



FITCHBURG REDEVELOPMENT AUTHORITY
renewing • revitalizing • rebuilding

166 Boulder Drive, Suite 104 | Fitchburg, MA 01420
978.345.9602 | www.fitchburgredevelopment.com

The former GE complex known today as Putnam Place at 166 Boulder Drive is a multi-tenanted campus serving DRS Power Technologies, The City of Fitchburg, the Worcester Northern District Registry of Deeds, NEON, River Styx Brewing, and the Fitchburg Redevelopment Authority (FRA).

During normal business hours, the parking lot is at its peak usage; sometimes offering no spots at any given time. However, after hours, the FRA welcomes events that will bring people to the downtown in a fun and positive way.

The parking lot is available after 5pm Monday-Friday and all day on Saturdays and Sundays.

If your organization or business would like to use our parking lot, please follow the checklist below.

- Contact Executive Director Meagen Donoghue to discuss the event, date and time at director@fitchburgredevelopment.com or 978-345-9602.
- Complete the application
- If approved, contact the City of Fitchburg:
 - Board of Health if serving food: Stephanie Holinko, Food Inspector
 - sholinko@fitchburgma.gov or (978) 829-1870
 - Building Commissioner for outdoor seating: Mark Barbadoro, Commissioner
 - mbarbadoro@fitchburgma.gov or (978) 829-1880
 - License Commission if serving alcohol or want to have outdoor sales/cafe: Mary de Alderete, City Clerk
 - mdealderete@fitchburgma.gov or (978) 829-1820
 - Police:
 - Fire:
- You must also add the FRA to your business or organization's insurance**

The FRA would be happy to promote your event on its social media platforms. Please let us know (content is subject to the Executive Director's approval).



Application for Use of Putnam Place Parking Lot

Business/Organization: _____

Contact Name: _____

Contact Email: _____ **Phone:** _____

Event Title: _____

Date of Event: _____ **Time of Event:** _____

Describe Event:

Please adhere to the following:

- Know that tenants within the building may be working and are allowed to park on site during your event
- There is no entry into the buildings or behind the buildings
- There are NO public restrooms after hours; plan accordingly with port-a-potties if need be
- You MUST provide your own trash receptacles and dispose of appropriately
- There is no power available. Therefore you must provide your own power sources (i.e.: portable generators)
- You must set up and take down on the same day, unless discussed and approved by the Executive Director

Please email your application to:
director@fitchburgredevelopment.com with the subject line: Parking Lot Rental
 or mail to:
 Executive Director
 Fitchburg Redevelopment Authority
 166 Boulder Drive, Suite 104
 Fitchburg, MA 01420

For Office Use Only:

Approved: Yes No

Date of approval:

Signed by: _____