



**TOWN OF BELMONT**  
OFFICE OF THE BOARD OF SELECTMEN 455 CONCORD AVENUE BELMONT,  
MASSACHUSETTS 02478

**PORCHFEST REQUEST FORM:**

This form is to request that a private home would like to host their porch for Porchfest. Completed forms may be submitted to the Town Administrator / Board of Selectmen's Office at 455 Concord Ave. Should you have any questions or concerns please contact the Town Administrator / Board of Selectmen's Office at (617) 993-2610 or by E-mail at [selectmen@belmont-ma.gov](mailto:selectmen@belmont-ma.gov).

**Applicants Information:**

Applicants First and Last Name: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Applicants Phone Number: \_\_\_\_\_ Applicants Cell Phone: \_\_\_\_\_

Applicants E-mail Address: \_\_\_\_\_

**Event Information:**

Name of Event (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Weekday: \_\_\_\_\_ Start Time\*: \_\_\_\_\_ End Time\*: \_\_\_\_\_

*\*Any event must be held between 9:00 am and 8:00 pm, and may last for a maximum of 4 hours*

**Location:**

Street Address of Home that wishes to host their porch: \_\_\_\_\_

*Please sketch or attach a map showing where you intend to have the musician(s) and the audience*

By signing this I acknowledge that I have read and understood the conditions of hosting a porch for Porchfest and complied with all steps on the application checklist.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**INFORMATION ON HOSTING A PORCH FOR PORCHFEST:**

**Submission Check – List:**

1. Prior to completing the application I notified all residents and businesses on the segment of the street I am seeking to close hold the event and received no negative feedback.
2. I have completed the Town of Belmont's Porchfest Request Form.
3. The Porchfest Request Form has been submitted to the Board of Selectmen / Town Administrator's Office at least 15 business days prior to the date of the event.

**Conditions for Hosting a Porch for Porchfest:**

- It is your responsibility as the homeowner to define the area where the performer will be as well as to define what area the audience should be in as well. Please provide a rough image of this on the Porchfest Request Form.
- The street must be open to vehicular traffic at all times during the approved time. Should you want a street closing, please refer to the Town of Belmont Block Party form.
- In accordance with Massachusetts General Laws, the Town of Belmont By-laws, as listed below, prohibit anyone from consuming alcoholic beverages on Town owned property such as a street without the issuance of a one-day liquor license:

20.9 No person shall drink, or have in his or her possession an opened container of any alcoholic beverage as defined in Chapter 138, Section 1, of the General Laws while upon any public way or upon any way to which the public has a right of access as invitees or licensees, or any park or playground or private land or place without consent of the owner or person in control thereof.

- In accordance with State Law, under no circumstances may an individual under the age of 21 be allowed to consume alcohol. If there is found to be underage persons consuming alcohol the person responsible for providing alcohol to the minors can be subject to arrest.
- The Town of Belmont is not liable for any costs, damages, and losses that maybe claimed as a result of this event.