

Event Sign-Off Form

Please fill out form and submit to the Board of Selectmen with a check for \$25 paid to the Town of West Tisbury. If you are requesting a permit for beer/wine it will cost an additional \$25. Any questions contact the Town Administrator, Jennifer Rand, at 508-696-0102 or townadmin@westtisbury-ma.gov. The Board of Selectmen meets most Wednesdays, agenda closes on the Monday of that week so please submit your request early enough to allow the Board time to act. If you are serving food you must submit your permit request to the Board of Health thirty (30) days in advance of your event. (508-696-0105 or boh@westtisbury-ma.gov) Events that anticipate an attendance of 150 people require a police detail; other events with a lower anticipated attendance may also require a detail.

Name: _____

Email: _____

Phone: _____

Event Name/Description/Location: _____

Date: _____ **Time:** _____

Expected Attendance: _____ **Admission Fee** _____ **Y** _____ **N**

Food Service: _____ **Y** _____ **N** **Beer/Wine:** _____ **Y** _____ **N**

Please review the attached event request and sign below if your board/department has no concerns with the request. If you have concerns please contact the event coordinator and the Town Administrator to resolve those issues prior to submittal to the Selectmen for final approval.

Board of Health: _____
Date

Police Chief: _____
Date

Fire Chief: _____
Date

Board of Selectmen: _____
Date