CITY OF MEDFORD USE OF CONDON SHELL
Complete and submit this form to Mayor's Office, Rm. 204
Fax: 781-391-3546 or email – mayor@medford.org

Contact Information: *(Include "Day of Event" contact information if different)*

Entity Name: Contact Name:

Entity Address:

Contact Phone (office and cell if applicable):

Email: 501(c)(3) Status: ☐ Y ☐ N

Event Details:

Date of Event (dd/mm/yyyy) Estimated number of attendees:

Prep. Start: Event Start: Event End: Break-Down End:

Description and Purpose of Event:

Will food be served? ☐ Y ☐ N Will there be vendors? ☐ Y ☐ N

Use of Electricity in shell: ☐ Y ☐ N Will you have a portable toilet? ☐ Y ☐ N
If you intend to serve food or have a portable toilet unit, please call the Health Department at 781-393-2560

Please describe any special accommodations if needed:

I understand that if the noise levels become bothersome to those in the surrounding area during any of these set times, use of these grounds will be suspended immediately. I also understand that all trash should be bundled appropriately and left on the rear stairwell for pick up by our DPW. I accept full responsibility for compliance with all ordinances, laws, regulations and lawful directions of the City regarding the use of the Condon Shell.

_____ _____
Stephanie M. Burke, Mayor Event Coordinator Signature

FOR INTERNAL USE:
Date:_____
cc: Medford Police
Medford Fire
DPW
Electrical Dept.
Health Department
DPW – Parks

Office of Mayor, Stephanie M. Burke
Rooms 202-204, City Hall | Medford, Massachusetts 02155
Telephone (781) 393-2408 TDD (781) 393-2516