



# TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF  
SELECTMEN

One North Main Street 02779-1336

Office: 508-824-6794

Fax: 508-822-4603

E-mail: pmodlowski@townofberkley-ma.org

## COMMON USE QUESTIONNAIRE

DATE REQUESTED: \_\_\_\_\_ HOURS: \_\_\_\_\_ RAIN DATE \_\_\_\_\_

NATURE & PURPOSE OF THE EVENT: \_\_\_\_\_

**SPONSOR:** \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE(S) \_\_\_\_\_

EVENT LOCATION ON THE COMMON? \_\_\_\_\_

WHERE WILL VEHICLES PARK? \_\_\_\_\_

WHERE WILL TEMPORARY SHELTERS BE? \_\_\_\_\_

WHERE WILL FENCING BE ERECTED? \_\_\_\_\_

Temporary Structures, Fencing or Signs must be approved by the Board of Selectmen prior to approval of use.

CLOSING OF WHICH STREET(S)\*: \_\_\_\_\_ SPECIFY DATES

& TIMES: \_\_\_\_\_

\*If it is the intention of the Organization to have any of the streets closed off, a notarized agreement indemnifying and saving the Town of Berkley harmless in the event of fire, police or medical emergency and in accordance with Article 9, Section 1 of the Town Bylaws must accompany this request.

POLICE AND/OR FIRE **DETAILS**- SPECIFY: \_\_\_\_\_

ARE YOU SERVING **FOOD**? If so, you need to speak to Board of Health – call 822-7828

IS **ELECTRICITY** OR **WATER** REQUIRED? \_\_\_\_\_

If electricity is needed, call TMLP (508-824-5844) in advance to turn on Meter #34942N before the event and call IMMEDIATELY again after the event to shut it off. The Meter is located on the Old Town Hall at 2 North Main St., in the name of the Celebration Committee. The **SPONSOR** shall be responsible for any TMLP billing during the event and will be contacted for payment when the bill has been received from TMLP.

REST ROOM ACCESS: notify the Lions Club.

AMOUNT OF ESCROW DEPOSIT REQUIRED: \_\_\_\_\_

DIGGING OR PLANTING ON THE COMMON IS PROHIBITED.

THE **SPONSOR** IS RESPONSIBLE FOR COMMON CLEANUP AFTER THE EVENT,

DAMAGE TO THE COMMON TREES, STRUCTURES, ETC. CERTIFICATE OF

INSURANCE MUST BE PROVIDED, IF APPLICABLE.

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SPONSOR REPRESENTATIVE