



# MILFORD BOARD OF SELECTMEN

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## TOWN OF MILFORD CARNIVAL POLICY

### 1. General Instructions

**1.1.1.** The Milford Board of Selectmen shall not issue a license for any carnival, which would take place within thirty (30) days of a carnival previously approved by the Board.

**1.1.2.** The Milford Board of Selectmen shall issue no more than two (2) permits for carnivals to be held within a ninety (90) day period. The time periods shall be divided approximately into the quarters of the year (i.e., Jan.-March, April – June, July – Sept. and Oct. – Dec.)

**1.1.3.** Applicants for carnival permits must file complete application packets sufficiently in advance to insure that all requirements are met prior to the opening day of the carnival. It is strongly recommended that the application process begin at least six (6) weeks prior to the anticipated opening day of the carnival.

### 2. Required Application Documents: Four (4) sets

**2.1.** Written approval of the property owner. If property is owned by the Town, written approval of the municipal department having jurisdiction (i.e., Park Commission for Fino Field) is required.

**2.2.** Evidence of liability and Workers Compensation insurance coverage, naming the Town of Milford as an additionally insured, and covering the period of time the carnival will be held (including set-up and dismantling time). Minimum limit shall be \$1,000,000.

**2.3.** Evidence of a current and valid license issued to the carnival operator by the Massachusetts Department of Public Safety.

**2.4.** Site Plan – drawn to scale-include the following on site plan.

- 2.4.1. Existing buildings & structures (light poles, etc.)
- 2.4.2. Proposed layout of rides, games, food stands, petting zoos or other amusement items
- 2.4.3. Proposed location for residential trailers, support trailers, generators and carnival vehicle parking.
- 2.4.4. Proposed location of dumpsters, portable toilets
- 2.4.5. Proposed parking for carnival patrons/Traffic flow/management
- 2.4.6. Fire Lanes (24' wide minimum) to access existing buildings and carnival
- 2.4.7. List of all amusement rides including a description and dimensions of each
- 2.4.8. Proposed flammable storage on site – include:
  - 2.4.8. Type of flammables (propane, diesel)
  - 2.4.8. Size and quantity of containers
  - 2.4.8. Proposed use and location on site

**2.5.** Any other stipulations, as determined by the Board of Selectmen.

3. The Town Administrator shall distribute a complete application package to the Chief of Police, Fire Chief, Building Commissioner and Health Agent. Following their approval and signature, the Board of Selectmen will then consider the application.

**4. Police and Fire Protection**

- 4.1.1.** The sponsoring agency or the company providing the carnival or amusement rides shall hire police officer(s) on private detail as determined by the Chief of Police. A firefighter shall be hired on private detail to identify fire hazards and assist sick or injured people.
- 4.1.2.** The police officer(s) and firefighter shall remain on site at all times in which any portion of the carnival is open to the general public.
- 4.1.3.** The duties and responsibilities of the police officer(s) and firefighters shall be determined by the Chief of Police and the Fire Chief, respectively. The Chief of Police and the Fire Chief will determine the duties and responsibilities of their personnel.
- 4.1.4.** If the company or agency sponsoring the event has a need for the exclusive assignment of an officer to provide security for the ticket booth or other area in which valuables are maintained, they may hire an additional detail officer for this sole purpose at their expense.

**MILFORD BOARD OF SELECTMEN**

Policy Adopted: April 25, 1988

Revised: April 24, 1995

Revised: June 6, 2005

Revised: August 8, 2011