



## OAK BLUFFS PARKS AND RECREATION

# Special Event Permit Check List

### REQUIREMENTS FOR LARGE EVENTS

- If you plan on serving beer/wine in a Town park, you will need to get a one-day license from the Board of Selectmen
- If the Selectmen approve the beer/wine license, you will need a Police detail
- If you plan to serve food, you will need approval from the Board of Health
- If you plan on erecting a tent larger than 10'x10', you will need approval from the Building Official
- Contact the Fire Chief for any requirements he/she may have for your event (fire extinguishers, EMS personnel, etc)
- All necessary Town of Oak Bluffs permits must be secured at least thirty (30) days prior to the event
- All direct abutters of the park requested must be notified via USPS certified mail at least sixty (60) days prior to the event with proof of mailing given to Oak Bluffs Park & Recreation Department
- Certificate of Insurance which shows a minimum of \$1 million in commercial general liability insurance and a policy endorsement which indemnifies and holds harmless the Town of Oak Bluffs, the Oak Bluffs Park & Recreation Department and the Oak Bluffs Park Commission.