



**DEPARTMENT OF THE ARMY
US Army Corps of Engineers
Cape Cod Canal Field Office**

Dear Applicant,

Enclosed is a Special Event Permit Application package. Please complete the application and email, fax or mail the package to me, the Special Use Coordinator, at the contact information listed below. Please allow for time to review.

Be sure to completely fill out of the application. Use additional pieces of paper if needed. If you have any questions during the process please contact me.

Sincerely,
Jonathan Dumais

Park Ranger
US Army Corps of Engineers
Cape Cod Canal Field Office
P.O Box 1555
978-318-8534 – Office
508-759-1345 - Fax
Jonathan.R.Dumais@USACE.Army.MIL

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

I. Approved Types of Events - No special events will be permitted between **Memorial Day and Labor Day** (end of May to beginning of September)

The following applies to every special event at the Cape Cod Canal:

Event participants must not congregate or take up the entire service road, must stay to the right of the yellow line except to pass, yield to official emergency vehicles, and expect other recreational traffic along the road. Permittee must carry an active and proper insurance policy to cover all event participants including accidental injuries to the public.

1) Walking Events

- a. Maximum participation for each walking event shall not exceed **500 people**

2) Running Events

- a. Maximum participation for a running event shall not exceed **350 people**
- b. Running events must release participants in small groups utilizing an individual timing system. “Shotgun” starts are prohibited.
- c. Timing systems must be setup off the paved road to allow passage of recreational and emergency vehicle traffic

3) Bicycle Rides

- a. Maximum participation shall not exceed **5,000 people** for any given area and time
- b. Events must be completed prior to **9:00 am**
- c. 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

II. Special Event Conditions

- 1) 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
- 2) 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.
- 3) 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

- 4) 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.
- 5) 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.
- 6) No costs shall accrue to the government.
- 7) Private use of the project lands will not preempt public use of project recreational resources.
- 8) The permitted site will be fully restored to prior conditions by the permittee.
- 9) 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.
- 10) No events will be permitted between Memorial Day and Labor Day (end of May to beginning of September).
- 11) All elements of the event request must be approved by the Canal Management prior to issuance of the permit.
- 12) 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.
- 13) 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
- 14) The permit request must be in accordance with applicable Federal, state, and local Laws.
- 15) In accordance with US Army Corps of Engineers Circular - **EC 1130-2-550, 30 Nov 15, APPENDIX "E", Special Events**-Insurance requirements.
 - a) 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 non-motorized events, such as volleyball tournaments, foot races (running), canoe regattas, etc., 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**.

- 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
- 16) 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.
- 17) 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
- 18) 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
- 19) The following conditions shall also apply to all Special Events
- a) No tent structure will be erected unless permission is granted
 - b) Event must not exceed the period of time stated in the permit
 - c) Noise restrictions may apply
 - d) Event participants must yield to government and emergency vehicles, all official vehicles shall be given the right of way at all times
 - e) 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
 - f) Spray painting or placing any markings on the Canal service roads is prohibited
 - g) Temporary signs may be erected, provided they are removed upon completion of the event
 - h) Special event signs, banners, balloons, streamers, or similar items will **NOT** be placed on park signs or sign posts, trees, fences, or other facilities. **ANY SIGNS PLACED ON CORPS FACILITIES WILL BE REMOVED.**

III. Special Use Permit Application

- 1) When describing your event, be as thorough as possible. Additional information may be required, applicants will be contacted as to the nature of such information.
- 2) All necessary forms and certificates must be received in our office a minimum of one (1) week prior to the event.
- 3) If you are recognized by the Federal government as a 501(c) 3 non-profit organization, you may be required to include a copy of your certification with your application.
- 4) A representative of the sponsoring organization maybe required to meet or coordinate with the Special Use Permit Coordinator at least five (5) days prior to the event to coordinate all activity

1. Name of Group/ 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:

Name: _____

Address: _____

Best contact number: _____

Alt. contact number: _____

Fax: _____

Email: _____

5. Proposed Date of Event:

6. Estimated Number of Participants:

7. Event setup begins at: _____

8. Is the group a certified 501(c)3 non-profit: _____

9. Event starting time: _____

10. Is there a fee to participate: _____

11. Event closing time: _____

12. Event location/ Recreation Area:

13. Description of Event:

14. Signature/ Title of Group Representative:

15. Date:

Mail, Fax or Email application to:

ATTN: Special Use Permit Coordinator

US Army Corps of Engineers

Cape Cod Canal Field Office

P.O Box 1555

40 Academy Drive

Buzzards Bay, MA 02532

978-318-8534 – Office

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For Official Use:

Date Received: _____

Do you plan to provide additional sanitary facilities for event participants? (100 participants or more) ♦ Yes ♦ No

How many?

Will additional security measures be required for crowd or traffic control (For events over 350 participants)?

Yes ♦ No

Explain:

Will temporary course markers, signs, or other items be placed on the Canal service road? ♦ Yes ♦ No

Explain/ list items:

Do you plan to set up water tables along route? ♦ Yes ♦ No

How many? _____

Location? _____

Do you plan to use a vehicle on service road to setup/ breakdown tables, put up signs, etc... ♦ Yes ♦ No

List additional requests or special needs here.
