

# Town of Duxbury, Massachusetts



**Application Deadline:**  
**45 Days Prior to Event**

**Fee is \$30.00**

## REQUEST FOR AN EVENT PERMIT

The Honorable Selectboard  
878 Tremont Street  
Duxbury, MA 02332

Today's Date: \_\_\_\_\_

The undersigned hereby makes application for the following event permit:

**Required Attachments:**

- \_\_\_\_\_ Letter to the Selectboard describing the event.
- \_\_\_\_\_ Check in the amount of \$30.00 made payable to the Town of Duxbury.
- \_\_\_\_\_ Proof of \$1,000,000 General Liability Insurance. (*Town of Duxbury must be named as additional insured*)

Date of Event: \_\_\_\_\_

Time: From: \_\_\_\_\_ to \_\_\_\_\_

\*Name of Applicant: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

*(electronic signature accepted)*

Applicant's Mailing Address: \_\_\_\_\_

Applicant's E-Mail Address: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Organization/Event Name: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Description of Premises: \_\_\_\_\_

Number of People Expected at Event (including staff & volunteers): \_\_\_\_\_

Live Music (Y/N) \_\_\_\_\_ Assigned Seating (Y/N) \_\_\_\_\_

Name of Food Caterer (if applicable): \_\_\_\_\_

Type of Food to be Served (e.g.: appetizers, dinner) \_\_\_\_\_

**\*Applicant must be a person (not an entity).**