



# HOW TO HOLD AN EVENT NEAR CITY HALL

*Find out how to apply for permission to host an event near Boston City Hall property.*



## **BEFORE YOU GET STARTED ONLINE**

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You need our permission if you want to hold a public event at certain properties near City Hall. These locations include:

- ▶ Faneuil Hall
  
- ▶ Sam Adams Park
  
- ▶ City Hall Plaza
  
- ▶ the lobby of City Hall

**CITY of BOSTON**

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- ▶ the North Stage.

If someone else already applied for the space, we may recommend other places for you to use.

We may deny your application if:

- ▶ your application is incomplete
- ▶ you didn't give us the required insurance certificate
- ▶ you're unable to hold a contract, or to sue and be sued
- ▶ you had an event in the past and caused public property damage
- ▶ you have unpaid debts with the City
- ▶ you plan to have any illegal activities
- ▶ your event causes a danger to the health or safety in the area
- ▶ you have a history of disobeying City regulations or permits, or
- ▶ you lied about your information on your application.

**COMPLETE YOUR APPLICATION****EXHIBIT G**

**CITY of BOSTON**

[http://www.cityofboston.gov/propertymanagement/event\\_application.asp](http://www.cityofboston.gov/propertymanagement/event_application.asp).

You need to give us a copy of your insurance certificate.

Give us your application at least 30 days before you want to have your event.



## WAIT TO HEAR FROM US

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We'll get back to you in writing within 10 days. We might ask for more information or documents about your event.

You may have to apply for other permits and meet with the Special Events Committee. We'll tell you what other departments to contact. If you don't get the right permits and licenses before your event, we will revoke your application.

If we approve your application, you have to follow our event guidelines:

- ▶ You can't allow illegal activity to take place at your event.
- ▶ You must agree to pay for any damage to public property.
- ▶ You can't hold us responsible for any damage or violations that happen at your event.



CITY of **BOSTON**



CONTACT:

[PROPERTY MANAGEMENT \(/DEPARTMENTS/PROPERTY-MANAGEMENT/\)](/DEPARTMENTS/PROPERTY-MANAGEMENT/)



[617-635-4100 \(TEL:617-635-4100\)](tel:617-635-4100)



[PROPERTYMANAGEMENT@BOSTON.GOV \(MAILTO:PROPERTYMANAGEMENT@BOSTON.GOV\)](mailto:PROPERTYMANAGEMENT@BOSTON.GOV)



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[BOS:311 - REPORT AN ISSUE \(HTTP://WWW.CITYOFBOSTON.GOV/311/\)](http://www.cityofboston.gov/311/)

[PRIVACY POLICY \(/DEPARTMENTS/INNOVATION-AND-TECHNOLOGY/PRIVACY-AND-SECURITY-STATEMENT\)](/DEPARTMENTS/INNOVATION-AND-TECHNOLOGY/PRIVACY-AND-SECURITY-STATEMENT/)

[CONTACT US \(HTTPS://WWW.BOSTON.GOV/DEPARTMENTS/MAYORS-OFFICE/CONTACT-BOSTON-CITY-HALL\)](https://www.boston.gov/departments/mayors-office/contact-boston-city-hall/)

[ALERTS AND NOTIFICATIONS \(/DEPARTMENTS/DIGITAL-TEAM/CITY-BOSTON-ALERTS-AND-NOTIFICATIONS\)](/DEPARTMENTS/DIGITAL-TEAM/CITY-BOSTON-ALERTS-AND-NOTIFICATIONS/)

[PUBLIC RECORDS REQUESTS \(HTTPS://WWW.BOSTON.GOV/DEPARTMENTS/PUBLIC-RECORDS\)](https://www.boston.gov/departments/public-records/)