

Town of Yarmouth Event Requirements

Town Administrator

- Requires Use of Town-owned Property application.
- Requires an insurance certificate valued at \$1,000,000 per occurrence and \$3,000,000 in aggregate, naming the Town as additionally insured.
- **Contact:** MaryAlice Florio, 508-398-2231, x1271, mflorio@yarmouth.ma.us

Building

- Requires sign permits for any events displaying signs (\$40 fee).
- Requires tent permits for any events utilizing tents (\$40 residential/\$60 commercial fee). Must include fire retardant certificate. For tents over 35,000 cubic feet, a full building permit will be required.
- **Contact:** Mark Grylls, 508-398-2231, x 1260, mgrylls@yarmouth.ma.us

Fire

- Contact Fire Department for any events involving open flames.
- Large events require Event/Mass Gathering permit.
- Fire Department will meet with event organizers to determine fire detail requirements (fees will vary).
- **Contact:** Kevin Huck, 508-398-2212, x3214, khuck@yarmouth.ma.us

Health

- For any events serving food, a temporary food service application must be submitted two weeks prior to the event (\$15 fee). Application must include a worker's compensation certificate.
- For events involving food caterers or food trucks, the caterers/trucks (menu and company) must be approved by the Health Division at least one month prior to the event.
- Food caterers/managers must submit ServSafe and allergy certifications.
- For any events requiring portable toilets, the Health Division must be informed how many attendees there will be, the number of portable toilets and where the toilets will be located.
- **Contact:** Jay Gardiner, 508-398-2231, x1241, jgardiner@yarmouth.ma.us

Licensing

- For events involving entertainment, a special entertainment license will be required (\$55 license and \$65 hearing fee).
- For events involving alcohol, a special alcohol license will be required (\$65 license and \$65 hearing fee).
- **Contact:** Dakota Prue, 508-398-2231, 1268, dprue@yarmouth.ma.us

Police

- Police Department will meet with event organizers to determine police detail requirements (fees will vary).
- Must consult regarding traffic and crowd control plans (if applicable).
- **Contact:** Michael Bryant, 508-775-0445, x2122, mbryant@yarmouth.ma.us