Town of Arlington, MA
Park and Recreation Commission
17 Irving Street, Arlington, MA 02476
Phone: (781) 316-3880

Special Event Request

*For all gatherings over 50 people and private/corporate events

Today's Date: _____ ***(Requests must be made 1 month in advance)***

Contact Name: _____ **Phone (C):**_____

Email Address:_____

Home Address:_____

Purpose:_____

Estimated Attendance: _____

Day: _____ **Date:** _____ **Set up Time:** _____ **Start Time:** _____

End Time: _____ **Break Down:** _____

Site Requested: _____ **Area at Site Requested:** _____

Activities: _____

_____

_____

Will food be on site? Yes No Please list all food: _____

Will you be promoting this event via social media? Yes No

Fees:

Category	Group	Rate
Special Event	Arlington Resident/Organization	$25/hr
Special Event	Non Arlington Resident/ Organizations	$50/hr

Additional Requirements/Fees:

- Site is permitted as is. Groups are responsible for cleanup of the site including trash. If your event needs support from Public Works additional fees will be required and billed per hour (minimum 4 hrs).
- For groups over 150 people a police detail may be required, if your group is required to get a police detail you must set this up with the department before you will receive a permit.
- If you will be having prepared food at your event you must contact the Board of Health to get the appropriate food permit.

□ By signing below I acknowledge and accept the rules and regulations (back) responsibilities for this permit and I agree to release, indemnify, and hold harmless the Town of Arlington from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind which may arise out of, or is in any manner connected with, the above-described activity.

_____ _____

(Signature of Responsible Party) **(Date)**

Revised 10.28.2026

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RULES AND REGULATIONS FOR FACILITIES

- The Arlington Park and Recreation Commission supports a Zero Tolerance Policy at all recreational facilities under their jurisdiction.
- This permit is granted subject to the rules and regulations as outlined under Title IV, Article 1 of the by-laws of the Town of Arlington.
- This office must be notified at least one business day in advance if a permit is to be canceled.
- The person(s) or organization(s) using the park property shall be responsible for any damages occurring in connection with/or in consequence of such use.
- The person(s) or organization(s) shall be responsible for the behavior of person(s) attending and shall be responsible for all necessary expenses.
- Parking or driving on fields or courts is not permitted. Observe all parking regulations.
- No alcohol is permitted on public property.
- The Recreation Department reserves the right to change schedules or revoke permits without prior notice.
- No open fires are permitted at any time. Grilling may be allowed with permission from the Park Commission and appropriate grilling permit from the Arlington Fire Department. A 30 day notice may be required.
- Fields or courts used by school teams will not generally be available before 5:30 PM. In any case, school teams must be allowed to finish their activities before your group may take the field or court, regardless of the starting time on the permit.
- Permits issued is for recreational use only!
- Any violations of the above mentioned rules may result in immediate revocation of permit and/or refusal to consider future requests for permits.

Revised 10.28.2026