

EMERGENCY MANAGEMENT REQUIREMENTS  
FOR  
LARGE- SCALE EVENTS (LSE)

**SECTION 1: STATEMENT OF PURPOSE**

A Large-Scale Event (LSE) is any organized activity, with 250 or more expected participants (includes staff, vendors & performers), occurring upon public or private property that affects the ordinary use of public property such as parks, playgrounds, fields, buildings, streets or the street's right-of-way. Events may include but are not limited to, festivals, fairs, concerts, holiday celebrations, parades, athletic events, fundraisers, block parties, rallies, and road races.

Any person or entity that intends to host or operate a Large-Scale Event within the Town of South Hadley at which a group of 250 or more people congregate shall notify, in writing, the Emergency Management Director, 90 days prior to the event and shall provide sufficient details regarding the event. **Any event that is less than 90 days from application will not be unreasonably denied, however this might affect the applicant's ability to meet the necessary requirements in existing regulations.**

**This Policy shall not impede Article 19 of the Massachusetts Declaration of Rights that states that: The people have a right, in an orderly and peaceable manner, to assemble to consult upon the common good; give instructions to their representatives, and to request of the legislative body, by the way of addresses, petitions, or remonstrances, redress of the wrongs done them, and of the grievances they suffer.**

Event detail information shall be provided on a specified form. This form shall include, but not limited to,

1. Contact information
2. Details of the event
3. A schedule of the event
4. A Site Plan (to include pedestrian or traffic impact)
5. An Event Action Plan
6. Proof of Insurance (insurance requirements listed on application form)
7. Proof of licenses and permits necessary

Exceptions: Private events, such as wedding receptions, or graduation events, occurring on private property that only require use of public property for parking, are not considered an LSE, unless there is an impact on the ordinary use of public property.

Permission will be denied for any event based on the finding that the organizer has not provided reasonable safeguards, adequate to protect the safety and welfare of event participants, bystanders, and the general public. In addition to safety and welfare concerns, the Town reserves the right to deny an event request based on conflicts with

other events/activities, and any other reason that it deems in the best interest of the public. If the plans is not approved, the person or entity may adjust the plan and resubmit or appeal the decision to the Town Administrator.

## **SECTION 2: POLICE DETAIL OR TRAFFIC DETAIL**

**Authority to Require** : The Chief of Police or a designee thereof may require police details, security details or traffic details from the South Hadley Police Department or other entity specified by the Chief where:

1. A large event is hosted or operated: and/or
2. The passage or flow of pedestrian or vehicular traffic on any public way, a private way to which the public has right of passage, or any sidewalk within a Town right-of-way may be
  - a. impeded or rerouted by the actions of a person or entity, or
  - b. negatively impact on general law and order and the public health and safety.

## **SECTION 3: EMERGENCY MEDICAL SERVICES**

**Authority To Require:** The Fire Chief(s) or a designee thereof may require fire details or emergency medical service details from the South Hadley Fire Departments, Fire District 1 and Fire District 2, or other entity specified by the Fire Chief(s) where:

1. A large event is hosted or operated: and/or
2. The access to emergency services may be
  - a. impeded or rerouted by the actions of a person or entity, or
  - b. negatively impacted on general law and order and the public health and safety

## **SECTION 4: OTHER REQUIREMENTS**

Depending upon the nature and/or the scope of the event, additional specific items may be required of the event organizer. These will be listed on the Event Action Plan (EAP) form, but not limited to the following:

1. Entertainment License: If required, this must be separately approved by the Selectboard.
2. Tents and/or trailers: These require an inspection from the Fire Department and/or Building Department.
3. Fireworks: These are not permitted without prior approval from the Fire Department.
4. Toilet facilities, dumpsters will require a permit from the Health Department.
5. Food and beverages will require a permit from the Health Department and/or Selectboard.
6. Indoor Crowd Manager: This will be determined by the Fire Department per 527 CMR 1.00 chapter, section 20.1.5.6.

**SECTION 5: EVENT ACTION PLAN**

An Event Action Plan (EAP) will be required. The plan shall include detailed description of the way the person or entity that hosts or operates the event will protect public health and safety, and control traffic. A form will be provided.

**SECTION 6: MULTIPLE EVENTS**

A person or entity that hosts or operates numerous events that require submission of an Event Action Plan pursuant to this section may, if authorized by the Emergency Management Director or a designee thereof, submit one plan to cover all events. This section is intended for events that are for multiple days or weekends.

**SECTION 7: VIOLATIONS AND ENFORCEMENT**

The Town Administrator, Emergency Management Director, Police Chief, Fire Chief or a designee thereof shall have the authority to enforce the requirements of this Policy by violation notices, enforcement orders, non-criminal citations under M.G.L. c 40, s 21D, and civil and/or criminal court actions.

**SECTION 8: LAWS, RULES, REGULATIONS AND PERMITS**

The applicant shall comply with all applicable federal, state and/or local laws, rules and regulations and obtain all necessary permits and licenses.

**SECTION 9: SEVERABILITY**

If any provision of this policy is declared invalid or unenforceable, the other provisions shall not be affected thereby but shall continue in full force and effect.

**SECTION 10: EFFECTIVE DATE**

This Large-Scale Event Policy shall take effect on  
Jan. 1, 2026 per a vote by the Selectboard on  
June 3, 2025.