



A Special Event Application is available on the Town of Falmouth website at [www.falmouthmass.us](http://www.falmouthmass.us) / Department / Board of Selectmen, by phoning the Town of Falmouth Board of Selectmen at (508) 495-7320, or by mailing a request to have an application sent to you to:

Board of Selectmen  
59 Town Hall Square  
Falmouth, MA 02540

The application will request that you provide details regarding your event and a fee will be determined by the type of event according to the Town of Falmouth's fee schedule. A \$10.00 filing fee must be submitted at the time of filing application.

Upon receipt of the application, the Selectmen's Office will review your event application and process it through the proper departments who will subsequently make their recommendation to the Board of Selectmen. In the processing, it will be determined if the date(s) that are requested are available. When requesting the use of the Bandshell or Marina Park the applicant must contact the Recreation Department at (508) 457-2567 who will check the date for availability prior to applicant submitting request.

Upon receipt of the recommendation from departments, your application will be scheduled for review and approval/comment by the Board of Selectmen. *The Board of Selectmen may require a police detail depending on the number of attendees at your event.*

Upon approval by the Selectmen, a letter of approval will be mailed to you.

Please note the entire application process may take 3 to 4 weeks for completion.

Filing Fee: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Please submit one check to include the Permit Fee & Filing Fee.  
Submit Deposit check separately.