



## ROSE F. KENNEDY GREENWAY CONSERVANCY EVENT PROPOSAL AND EXECUTION CHECKLIST

1. Please complete general event planning before contacting the Rose F. Kennedy Greenway Conservancy with an event proposal. We are happy to advise which one of the Greenway parks would adequately accommodate your event but ask that basic planning has been done ahead of time including determining the event size, audience, and infrastructure needs. Please refer to the Park Use Guidelines for Public Programming, Special Events and General Use (the "Park Use Guidelines").
2. At least 60 days prior to the proposed date of the event, complete the Conservancy Event Reservation Request Form and the [Boston Parks and Recreation Department Special Event Permit Application](#) and return BOTH forms to:  
  
Alexandra Lee  
Director of Public Programs  
Rose F. Kennedy Greenway Conservancy  
One International Place, 14<sup>th</sup> floor  
Boston, MA 02110
3. Conservancy will review applications using the Park Use Guidelines as reference.
4. Conservancy will approve or deny event within 5-10 business days.
5. If event is approved, Conservancy will sign the Parks and Recreation Special Event Permit Application (the "Permit Application") and send one copy to the City of Boston Department of Parks and Recreation, one to the Massachusetts Turnpike Authority (MTA), and a duplicate copy to you.
6. Conservancy will send an Event Agreement to you to be signed and returned, along with one-half of the fee for the event, within 7 days of receipt. The Agreement will contain the amount of minimum liability insurance needed for the event, the Fees for Services, indemnification information and other terms and conditions with respect to the event. (See Park Use Guidelines for fee schedule.) Please note that \$1M-\$10M of general liability insurance coverage (as dictated by the nature of the event) will be required for the event.
7. After Boston Parks and Recreation receives the Permit Application, if Boston Parks and Recreation approves the event, they issue a Park Permit within 30-60 days, depending on lead time for event. Park Permits can be expedited but applicants should allow 30 days.
8. After MTA receives the Permit Application, if MTA approves the event, they will issue their approval within 10 business days (Mon-Fri). If MTA has additional questions about the event, a Conservancy program staff person will contact you for additional information.

9. If the nature of the event requires it, you will be scheduled to attend a “Citywide” meeting with City of Boston public agencies to determine what additional permits are needed. The Citywide process will ultimately allow you to receive the appropriate City of Boston permits and an Entertainment License if required. The other permits that might be required depending on the nature of the event include permits from the Fire Department, Inspectional Services Department, etc. “Citywide” meetings are held on Tuesday mornings at Boston Police Department Headquarters. A Conservancy program staff person will accompany you to this meeting to help answer park-related questions.
10. Obtain additional permits as dictated by City. Please note that these permits must be obtained by you, the applicant, not by the Conservancy.
11. Secure Certificate of Insurance for required general liability insurance coverage for event as dictated by the Event Agreement.
12. Have a fun, and safe, event!