



## Town of Burlington

### *Select Board/Town Administrator's Office*

Email: [kpigott@burlington.org](mailto:kpigott@burlington.org)/[Selectmenstaff@burlington.org](mailto>Selectmenstaff@burlington.org)

Phone: 781 273-7600

## Town Common Event Request

**Submit request 30 days prior to the Select Board meeting**

Current Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Is this a private (unadvertised event)  Yes  No \_\_\_\_\_

If no please specify where you advertised the event: \_\_\_\_\_

Name of group holding the event: \_\_\_\_\_

How many are expected to attend: \_\_\_\_\_

Description of event: \_\_\_\_\_  
\_\_\_\_\_

Is the gazebo being requested:  Yes  No \_\_\_\_\_

How many are expected to attend: \_\_\_\_\_

Who will confirm that the Town Common is left in the same condition as it was before the event: \_\_\_\_\_

Also check to agree to provide the following information to those attending:

\_\_\_\_\_ No Open flames or candlelight vigils are allowed (suggest flashlights).

\_\_\_\_\_ No Dogs should be brought the event.

\_\_\_\_\_ No Smoking or alcohol consumption during this event.

\_\_\_\_\_ No Vehicles may be driven onto the Town Common.

\_\_\_\_\_ Observe no parking rules.

**It is recommended that you attend the Select Board meeting you are assigned.**

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_