

## City of Quincy Board of License Commissioners

**Special Use Permit Application Instructions:** A Special Use Permit is needed when the use or activity exceeds in any way the common use of city streets/parks or both. These include but are not limited to:

- Charity Walks
- Road Races
- Cultural Festivals
- Community service events
- Group gatherings which include amusements, barbeques, and/or amplified sound.

How do I Apply for a permit?

**Step #1.** Complete all fields on the Special Use Permit Application. Attach any additional information such as route maps, site set up diagrams, list of vendors, vehicles and anything else that you need to expand on. Retain a copy of your completed application for your records.

**Step #2.** Return the Application with a check or money order for \*\$100.00 (non-refundable) made out to The City of Quincy, no later than March 31, of the event year.

**Please Note:**

All Special Use Permits must have liability Insurance and provide a certificate naming the City of Quincy as additionally insured.

All applications should be submitted no later than March 31, of the event year.

**\* ALL CHARITIES MUST PROVIDE TAX EXEMPT 501 C3 CERTIFICATE.**



**CITY OF QUINCY  
BOARD OF LICENSE COMMISSIONERS  
1305 HANCOCK STREET  
QUINCY, MA. 02169**

## **SPECIAL USE PERMIT APPLICATION**

This is only an application. This form is not a permit. Completing and submitting this application does not confirm your date nor signify any intention for approval by the City of Quincy.

**ALL APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN MARCH 31, OF THE EVENT YEAR.**

**APPLICATION FEE \$100.00**

Office use only:

**PERMIT NUMBER** \_\_\_\_\_

**CHECK NUMBER** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**LOCATION REQUESTED:** \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **CELL#** \_\_\_\_\_

**EVENT WEBSITE:** \_\_\_\_\_

**EMAIL ADDRESS (REQUIRED)** \_\_\_\_\_

**NUMBER OF PARTICIPANTS:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

EVENT SET UP DATE	START TIME	END TIME
REGISTRATION TIME		CLEAN UP TIME

Event Date: \_\_\_\_\_

Co./Org: \_\_\_\_\_

Describe your event in detail. Attach setup maps, walk and run route maps with water stops/check points and descriptions, road and lane closure plan.

**Please indicate whether the following items pertain to your event:**

	YES	NO
Portable Toilets if yes list company		
Tents/staging areas etc. if yes list company		
Refreshments if yes list vendors		
Water stops/check points		
Road Closures-if yes list locations		

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed application to:  
Board of License Commissioners  
1305 Hancock Street  
Quincy, Ma. 02169

**All applications require a License Board Hearing**

617-376-1134-fax 617-376-1082

[cmanning@quincyma.gov](mailto:cmanning@quincyma.gov)