



Date

### **CITY OF MEDFORD USE OF CONDON SHELL**

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

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.**

**This permit application allows for the use of the Condon Shell field and stage area. If you need access inside the shell, you must request this when submitting the application. Large events may require police or DPW detail that will be charged back to the renter. It is recommended applicants view the location prior to submitting an application.**

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