



**US Army Corps  
of Engineers®**  
New England District

### ***SPECIAL EVENT APPLICATION***

Please provide the following application information necessary to process your request (attach additional pages if necessary):

Organization: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_

Specific Location: \_\_\_\_\_

Estimate Number of Participants: \_\_\_\_\_

Number of additional people (spectators, volunteers, etc): \_\_\_\_\_

Number of vehicles: \_\_\_\_\_ Number of vessels: \_\_\_\_\_

1. Are fees or donations to be collected from the public or participants? If "YES", what are the amounts and for what purpose will they be assessed? What are the expected gross revenues? For what purpose will the collected funds be used?

2. Will the event involve vendors? If "YES", list each vendor and what items are being sold.

3. How will parking and access to and from event be controlled?

4. Will restricted access to the event area be required? If "YES", what circumstances or conditions of the event require that access be restricted?

5. What are the time requirements for set-up and take-down for the event?

6. Will first-aid stations, ambulances, safety vessels, or other safety measures be required? If "YES", what measures will be taken to provide the needed services and equipment?

7. Will sanitation facilities be needed? How many and which vendor will be supplying the portable toilets? Note: one portable toilet will service 75 people.

8. Are permits from other governmental agencies required? If "YES", list agencies and type of permits.

9. Will security measures be required for crowd or traffic control (including parking)? If "YES", what measures will be taken to ensure adequate public safety?

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:  
Authority: 5 U.S.C. § 552a. Purpose: to provide contact information in connection with special event activities. Routine Uses: The names and addresses of those who obtain the Special Event Permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by any other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of a Special Event Permit.