



CITY OF FRAMINGHAM  
DEPARTMENT OF CAPITAL PROJECTS & FACILITIES MANAGEMENT

**RENTAL APPLICATION FOR THE USE OF THE CENTRE COMMON**

(Please submit at least 2 weeks prior to event.)

**I. APPLICANT INFORMATION**

Event Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

501(c)(3) Organization: Y  N  (Documentation **Required** with Application) Tax Exempt: Y  N  (Documentation **Required** with Application)

**II. EVENT INFORMATION**

Date of Event: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Expected Attendance (Including Staff): \_\_\_\_\_

**Hours of Use: 7:00AM to Dusk**

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Clean-Up End Time: \_\_\_\_\_

Please give a **detailed description** of the event you are planning, including any activities, raffles, inflatables, tents, and equipment that may be brought in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need access to the electrical boxes? Y  N  If yes, please list all electrical requirements: \_\_\_\_\_  
\_\_\_\_\_

Will food or beverages be served at the event? Y  N  If yes, will beverages be:  Free  For purchase

If yes, will food be:  Free  For purchase  Cooked/prepared onsite  Cooked over an open flame

Will food trucks be at the event? Y  N  If yes, how many? \_\_\_\_\_

Please list any and all vendors that will be participating at the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be any entertainment/music at the event? Y  N  Is yes, please list what it is: \_\_\_\_\_

If yes, is the entertainment/music:  Amplified sound/speaker  Live music  Other \_\_\_\_\_

Will there be a parade or march? Y  N  If yes, please specify assembly point, beginning and end points: \_\_\_\_\_  
\_\_\_\_\_

Will restroom facilities be brought to the event site? Y  N  If yes, how many? \_\_\_\_\_

**Please remember that there should be at least 1 fully accessible unisex restroom for the event.**



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**III. POLICY & PERMIT INFORMATION**

Initial here to confirm you understand you are required to obtain a \$1,000,000 Certificate of Liability Insurance stating that "The City of Framingham is included as additional insured as respects to the General Liability policy per written agreement/contract." \_\_\_\_\_

Initial here to confirm you understand and agree that **NO VEHICLES ARE PERMITTED TO PARK ON THE CENTRE COMMON.** \_\_\_\_\_

Initial here to confirm that you understand you may be required to hire a Police Detail(s) and/or Fire Detail(s) for your event based on any safety concerns as determined by the Police and Fire Departments. \_\_\_\_\_

Initial here to confirm that you understand that Centre Common is a smoke free environment and the consumption of alcoholic beverages is prohibited on City Property. \_\_\_\_\_

Initial here to confirm that you understand that clean-up of the event area immediately following the event is the responsibility of the applicant and that the Centre Common is to be left in the same condition it was found, free from litter and debris. \_\_\_\_\_

Initial here to confirm you understand you are required to obtain the right **PERMITS** and **LICENSES** when holding an event on the Centre Common. \_\_\_\_\_

**IMPORTANT EVENT CONTACTS**

Please contact any of the following departments regarding your event.

Food Permits - Contact Board of Health for required permits 508-532-5470

Fire Details & Permits - Contact Fire Department to schedule details and for required permits 508-532-5930

Police Details - Contact Police Department to schedule details - Detail Officer - 508-532-5907

Entertainment License - Contact License Administrator for required permits 508-532-5402

Tents-Wiring-Signage Permits - Contact Inspectional Services for required permits 508-532-5500

*\*All fees are payable in advance: permits, police, fire, etc. \**

*I have read, understand and will comply with all guidelines written in the Policy for the use of Centre Common. Applicant hereby agrees to indemnify, defend, and hold harmless City and its officers, attorneys, employees, attorneys, and agents from and against any and all claims, demands, suits, actions, liabilities, damages, penalties, judgments, and costs and expenses, including without limitation the costs and expenses of litigation and attorney's fees, of or by anyone that in any way is caused by, arises out of, or is occasioned by, the acts or omissions of applicant in connection with this event, or any activities, operations, conducts, negligence, or omissions of applicant or its guests or agents, regardless of whether same is caused in part by City or any third party.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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**FOR DEPARTMENT USE ONLY**

Approved:

MAYOR/COO \_\_\_\_\_ Date \_\_\_\_\_

FACILITIES MANAGEMENT \_\_\_\_\_ Date \_\_\_\_\_

FIRE DEPARTMENT \_\_\_\_\_ Date \_\_\_\_\_

POLICE DEPARTMENT \_\_\_\_\_ Date \_\_\_\_\_

*Certificate of Insurance Received*    Y     N     N/A  \_\_\_\_\_

*Proof of Non-Profit Received*    Y     N     N/A  \_\_\_\_\_

*Board of Health Permit*    Y     N     N/A  \_\_\_\_\_

*Inspectional Services Permit*    Y     N     N/A  \_\_\_\_\_

*Entertainment License*    Y     N     N/A  \_\_\_\_\_

*Fire Detail(s)*    Y     N     N/A  \_\_\_\_\_

*Police Detail(s)*    Y     N     N/A  \_\_\_\_\_