



Certificate Number \_\_\_\_\_

**TOWN OF WARE  
126 Main Street  
Ware, MA 01082**

**APPLICATION FOR THE CONDUCT OF A "TOLL ROAD"**

*Return to: Selectboard Office, Town of Ware, 126 Main Street, Ware, MA 01082  
Application packet must be received no later than 30-days prior to the event.*

Event Name: \_\_\_\_\_

**PRIMARY CONTACT INFORMATION**

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date Established: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Registered as a Non-Profit Organization:  Yes  No

**EVENT INFORMATION**

Event Address / Location: \_\_\_\_\_

**EVENT DATE**

Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_\_M Number of Participants: \_\_\_\_\_

Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_\_M Attach a list of names, addresses and ages of participants

**RAIN DATE** No Rain Date Scheduled

Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_\_M Number of Participants: \_\_\_\_\_

Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_\_M Attach a list of names, addresses and ages of participants

***Purpose of Event - Please describe the purpose of the event below.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MUST INCLUDE THE FOLLOWING INFORMATION WITH APPLICATION:**

Choose the Following Location for Event:

- North and Main Streets – Eastbound, Westbound and Southbound
- Intersection of East Main, Main and Church and South Streets.
  - East Main Street – Westbound only*
  - Main Street – Eastbound only*
  - Church Street - Southbound only*
  - South Street - Northbound only*
- Pulaski and South Streets - Eastbound only

Certificate of Insurance for the event which designates the Town of Ware as an additional named insured for the event.

List of Names, Addresses and Ages of All Participants

**ACKNOWLEDGEMENT:**

By signing below, I have been provided with a copy of the “Toll Road Policy” and I am aware of the requirements associated with its provisions of conduct.

Signature \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*It is up to the applicant to obtain the Police Chief’s signature prior to submitting the application to the Selectboard / Town Manager’s Office for a determination. Once the Selectboard / Town Manager receives the application and determines it is complete, the application will be placed on an upcoming agenda for a final decision by the Selectboard. Please call the Selectboard / Town Manager’s office with any questions.*

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**POLICE CHIEF’S REVIEW:**

**Police Chief:**     *Approve*     *Denied*

Police Chief’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Concerns: \_\_\_\_\_

Officers Required to Be On-Site During Event?     NO     YES

If YES, Number of Officers Needed \_\_\_\_\_

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**SELECTBOARD / TOWN MANAGER’S REVIEW:**

Certificate of Insurance Provided:     Yes     NO

Any Prior Offenses:     Yes     NO

List of Participants Provided:     Yes     NO

Board’s Decision:     Approved     Denied

Date of Action by Board: \_\_\_\_\_

Board’s Comments: \_\_\_\_\_

**TOLL ROAD POLICY  
FOR TOWN OF WARE, MA  
Adopted May 26, 2009  
Revised June 2023**

**1. PURPOSE AND AUTHORITY**

To provide rules, requirements, and guidance for Ware Non-Profit Organizations to conduct voluntary “Toll Roads” in the Town of Ware. The Selectboard shall be the enforcement agency for all rules and regulations pertaining to this Policy.

**2. DEFINITION AND INTENT**

Toll Roads is defined as an event during which members of a group stand in appropriate public roadways to collect small donations from passing vehicles. The intent of this Policy is to establish the procedures for conducting Toll Roads in a safe manner within the Town of Ware.

**3. APPLICABILITY**

Non-profit organizations from Ware wishing to conduct a Toll Road within the Town of Ware, shall apply for a permit 30 days PRIOR to the event date.

**4. TOLL ROAD PERMIT GRANTING AUTHORITY**

The Selectboard shall be the entity which grants the Toll Road Permit and approval is at their discretion.

**5. TOLL ROAD PERMIT SUBMITTAL REQUIREMENTS**

Forms shall be available from the Selectboards/Town Managers office and shall include the following:

1. Name and Address of Organization
2. Date Organization was established
3. Name, address, and contact number for the Officer for the Organization
4. Organization to provide a Certificate of Liability Insurance for a minimum of One-Million Dollars (\$1,000,000.00) limited General Liability Insurance covering the event. Further, the Town of Ware must be named as an additional insured under this policy for the event applied for.
5. Number of participants to take part in conducting the Toll Road.
6. Name, address, and ages of participants who will participate in the Toll Road.
7. The Organization shall only solicit from the following designated areas:
  - a. North and Main Streets – Eastbound, Westbound and Southbound
  - b. Intersection of East Main, Main and Church and South Streets.  
*East Main Street – Westbound only*  
*Main Street – Eastbound only*  
*Church Street - Southbound only*  
*South Street - Northbound only*
  - c. Pulaski and South Streets - Eastbound only
8. The purpose of the event.

[CONTINUE TO NEXT PAGE]

## 6. STANDARDS FOR TOLL ROAD PERMIT

No Toll Road Permit may be granted by the Selectboard unless the following conditions are satisfied:

1. Locations Conditions
  - a. Toll Roads are only be conducted at controlled intersections (traffic light/stop sign) as the applicant indicated above.
  - b. During daylight hours
2. Visibility Conditions
  - a. Warning Signs alerting oncoming traffic of a voluntary Toll Road shall be located at least 150-feet PRIOR to intersection and should be a legible text such as Arial or Times New Roman and be at least 2 ½” letters in either yellow, orange, or black letting. The sign should read “**WARNING VOLUNTARY TOLL ROAD AHEAD**”.
  - b. All participants are required to wear ANSI II Reflective clothing at all times.
3. Minors under the age of 18, shall not be allowed to participate in the street at a Toll Road in the Town of Ware.
4. Frequency
  - a. The Selectboard shall limit the number of occurrences an Organization will be allowed to conduct a Toll Road to two (2) per calendar year.

## 7. COMPLIANCE OF POLICY

By the applicant signing the Toll Road application, they agreed to the following:

1. Violations
  - a. Minors in the road
  - b. Toll collectors outside of designated area
  - c. Acts that endanger public safety
  - d. Lack of warning signs or signs not in compliance with this Policy
  - e. Lack of reflective clothing
  - f. Report of violations from safety officials
2. Penalties
  - a. First Offense:  
Organization banned from conducting Toll Roads for 1-year.
  - b. Second Offense:  
Organization banned from conducting Toll Roads indefinitely.
3. Enforcement
  - a. The Selectboard shall implement penalties as appropriate.
  - b. The Ware Police Department shall have the authority to terminate a Toll Road immediately if the standards as described in **6. Standards for Toll Road Permit** are being violated.
    - i. The Ware Police Department shall notify the Selectboard of the violation.

[End of Policy]