



Date

**CITY OF MEDFORD USE OF CONDON SHELL**

Please submit this form to the Recreation Department  
at [medfordrecreation@medford-ma.gov](mailto:medfordrecreation@medford-ma.gov)

**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:** Please note: Events with music must not exceed 4 hours

Date of Event (mm/dd/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.**

\_\_\_\_\_  
Event Coordinator Signature

Medford Fire  
DPW

Electrical Dept.  
Health Department  
DPW – Parks

**Medford Recreation  
30 Forest Street| Medford, Massachusetts 02155  
Telephone (781) 393-2486 TDD (781) 393-2516**