

ADMINISTRATIVE POLICY #44

Permits for Events not Covered by Board of Selectmen's Regular Licensing Process

PURPOSE:

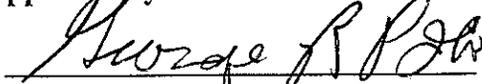
To provide a method of control and regulation of Special Events that are held by local businesses, and to ensure that the abutters of the business will not be adversely impacted by the event. This Policy shall apply to all businesses involved in any outdoor displays of material and wares (*but not live entertainment or events that would otherwise be licensed by the Board of Selectmen*).

POLICY:

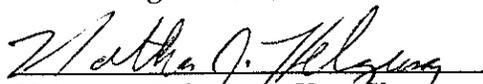
1. The promoter/owner of the business shall notify the Board of Selectmen's Office in writing within 30 days in advance (*and not later*) of the proposed event.
2. The promoter/owner of the business shall obtain a list from the Assessor's Office of abutters and shall then notify the abutters in writing of the proposed event by utilizing the *Special Event - Abutter Notification of Event Form*.
3. One *Special Event - Abutter Notification of Event Form* shall be completed by each abutter, and returned to the business proposing the event. It is the responsibility of the promoter/owner of the proposed event to submit the completed forms along with the list of abutters to the Board of Selectmen's Office. This shall be done prior to being placed upon the Board of Selectmen's Agenda, for their consideration for the proposed event.
4. After the Board of Selectmen renders a decision, the Town Administrator shall notify the business proposing the event in writing confirming the Board of Selectmen's action.

Approved by: **BOARD OF SELECTMEN**

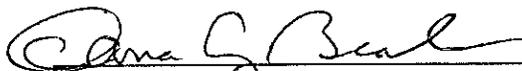
Date: 7/11/04



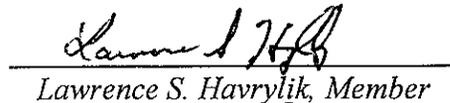
George R. Noli, Chairman



Nathan J. Helgerson, Vice Chairman



Dana G. Beal, Clerk



Lawrence S. Havrylik, Member



Donald Kinniburgh, Member

attachment

**TOWN OF SEEKONK
SPECIAL EVENT
ABUTTER NOTIFICATION OF EVENT FORM**

Date: _____

To: _____

Abutter

Abutter's Address

From: _____

Business Proposing Event

Business' Address

Date(s) of Event

Description of Event:

- I/We approve of this event
- I/We do not approve of this event

Signature of Abutter

Date