

# Town of Yarmouth Event Requirements

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## Town Administrator

- Requires [use of town-owned property application](#).
  - Requires an insurance certificate naming the town as additionally insured.
  - **Contact:** Kyle Pedicini 508-398-2231 x1653 [KPedicini@yarmouth.ma.us](mailto:KPedicini@yarmouth.ma.us)
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## Building

- Requires [sign permits](#) for any events displaying signs (\$40 fee).
  - Requires [tent permits](#) for any events utilizing tents (\$40 residential/\$60 commercial fee). Must include fire retardant certificate. For tents over 35,000 cubic feet, a full building permit will be required.
  - **Contact:** Mark Grylls 508-398-2231 x1260 [MGrylls@yarmouth.ma.us](mailto:MGrylls@yarmouth.ma.us)
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## Fire

- Contact Fire Department for any events involving open flames.
  - Large events require [Event/Mass Gathering permit](#).
  - Fire dept. will meet with event organizers to determine fire detail requirements (fees will vary).
  - **Contact:** Kevin Huck 508-398-2212 x3214 [KHuck@yarmouth.ma.us](mailto:KHuck@yarmouth.ma.us)
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## Health

- For any events serving food, a [temporary food service application](#) must be submitted two weeks prior to the event (\$15 fee). Application must include a worker's compensation certificate.
  - For events involving food caterers or food trucks, the caterers/trucks (menu and company) must be approved by the Health department at least one month prior to the event.
  - Food caterers/managers must submit ServSafe and allergy certifications.
  - For any events requiring portable toilets, the Health dept. must be informed how many attendees there will be, how many portable toilets there are, and where the toilets will be located.
  - **Contact:** Bruce Murphy 508-398-2231 x1240 [BMurphy@yarmouth.ma.us](mailto:BMurphy@yarmouth.ma.us)
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## Licensing

- For events involving live entertainment, a [special entertainment license](#) will be required (\$55 license and \$65 hearing fee).
  - For events involving alcohol, a [special alcohol license](#) will be required (\$65 license and \$65 hearing fee).
  - **Contact:** Linda Hill 508-398-2231 x1268 [LHill@yarmouth.ma.us](mailto:LHill@yarmouth.ma.us)
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## Police

- Police dept. will meet with event organizers to determine fire detail requirements (fees will vary).
  - **Contact:** Michael Bryant 508-775-0445 x2122 [MBryant@yarmouth.ma.us](mailto:MBryant@yarmouth.ma.us)
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