

THE TOWN OF

**YORK, MAINE**

186 York Street, York, Maine 03909

**SPECIAL EVENT PERMIT APPLICATION**

**INSTRUCTIONS AND GUIDELINES**

A Special Event Permit is required for any temporary use or activity that occurs on any Town Street, Town Park or other Town-owned Property that is outside the normal use of such, has any potential impact on motor vehicle or pedestrian traffic, parking or any other potential community impact, or that causes impacts beyond those associated with normal use. This includes but is not limited to: parades, group walks, road races, fundraising walk, bicycle tours, motorcycle tours, craft fairs, festivals, sidewalk sales, block parties, swimming events, surfing events, fireworks, and bonfires. Event organizers and participants will be required to adhere to any conditions and the General Requirements specified in the Special Event Permit Application and the Town of York Special Event Ordinance and Regulations.

#### INSTRUCTIONS

Applications must be completed and submitted to the York Police Department located at the 9 Hannaford Drive, York, ME 03909 at least 45 days prior to the date of the event. Once a completed application has been submitted, the application will be reviewed for completeness and once determined complete will be presented to a committee to determine if conditions are necessary, once that is completed the Board of Selectmen take action (approval/denial) on the application; the applicant will subsequently be notified of the Board of Selectmen's decision.

#### GUIDELINES

A completed application includes all of the following:

- Signatures of all required departments (located on the second page of application) and any applicable Detail Request Sheets
- Certificate of Liability Insurance naming the Town of York as an Additional Insured, and including coverage for contractual liability with a minimum of \$1,000,000 per occurrence
- Events where a "route" is applicable, a street by street list of the route is required
- A signed Release and Indemnity Agreement
- Check or Cash for the Application Fee where applicable

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## SPECIAL EVENT PERMIT APPLICATION

*NOTE: This Application is in conjunction to the Town of York, Maine's Special Event Ordinance. Completed Applications and applicable Detail Request Sheets must be submitted to the Police Department located at the 9 Hannaford Drive, York, ME 03909 at least 30 days prior to the date of the event.*

### Event Information

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

Location of Event: \_\_\_\_\_  Event Route Included

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Estimated Number of Participants/Attendants: \_\_\_\_\_  Insurance Certificate Included

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

Is this a Recurring/Annual Event that has been approved in the past?  YES  NO

Please chose the type of event:  Town Sponsored Event  York Public Library or Utility District Event

Non-Profit Community Organization  Private or Commercial Event (Single Event or Initial Year)

List any equipment, decorations, firework displays, food or beverage services to be used etc.: \_\_\_\_\_

Will you be requesting the use of Town Equipment and/or Staff:  NO  YES

### Organization/Applicant Information

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

Name of Applicant: \_\_\_\_\_

Mailing Address for Organization/Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Is the Organization a non-profit?  NO  YES 501(C)(3) Number: \_\_\_\_\_

Name of Event Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

*Please read the following and sign to complete your application:*

I have read and understand the Special Event Permit Ordinance and corresponding regulations. Everything I have stated on this application 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 York. The Town reserves the right to require municipal services as reasonably deemed necessary by Town staff. If Town materials/equipment/motorized vehicles, are needed for the event, a deposit may be required, with the deposit based on the cost of materials/equipment borrowed. Failure to comply with the terms of a special event application approval or deviation from the approval without the consent of a designated Town Official may prohibit the event and/or special event applicant from holding future events in the Town of York.

Applicant/ Event Contact: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature*

**Department Contact Information**

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232

York Water District: (207) 363-2265

Public Works Department: (207) 363-1010

Parks and Recreation: (207) 363-1040

**Department Approvals**

Departments	Signature and Date	Detail Request Sheet?
Code Enforcement		Y N
Parks and Recreation		Y N
Police Department		Y N
Public Works		Y N
Village Fire Department		Y N
Beach Fire Department		Y N
Water District		Y N
Sewer District		Y N

Board of Selectmen	Town Manager for the Board of Selectmen	Date	Special Conditions (Attached if Necessary)
			YES NO

Processed By: \_\_\_\_\_ Received Date: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_  Cash  Check #: \_\_\_\_\_

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## RELEASE AND INDEMNITY AGREEMENT

In consideration of the permission given to the undersigned by the Town of York, Maine, allowing use of Town property for the event named: \_\_\_\_\_ on the following date(s): \_\_\_\_\_, the Organization/Applicant: \_\_\_\_\_

\_\_\_\_\_, the undersigned, does forever release, discharge and covenant to hold harmless the Town of York and any other person or agenda of said Town charged or chargeable with responsibility or liability for the use of Town property, their heirs, administrators, executors, successors and assigns, from any and all claims, demands, damages, costs, expenses, loss of service, actions and causes of action, arising out of any act of occurrence up to the present time, and particularly on account of all personal injury, disability, property damage, loss or damages of any kind sustained or that may hereafter be sustained, in consequence of the use by the above mentioned Organization/Applicant of said Town property on the date(s) specified.

The undersigned agrees, as a further consideration and inducement for this release and indemnity agreement, that it shall apply to all known, all unknown and any and all unanticipated injuries and damages directly and indirectly resulting from the use of Town property, as well as to those, which are presently foreseeable.

Applicant/ Event Contact: \_\_\_\_\_  
*Signature*

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