



# Haverhill

Recreation – Director Ben Delaware  
Phone: 978-374-2388 ext 3938 Fax: 978-521-2626  
bdelaware@haverhillma.gov

## Tournament Authorization Form

In order to be granted permission for the use of a Public Outdoor Facility, the necessary departments must sign off in order to receive a permit. Please submit a letter of request to the Recreation Department detailing your event, information to include date(s) and time, type of event, concert, festival, church meeting or rally etc. This should be submitted with an accompanying certificate of insurance listing the City of Haverhill as an additional insured. Youth events require signed letter certifying all coaches and staff have had a Massachusetts CORI/SORI.

### Riverside Park

Event Organizer: \_\_\_\_\_ (Non-profit, For-profit, Individual, etc.)

Type of Event: \_\_\_\_\_ (Fundraiser, Company Outing, Community engagement, etc.)

Number of Participants: \_\_\_\_\_ (\$4 per participant fee)

Number of Estimated Spectators: \_\_\_\_\_ Number of Fields: \_\_\_\_\_

Are you planning on selling tickets for admission or any other items? Yes ☐ No ☐

\_\_\_\_\_ has placed on file with the Haverhill Recreation Department a request for the use of \_\_\_\_\_ for the dates and times of \_\_\_\_\_.

The requester will not be selling or giving away food: ☐

The requester will be cooking and giving food away: ☐ \*See City Clerk & Health Department Section\*

The requester will be selling food and is the sole vendor: ☐ \*See City Clerk & Health Department Section\*

The requester will be selling food and using multiple vendors: ☐ \*See City Clerk & Health Department section\*

Signature of Recreation Authorized Official: \_\_\_\_\_ Date \_\_\_\_\_

### Police Department (30 days notice required)

**All those requesting permits must meet with the Haverhill Police to determine if police detail is needed.**

The above person or group has met with the Haverhill Police Department and we have determined that:

☐ A police detail is **not needed** for this event.

☐ A police detail is needed from \_\_\_\_\_ to \_\_\_\_\_. # of officers are needed \_\_\_\_\_

Signature of authorized Police Official \_\_\_\_\_ Date \_\_\_\_\_

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City of Haverhill Human Services Department  
Citizen Center-Council on Aging-Cultural Council-Recreation-Veterans Services  
10 Welcome Street Haverhill MA 01830



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## Food

### City Clerk & Health Department

If the requester is cooking and/or giving food away (whether for sale or otherwise) **they must apply** for the necessary Health Department Permits online at [cityofhaverhill.com](http://cityofhaverhill.com) or follow this link <https://haverhillma.viewpointcloud.com/>

The above person or group has been granted permits to cook and serve food at this facility on the designated date and time without restrictions ☐ with restrictions ☐

Please list restrictions:

\_\_\_\_\_

Signature of authorized Health Department Official \_\_\_\_\_ Date \_\_\_\_\_

## Equipment

### Additional Equipment

Please list all equipment being brought to the site for the event (tents, speakers, mobile platforms, etc.). Note that large inflatable attractions such as bouncey houses are not allowed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Recreation Department Final Approval

The above person or group has received permission from all necessary departments in the City of Haverhill and is granted a permit for the use of \_\_\_\_\_  
for the dates \_\_\_\_\_ at the time \_\_\_\_\_

Signature of Recreation Authorized Official: \_\_\_\_\_ Date \_\_\_\_\_

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