

# Town of Stonington, Maine Special Event Application



Persons requesting to hold a Special Event in the Town of Stonington shall complete a "Special Event Application". Once completed your application must be submitted at least sixty days (60) prior to the requested event.

For purposes of this application, a "Special Event" shall be defined to mean: Any activity which occurs upon public or private property that will affect the standard and ordinary use of Town-owned property, public streets, rights-of-way or sidewalks, and/or which requires additional levels of town services. This includes, but is not limited to, fairs, festivals, carnivals, sporting events, foot races/walks, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming. Special Events do not include: regular park activities, functions held on town properties that are sponsored by the school district, or regular work being performed by Town agencies.

## 1) Event Information

Date of Event \_\_\_\_\_

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Start Time of Set Up \_\_\_\_\_

Start Time of Event \_\_\_\_\_

Finish Time \_\_\_\_\_

Description of Event \_\_\_\_\_

Estimated # of Participants \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Will food be served or sold? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what? \_\_\_\_\_

List of vendors and contact information \_\_\_\_\_

Will anything else be distributed or sold? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what? \_\_\_\_\_

Do all vendors have insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have copies of vendor certificates? If so, please attach to application. If vendors do not have general liability or vehicle insurance, please have them fill out this application separately and submit to the Town.

What equipment, materials, displays and the like will you bring on site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you use signs or banners? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many? \_\_\_\_\_ Size(s) \_\_\_\_\_

Is there a need for portable restrooms? Yes \_\_\_\_\_ No \_\_\_\_\_ Number \_\_\_\_\_

## 2) Organization Information

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Board/ Committee members or your organization and contact information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Are you a non-profit organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a 501(c) (3)? Yes \_\_\_\_\_ No \_\_\_\_\_

501(c) (3) Number \_\_\_\_\_

Do you have general liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who \_\_\_\_\_ address \_\_\_\_\_

Insurance contact numbers \_\_\_\_\_ Agent \_\_\_\_\_

Please provide certificate of insurance with this application, with the Town named as an additional insured or sign the indemnification in section 7 with a general liability certificate of insurance not adding the town as additional insured.

## 3) Contact Person/Event Coordinator

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Cellular \_\_\_\_\_

E-mail \_\_\_\_\_

Relation/ Title to above \_\_\_\_\_

organization \_\_\_\_\_  
\_\_\_\_\_

**4) Type of Event**

- Festival / Fair
- Race / Walk / Bike Ride
- Concert
- Parade / March
- Other-please clarify \_\_\_\_\_

If held in the past, is this event changing this year? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If so, how? \_\_\_\_\_

Will there be entertainment? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list location, times, who, and the like: \_\_\_\_\_

**5) General Service Questions**

**5.A Department of Public Works**

Is the use of barricades necessary/requested for this event? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, number needed \_\_\_\_\_  
 Will it be necessary to cover street and/or parking signs or post No Parking signs for this event? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please note on diagram to be attached or shown on the reverse side of this page.  
 What is your plan for cleanup and debris disposal for this event?  
 \_\_\_\_\_

Is any other Public Works assistance anticipated? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, please describe \_\_\_\_\_

**5.B Parks and Recreation Department**

Will this event take place in a Town park or on Town property? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, where? \_\_\_\_\_. Who have you spoken with in the Recreation Department? \_\_\_\_\_

Is any Parks and Recreation assistance needed? Yes \_\_\_\_\_ No \_\_\_\_\_

**5.C Fire Department / Rescue**

Will the Fire Department/Rescue have access to all sites at all times in the event of an emergency? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you have First Aid or medical staff present? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, who and qualifications \_\_\_\_\_

Will there be any use of fire such as a bonfire? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the applicant must obtain a fire permit from the Fire Department and attach a copy of the permit to this application.

**5.D Police Department**

Is there a need for traffic control for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a need for crowd control for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

**6) Site Plan Sketch of Special Event (Completed by Event Coordinator)**

Please provide the following information, if applicable: (attach a separate map if necessary)

- General Map of Vendor Locations
- Street Closures/Parking Information Locations
- Location of Event Coordinator's Booth
- Location of Garbage Can
- Location of Water/Electricity Source
- Location of Loudspeakers/Rest Facilities
- Location of Tents/Stages/Grandstands

**7) Indemnification and Release Provisions**

In consideration for being permitted to use any Town of Stonington facility(ies) and/or rights-of-way, the applicant agrees to defend, indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Town facilities and/or rights-of way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

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

**8) Municipal Services and Materials**

The Town reserves the right to require fees for municipal services as reasonably deemed necessary by Town officials. If Town materials/equipment, other than motorized vehicles, are needed for the event, a deposit will be required, with the deposit based on the cost of materials/equipment borrowed (up to \$500 or replacement cost of equipment used).

**Applicant's Statement of Agreement:**

Everything I have stated on this agreement is correct to the best of my knowledge and I have authority on behalf of the firm or agency holding this event to commit it to the statements contained herein. This permit, if granted, is not transferable and is revocable at any time at the discretion of the Town of Stonington.

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

Title: \_\_\_\_\_

Printed name \_\_\_\_\_

**Guidelines for events:**

- Applicant shall comply with all State of Maine and Town ordinances
  - Participants shall use sidewalks and crosswalks where appropriate
  - Any trash generated during the event must be collected by the applicant before the end of the event & removed from town property
  - Proper advance notifications of persons living and residing within the affected area shall occur if deemed necessary by town officials
  - No alcohol on town property
  - No unleashed dogs
  - Town of Stonington retains the right at all times to make individual decisions regarding the use of all public facilities
  - Use of public facilities for any organization are scheduled on a first come, first served basis with consideration given to the Town's use first or applicant's annual repeat use first
  - The Town may require the applicant to pay additional costs as needed for the event, including, but not limited to, the cost of police protection, the cost of restroom facilities and maintenance service charges
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To be completed & signed by Town Officials only upon approval:

**Town of Stonington, Maine  
Special Event Application**

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

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

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

*Special Event Permit Approval Signatures as needed*

Code Enforcement Officer \_\_\_\_\_ Date \_\_\_\_\_  
(Or designee)

HCSO \_\_\_\_\_ Date \_\_\_\_\_  
(Or designee)

Stonington Fire Chief \_\_\_\_\_ Date \_\_\_\_\_  
(Or designee)

Ambulance/Rescue \_\_\_\_\_ Date \_\_\_\_\_  
(Or designee)

Public Works Director \_\_\_\_\_ Date \_\_\_\_\_  
(Or designee)

Town Manager \_\_\_\_\_ Date \_\_\_\_\_  
(Or designee)

Selectmen, Chairman \_\_\_\_\_ Date \_\_\_\_\_  
(Or designee)

**Mailing Address: PO Box 9, Stonington, Maine 04681  
Website Address: [www.StoningtonMaine.org](http://www.StoningtonMaine.org)  
E-Mail: [TownManager@StoningtonMaine.org](mailto:TownManager@StoningtonMaine.org)**