

TOWN OF RANGELEY, MAINE

**15 SCHOOL STREET
RANGELEY, ME 04970**

Telephone (207) 864-3326

Fax (207) 864-3578

Organization Status

☐ NON-PROFIT

☐ PROFIT

EVENT PERMIT APPLICATION

Permit Application must be completed & returned to the Town Clerk no later than 30 days before event. Please type or print legibly.

☐ PARADE

☐ FESTIVAL

☐ RUN/WALK

☐ CONCERT

☐ OTHER _____

Organization/Applicant requesting use: _____

Event Location: _____

Name of Event: _____

On Site Contact Person: _____

Address: _____

E-mail Address: _____

Primary Phone: _____ Secondary: _____ Fax: _____

Date of Event: _____ Rain Date: _____

Event Times: Start Time: _____ End Time: _____ Expected Attendance: _____

Please provide a detailed description what your event entails: _____

Please list the public facilities, parks, streets or public property you are requesting use of for this event: _____

Liability Insurance:

Coverage amount: Bodily Injury \$_____ Property Damage \$_____

☐ **Attach a current copy of the certificate naming the Town as "Additional Insured"**

Are you requesting no parking prior to and/or during your event? ☐ Yes ☐ No

If **yes**, please list requested street(s)/time(s)_____

Describe size and location of designated parking areas *(attach landowner permissions):*_____

Are you requesting any street closure? ☐ Yes ☐ No

If **yes**, please list street(s) and requested closure times._____

Are you requesting closure/partial closure of any sidewalks? ☐ Yes ☐ No

If **yes**, please list the reason, location and time frame for closure._____

Health and Sanitation:

Description of drinking water to be provided:_____

Describe process to collect all waste and garbage generated by event:_____

Will there be use of amplified sound? ☐ Yes ☐ No

If **yes**, please list the decibel level (if known) and duration._____

Alcohol: Will alcohol be sold, served or present? ☐ Yes ☐ No

☐ If necessary, provide copy of Liquor License

☐ If yes, attach plan to comply with all State liquor laws (addressing site access, security, etc)

Sales: Will organization/applicant or your vendors be selling merchandise? ☐ Yes ☐ No

If **yes**, organization/applicant must be able to show proof of compliance with Chapter 14 of the Town of Rangeley Code. (Attach copy of Vendors License)

Services Requested: Please list below your plans/requests/needs for assistance with crowd control, traffic control and any on or off site emergency personnel/equipment. *

☐ Police Department _____

☐ Fire Department _____

☐ Ambulance *(Must be requested directly through Franklin Memorial Hospital Ambulance Director at 864-0938)* _____

Parks and Recreation _____

☐ Highway Department _____

☐ Solid Waste _____

☐ Sewer Department _____

The undersigned acknowledges that the requested area must be cleaned and restored to its original appearance and the same condition.

Signature: _____ Date: _____

For administrative use only:

Applicable fees and/or Deposits: \$ _____ (Check/Cash) Paid on: _____

Department	Signature	Date	Approve	Deny	N/A	*Dept Comments
Police						
Fire						
Parks						
Highway						
Solid Waste						
Sewer						

*Signature confirms all necessary Municipal Services will be provided

Town Manager*: _____

APPROVAL/DISAPPROVAL

Per Rangeley Town Code Chapter 21 Section 21.3.2 the Board of Selectmen may impose additional conditions upon the event, including but not limited to:

A. Requiring a bond or escrow fund to insure prompt clean up of the area.

B. Requiring the employment of private security personnel or police officers.

C. Prescribing other precautions appropriate to the size, location, and purpose of the event, such as restrictions on the hours of operation, limitation on signage, requirements for fencing or other steps deemed necessary to protect the public health, safety, and welfare.

☐ APPROVED:

1. ADDITIONAL CONDITIONS IF APPLICABLE: _____

☐ DISAPPROVED:

1. REASON: _____

2. CORRECTIVE ACTION REQUIRED: _____

☐ DEPOSIT / USER FEE REQUIRED

☐ AMOUNT: \$ _____

☐ ADDITIONAL INFORMATION REQUIRED:

Park Commission Chairperson: _____ Date: _____

Notes: