



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
NEW ENGLAND DISTRICT, CORPS OF ENGINEERS  
CAPE COD CANAL FIELD OFFICE  
P.O. BOX 1555, BUZZARDS BAY, MASS. 02532-1555

Dear Applicant,

Thank you for your interest in hosting a special event along the Cape Cod Canal. The following special use permit application package outlines all rules and regulations that pertain to the special use of facilities at the Cape Cod Canal. Please take the time to review the information. If your request meets the criteria of allowable events then you may complete the application portion then return it by email, fax or mail to;

Special Use Coordinator - US Army Corps of Engineers  
Cape Cod Canal Field Office  
P.O Box 1555  
Buzzards Bay, MA 02532  
Fax - 508-759-1345  
Email – Elisa.D.Carey@USACE.Army.Mil

Once your application has been received, you will be contacted regarding your request. Be sure to fill out of the application completely. Use additional pieces of paper if needed. If you have any questions during the process, please contact me.

Sincerely,

*elisa D Carey*  
Elisa Carey

Park Ranger  
Cape Cod Canal Field Office  
40 Academy Dr.  
Buzzards Bay, MA 02532  
Office - 978-318-8591

# Cape Cod Canal Special Use Permit Application

## **I. Rules and Regulations Governing Special Use or Activities at the Cape Cod Canal**

### *Definition of a Special Event:*

*"A special event is defined as the organized use of project resources for a specific purpose and limited duration, beyond that normally engaged in by individuals or groups on a day-to-day basis. A special event may impact and/or restrict the intended use of the project by the general public and require USACE activities that convey special benefits to an identifiable recipient or recipients beyond those afforded to the general public." – EC 1130-2-550*

## **II. Approved Types of Events - \*Please Note - **NO** special events will be permitted between **Memorial Day and Labor Day** (last weekend in May to first weekend in September)**

### **A. Walking Events**

1. Maximum participation for each walking event shall not exceed **500 people**
2. May be required to provide copy of a liability insurance policy
3. May be subject to additional terms and conditions

### **B. Running Events**

1. Maximum participation for a running event shall not exceed **300 people**
2. Running events must release participants in small groups utilizing an individual timing system. "Shotgun" starts are prohibited.
3. Timing systems must be setup off the paved road to allow passage of recreational and emergency vehicle traffic
4. May be required to provide copy of a liability insurance policy
5. May be subject to additional terms and conditions

### **C. Bicycle Rides (Standard and Non-standard bicycling events)**

#### **1. Standard Bicycle Riding Events**

- i. Maximum participation shall not exceed **250 people** for any given area and time
- ii. Riders shall be released in small groups not to exceed **10 riders** at one time
- iii. Riders shall stay to right of yellow line on service roads at all times
- iv. No more than **2 riders** shall ride abreast of each other at any time
- v. Events utilizing either the Bourne or Sagamore Bridge must have participants **walk** bicycles across sidewalk portion of the Bridge
- vi. Must provide copy of a liability insurance policy
- vii. May be subject to additional terms and conditions

#### **2. Non-standard Bicycle Riding Events**

- i. Maximum participation shall not exceed **5,000 people** for any given area and time
- ii. Events must be completed prior to **9:00 a.m.**
- iii. Events utilizing either the Bourne or Sagamore Bridge must have participants walk bicycles across sidewalk portion of the Bridge or contract with a professional traffic control agency to conduct lane closures on the bridge
- iv. Must provide copy of a liability insurance policy
- v. May be subject to additional terms and conditions

## **Cape Cod Canal Special Use Permit Application**

### **III. Special Event Conditions**

- A.** Time, location and event conditions shall be regulated by permit to avoid:
  - a.** Conflicts of use with other visitors, other permitted events, or governmental operations
  - b.** Infringement upon the enjoyment and rights of other project visitors
  - c.** Injury to non-participants and damage to project resources
  - d.** Unwarranted risk to event participants, other recreating members of the public due to inadequate equipment, lack of qualifications, supervision, weather, or other factors
- B.** A Special Event Permit does not grant private exclusive use of Corps of Engineer lands or facilities at the Cape Cod Canal and should at no point; supersede any regulations governing use of the Cape Cod Canal.
- C.** Portions of the project including the Canal service roads or recreation areas are subject to availability and may be closed at the discretion of Canal Management at any time or for any given reason. Permittees may be required to adjust event logistics to meet changing conditions. Special event permits are revocable at will by the Corps of Engineers.
- D.** The right to host an event on government property is based on the permittee providing parking assistance, adequate policing for crowd supervision and control, and other services required for the health and welfare of the visitor. The sponsoring agency must meet bonding, insurance, and other requirements unique to the local area.
- E.** Special Use Permits are available on a first come first serve basis. In the event two permit requests are received for the same location, the first completed application received will be given priority.
- F.** No costs shall accrue to the government.
- G.** Private use of the project lands will not preempt public use of project recreational resources.
- H.** The permitted site will be fully restored to prior conditions by the permittee.
- I.** The operations project manager will determine the number of hours per day the event may take place. Permits are limited to one (1) a day with a prohibition against holiday use.
- J.** No events will be permitted between Memorial Day and Labor Day (end of May to beginning of September).

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- K.** All elements of the event request must be approved by the Canal Management prior to issuance of the permit.
- L.** Admission to view or participate in an event must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex, or national origin in conducting activities.
- M.** The United States Government is not responsible for damage to property for injury to persons attending the event. The permittee will be responsible for health and safety requirements of participants.
- N.** The permit request must be in accordance with applicable Federal, state, and local Laws. The individual(s) listed as point of contact and/or alternate contact person supplied in the permit application, will be designated as the “event coordinator(s)”. Event coordinators accept all responsibility to handle planning and implementation of event logistics and shall serve as the point of contact in the event of an emergency or handle any issues with event logistics. Unless proven otherwise, the event coordinator(s) assume all responsibility for any issues concerning non-compliance with the permit conditions, and the safety and welfare of all event participants.
- O.** Any Commercial activity including the selling or advertisement of any refreshments, products, souvenirs or any other exchanges of money on government property is strictly prohibited.
- P.** Use of unmanned aircraft systems (UAS's) such as, but not limited to, drones, remote controlled planes or helicopters, etc. is strictly prohibited on government property.
- Q.** Permit holders will be required to provide 2 portable toilet units for every 100 people participating in their event. This requirement will ensure event participants have facilities in the case the public toilets on site have to shut down.
- R.** Special event signs, banners or similar items may be used under the following conditions:
  - a. Items shall not be placed on Corps facilities, park signs or signposts, trees, fences or portable toilets.
  - b. Balloons and Lanterns are not prohibited
  - c. Items cannot be placed on Corps Property prior to one week before the event
  - d. Item locations must be pre-approved by Corps of Engineers POC.
  - e. Items must be removed within 24 hours of the event conclusion.

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**S.** The following conditions shall also apply to all Special Events

- a. Event participants must adhere to service road rules, stay to the right of the yellow line, give audible warning when passing, and no motorized vehicles.
- b. Spray painting or placing any markings on the Canal service roads is prohibited.
- c. No tent structure will be erected unless permission is granted
- d. Event must not exceed the period of time stated in the permit
- e. Noise restrictions may apply
- f. Event participants must yield to government and emergency vehicles, all official vehicles shall be given the right of way at all times.

### **IV. Insurance Requirements**

- A.** In accordance with US Army Corps of Engineers Circular - **EC 1130-2-550, 30 Nov 15, APPENDIX "E", Special Events**-Insurance requirements. Liability insurance for events such as religious ceremonies, social ceremonies (weddings, etc...), club fishing tournaments or family reunions that involve **less than 50 participants**, may be required at the discretion of the Operations Project Manager. For the above listed events, when the expected group is **over 50 participants**, liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of **\$1,000,000** for each event is **mandatory**.
- B.** For all events when the expected group is **over 50 participants**, liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of **\$1,000,000** for each event is **mandatory**.
- C.** For all events involving mechanical apparatus, such as boats, personal watercraft, motorcycles, bikes, etc., liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for each event, is **mandatory** regardless of number of participants.
- D.** Liability insurance may be required at any event, at the discretion of the Operations Project Manager, when there is an increased possibility for an accident, or the activity has a high potential for involving other visitors.
- E.** The policy must list the **"US Government"** as insured and be addressed to;  
US Government  
Cape Cod Canal Field Office  
40 Academy Drive  
Buzzards Bay, MA 02532

## Cape Cod Canal Special Use Permit Application

1. Name of Group or Organization:

2. Type of Event/ Proposed Activity: (walk, run, bicycle ride):

3. Group Representative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Best contact number: \_\_\_\_\_

Alt. contact number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

4. Alt. Group Representative (if applicable):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Best contact number: \_\_\_\_\_

Alt. contact number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

5. Proposed Date of Event: \_\_\_\_\_

6. Estimated Number of Participants: \_\_\_\_\_

7. Event starting time: \_\_\_\_\_

8. Event closing time: \_\_\_\_\_

9. Is the group a certified 501(c)3 non-profit: YES/ NO

12. Which Recreation Area or portion of the Canal is this for:

13. Description of Event:

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14. Signature/ Title of Group Representative:

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15. Date:

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Mail, Fax or Email application to:

ATTN: Special Use Permit Coordinator

USACE - Cape Cod Canal Field Office

P.O Box 1555

40 Academy Drive

Buzzards Bay, MA 02532

Fax - 508-759-1345

Email – Elisa.D.Carey@USACE.Army.Mil

For Official Use:

Date Received: \_\_\_\_\_

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**16. How many portable toilets will you be providing. 2 portable toilets are required per 100 participants.**

How many? \_\_\_\_\_

**17. Additional safety measures may be required for crowd or traffic control (For events over 350 participants).**

Explain how public safety measures will be utilized:

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**18. Will temporary course markers, signs, or other items be placed on the Canal service road? Yes / No**

Explain/ list items & their locations:

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**19. Do you plan to set up water tables along route? Yes / No      How many? \_\_\_\_\_**

Location? \_\_\_\_\_

**20. Do you need to use a vehicle on the service road to setup/ breakdown tables, put up signs, etc... Yes / No**

Use this space to provide any Additional Details:

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