



Haverhill

Recreation – Director Benjamin Delaware
Phone: 978-374-2388 ext 3938 Fax: 978-521-2626
bdelaware@cityofhaverhill.com

Outdoor Facility 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.

Recreation Department

Type of Event: _____

_____ 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 Section A under City Clerk & Health Department*

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

The requester will be selling food and using multiple vendors: ☐ *See Section C under City Clerk & Health Department*

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 _____

Continue to next page.



Haverhill

Recreation – Director Benjamin Delaware
Phone: 978-374-2388 ext 3938 Fax: 978-521-2626
bdelaware@cityofhaverhill.com

Food

City Clerk & Health Department

Section A – If the requester is cooking and giving food away (not selling), they must meet with the Health Department for any necessary permits.

The above person or group has been granted permits to cook and sell food without restrictions ☐ with restrictions ☐
Please list restrictions:

Signature of authorized Health Department Official _____ Date _____

Section B - If the requester will be selling food and is the sole vendor, they must meet with the City Clerk and file an application subject to city council approval. **They must meet** with the Health Department for any necessary permits.

The above person or group has been granted permission to cook and sell food as a sole vendor by the Haverhill City Council.

Signature of authorized City Clerks Official _____ Date _____

The above person or group has been granted permits to cook and sell food without restrictions ☐ with restrictions ☐
Please list restrictions:

Signature of authorized Health Department Official _____ Date _____

Section C - If the requester will be selling food and using multiple vendors; they must meet with the City Clerk and file an application subject to city council approval. **They must meet** with the Health Department for any necessary permits.

The above person or group has been granted permission to cook and sell food using multiple vendors by the Haverhill City Council.

Signature of authorized City Clerks Official _____ Date _____

The above person or group has been granted permits to cook and sell food without restrictions ☐ with restrictions ☐
Please list restrictions:

Signature of authorized Health Department Official _____ Date _____

Continue to next page.

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



Haverhill

Recreation – Director Benjamin Delaware
Phone: 978-374-2388 ext 3938 Fax: 978-521-2626
bdelaware@cityofhaverhill.com

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 _____

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