

CITY OF OLD TOWN

SPECIAL EVENT PERMIT FOR CITY PROPERTY

*****MAJOR EVENT** (100 PEOPLE or more) **APPLICATION*****

Applicant's Name: _____

Applicant's Address: _____

Organization: _____

Applicant's Phone:

(H) _____ (W) _____

Event Name: _____

Date(s): _____ Time(s): _____

Location: _____

Type of Event: ___Recreational; ___Entertainment; ___Charitable

Estimated Crowd Size: _____

If the event is a charitable event, name the beneficiary of the proceeds from the event:

Event Sponsors (List only major sponsors):

Event Description:

Permit Fee: \$250.00/Major event

Paid: _____yes; _____no

Applicant has requested the fee be waived for the following reason:

_____Event is for a non-profit charitable cause; or

_____Event is sponsored or co-sponsored by City of Old Town.

<p>Office Use only</p> <p>Insurance Name</p> <p>_____</p> <p>Date insurance valid</p> <p>_____</p>

<p>OFFICE USE</p> <p>Permit fee Paid</p> <p>_____</p> <p>Amount</p>
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IMPORTANT EVENT QUESTIONS:

1. Has the applicant met with the Chief of Police and/or other public safety municipal officials as appropriate to ensure the event will not endanger the public safety or disturb the peace? ____yes; ____no

Explain:

2. Does the applicant have insurance for this event? ____yes; ____no
 - a. Has the insurance policy been provided to the Town? ____yes; ____no

3. Has the applicant addressed crowd control? ____yes; ____no

Explain:

4. Has the applicant addressed parking? ____yes; ____no

Explain:

5. Will there be for-profit vendors attending the special event? ____yes; ____no
 - a. Have they filled out the appropriate permits and/or licenses in the City Clerk's Office? ____yes; ____no

6. Has the applicant met with the Public Works Director to address clean-up?
____yes; ____no

Explain:

I understand and agree to the following:

- I have received and read a copy of the Special Events Permit Ordinance of the City of Old Town. I understand a permit is required before operating or conducting any activity on property owned by the City of Old Town.
- As applicant, I have the authority from the sponsoring group or business to apply for this license from the City of Old Town.
- Both owner and applicant are responsible for supplying accurate and true information.

The City Council hereby finds that:

1. The proposed Special Event is consistent with the goal of promoting the use of City property for recreational, entertainment or charitable events; and
2. That the proposed Special Event can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Old Town; subject to the attached list of conditions:

Dated this _____ day of _____, 20_____.

_____	_____
(Police Chief)	(Applicant)
_____	_____
(City Clerk)	(Public Works Director)
_____	_____
(Code Enforcement)	(Fire Chief)

	(Other)