposit. .

ALCOHOL: No alcoholic beverages are allowed on Town-owned property.

FIRE REGULATIONS/TOWN CODE: The applicant shall not have open fires without prior approval from the Fire Chief of the Freedom Volunteer Fire Dept.

FIREARMS: The possession and use of firearms on Town Property is prohibited

INSURANCE: The applicant must provide a Certificate Liability Insurance and name the Town as additionally insured.

LIABILITY: The Town, its officers, agents and employees shall not be liable for any injury or damage to any person or property occurring at or in connection with the assembly, activity or event, which has been permitted under the terms of this Policy. The permit holder agrees to defend, indemnify and hold harmless the Town, its officers, agents and employees from and against any and all liabilities, losses, its officers, damages, suits, penalties, claims and demands of every kind or nature by and on behalf of any person or entity, arising out of any injury or damage alleged to have been suffered at or in connection with the assembly, activity or event which has been permitted under the terms of this Policy..

ASSIGNMENT: Applications issued pursuant to these Regulations are for the specific event; time and place listed on the application and are not transferable or assignable to any other person, group or other entity.

TERMINATION OF ACTIVITY: The Select Board or their designee may order the immediate termination of the assembly, activity or event that is the subject of a permit issued hereunder if the permit holder is in violation of the terms of the permit or any State or local statute, ordinance or regulation. Upon such termination, all activities by the permit holder shall cease and all equipment, furnishings and other material shall be removed from the Town Property. The Town Property shall be cleaned forthwith.

UTILITIES: The applicant shall obtain approval from the Freedom CEO before using any utilities that may be available at a Town-owned property and may be required to pay an additional charge for such use.

Action	Date	Signatories
Adopted	10/14/25	Laura Cleary
		Paul Quilley
Revised		