

City of Fall River

Department of Community Maintenance

Parks Division

450 Middle Street, Fall River, Massachusetts 02721

508-324-2550

Civic Events Inspection Instructions

The Civic Events Inspection Form is intended to be used as a planning tool to assist your efforts in making your event as problem free as possible for both you and the city. It is your responsibility as an event organizer to be sure you contact ALL departments that oversee and authorize your various planned events. A list has been provided indicating what department oversees the various activities or services. If you do not see a particular activity you are planning listed on this form, the Park Department will try to assist you in determining which city department(s) responsibility it is to authorize and/or permit the activity.

You must notify each department as to what you plan for your overall activities. Each department will inform you of their various rules & regulations and if they deem necessary, schedule an appointment for a final inspection on the day of the event if required. Notification signatures and inspection appointment times should be set up well in advance of the event and those appointments should be confirmed with the individual departments at least 48 hrs. prior to the event.

Please note, each department will charge their own separate fees for permits and/or services.

****Your park permit from the Board of Park Commissioners serves only as permission to use the park grounds and is revoked and deemed null and void without the proper authorization and additional supporting documentation/permits from ALL other city departments indicating that you have complied with all regulations and permitting procedures of the various departments of the City of Fall River.**

Civic Events Inspection – Department Referral Sheet

- Parade
- Carnival
- Special Event
- Festival
- Civic or Church Event

Name of Event _____
Sponsor _____
Contact Person _____
Date & Hours of Event _____
Telephone # _____

***A liability policy indemnifying the City of Fall River MUST be provided.

**** Charcoal Grills/Open flames are NOT ALLOWED on park property

PARK DEPARTMENT

Board approval date: _____
Forms Issued: _____
Received by: _____

BUILDING INSPECTOR

- Tents
- Wiring
- Rides
- Plumbing
- Gas/Propane

Signature of Notification of Event

HEALTH DEPARTMENT

- food handlers cards& applications
- # of vendors
- site layout
- port-a-jons
- animal health records

Signature of Notification of Event

POLICE DEPARTMENT

- # of participants
- Sequence of events
- Route of parade
- Types of entertainment
- Traffic patterns/street closings

Signature of Notification of Event

WATER DEPARTMENT

- Hydrant cross connections
- water use/connections

Signature of Notification of Event

FIRE DEPARTMENT

Bottles gas/propane grills
Flammable liquids
Tents
Open flame devices
Fireworks

Signature of Notification of Event

LAW DEPARTMENT

Indemnification/Liability Agreement

Signature of Notification of Event

If you do not see a particular activity you are planning listed above, you may contact the Park Department (508)324-2550 or the Government Center (508) 324-2000 for assistance.

Each Department will charge its own separate fees for necessary permits issued.