



FRIENDS  
OF  
POST OFFICE  
SQUARE

Friends of Post Office Square  
50 Federal Street, 5th floor  
Boston, Massachusetts 02110  
TEL 617-423-1500  
www.normanbleventhalpark.org

NORMAN B.  
LEVENTHAL PARK  
EVENT PERMIT  
APPLICATION FORM

*Please complete all data and email completed form to [P.O.Info@posquare.com](mailto:P.O.Info@posquare.com).*

Names: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person For Day Of Event: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*Any changes in the above information, please notify Friends of Post Office Square as soon as possible.*

EVENT INFORMATION

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ to: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Please provide a detailed description of proposed activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please attach additional sheets as necessary.*

Please note that all components of the event are subject to the approval of the Post Office Square Redevelopment Corporation.

NOTES

The applicant is responsible for cleaning the area used following the event. Any trash or decorations generated by your event must be removed prior to your departure.

APPROVALS ISSUED UNDER THE FOLLOWING CONDITIONS

- No tents, tables, chairs, altars, arbors, signs, rice, birdseed, confetti, glass.
- Cannot restrict other park visitors from the park nor close pathways.

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies and rules and regulations listed in the Rules of Post Office Square Redevelopment Corporation relative to the use of The Norman B. Leventhal Park at Post Office Square, as amended, as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of Post Office Square Redevelopment Corporation.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

POST OFFICE SQUARE REDEVELOPMENT CORPORATION USE ONLY	
<input type="checkbox"/> Approved	Notes: _____
<input type="checkbox"/> Denied	Signature: _____ Date: _____



## NORMAN B. LEVENTHAL PARK

### *Rules and Regulations*

To protect the plants, artwork, and structures, and to ensure public safety and the enjoyment of the Park for all its users, Friends of Post Office Square, in cooperation with the Boston Park Rangers of the Boston Parks and Recreation Department, ask that you please observe the following rules:

- No smoking
- No motor vehicles (including scooters and hoverboards)
- No bicycles (walking through permitted)
- No destroying or removing plant material
- No destroying or defacing park property
- No climbing on trees, fountains or structures
- No alcoholic beverages
- No skateboards or rollerskating
- No ball playing or Frisbee
- No sleeping
- No dogs (except leashed service dogs)
- No solicitation or vending
- No littering
- No bathing
- No amplified sound
- No conduct unreasonably disturbing to other park visitors
- No playing of musical instruments

All visitors are requested to follow these regulations, as well as any lawful instructions issued by the Park Staff. The Park is open to the public every day from 6:00 a.m. to 9:00 p.m.