

# TOWN OF WESTMINSTER ROAD RACE APPLICATION

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**\*\*This document will need to be updated any time there are changes\*\***

**DATE/REVISION OF THIS APPLICATION:**

**EVENT:** What is the title of your event?

**APPLICANT/ORGANIZATION:**

**EVENT MANAGER:** Who is the event manager that day and what is their contact information for the day of the event in case of any problems that day?

**DATE:**

**BENEFIT:** Is this event in support of any group or charity? If yes, please explain.

If no, what is the purpose for this event?

**LOCATION:**

**SCHEDULE:** Event start and ending times:

**RACE COURSE:** Please describe course/route in detail, and attach a map.

**PARKING:**

**ANTICIPATED PARTICIPATION:**

How many people are expected to turn out and are there any groupings or teams?

**RESTROOMS:**

Location(s) and number of restroom(s):

**PORT-A-POTTYS:**

Location(s) and number of port-a-pottys:

What is the name of the Company you are renting these from?

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**FOOD:**

Do you plan any food concessions?

Are you providing any food or drinks to race participants? (Please describe)

**TEMPORARY STRUCTURES:** Do you plan any tents or other temporary structures? Please describe.

**MEDICAL/EMERGENCY PLAN:** How do you plan on addressing medical emergencies?

**COMMUNICATIONS PLAN:** Do you plan on having any race marshals and will they have communication between each other?

**SIGNAGE:****ROAD CLOSURES:**

**INSURANCE/LIABILITY:** A Certificate of Insurance showing the Town of Westminster as certificate holder must be submitted prior to approval.

**POLICE DETAIL:** Please indicate if your event will require a police detail.

For billing purposes, please provide the following:

Agency Name:

Contact Person:

Billing Address:

**FINAL UPDATES/NOTIFICATIONS:****Department APPROVALS:****Approval Date:**

Board of Health (978-874-7409)

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Building Department (978-874-7407)

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DPW (978-874-5572)

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Fire Department (978-874-2313)

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Police (978-874-2313)

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Once applicant has received all Department approvals, it will be determined whether the Board of Selectmen's approval will be required.