

Town of Falmouth
Application for Temporary Events
www.falmouthme.org

Applicants- Please read carefully before completing and returning your application. If you have any questions regarding any of the information requested, please contact the appropriate department's admin.

- If you are planning to hold a temporary event or function that is either on private property or within a public right-of-way you are required to obtain a permit from the Town using this application.
- When preparing the application, please be as detailed as possible to ensure that we have the information we need to process the application without delay. If you have any questions, please feel free to contact the Clerk's Department.
- Any proposed gathering held outdoors with the intent to attract one thousand (1000) or more persons is governed in the Code of Ordinances beginning at Section 8-341.
- The Ordinances are available for review on the Town's Website or at Town Hall.

Events using Town Schools, Parks or Lands, you must, contact the Parks & Community Programs Department or visit their webpage for an application.

This application does not apply. These events are governed in the Code of Ordinances beginning in Section 14-121.

Proof of Insurance (Certificate of Insurance)

You must produce and maintain occurrence-based General Liability. Product Liability Insurance is also required if the event has been approved for serving food, in the amount no less than one million dollars(1,000,000) per occurrence for bodily injury, death and property damage, and the Town of Falmouth shall be named in the certificate in addition to event sponsor.

- a. FIRE & POLICE -Public Safety, Rescue, Medical, Traffic Control, Emergency Vehicle Access
- b. PARKS & PUBLIC WORKS-Streets, Traffic Disruption, Garbage Disposal, Temporary Lighting
- c. WASTEWATER-Water Supply, Wastewater Discharge
- d. CODE ENFORCEMENT- Food, Sanitary Facilities, Parking, Health Codes, Signs, Noise

Standard Conditions

1. Trees, underbrush, large rocks, and other natural features will be left intact and undisturbed whenever possible, and that the natural vegetative cover shall be retained, protected, and maintained so as to facilitate drainage, prevent erosion, and preserve the scenic attributes.
2. The site shall be maintained free from accumulation of refuse, and from health and safety hazards constituting a nuisance.

(1) **Safety and access** That convenient and safe access for the ingress and egress of pedestrian and vehicular traffic exists, and that traffic safety will be maintained on streets serving the outdoor event.

(2) **Site** The assembly area shall be adequately lighted, but lighting shall not unreasonably reflect beyond the assembly area boundaries unless adjacent properties are uninhabited.

The licensee shall be responsible for the posting of an area of "No Parking" under the direction of the chief of police.

(3) **Sanitation** That when water is not available under pressure, and non-water carriage toilets are used, at least three (3) gallons of water per person per day shall be provided for drinking and lavatory purposes. That where water under pressure is not available, equivalent facilities shall be provided and installed in accordance with the requirements of the Department of Human Services, Bureau of Health, Mass Gathering Rules and informational guidelines.

That the required sanitary facilities will be conveniently accessible and well-marked.

That wastewater will be discharged in a manner consistent with the requirements of the State Department of Human Services, division of Health Engineering.

That disposal and/or treatment of any excretion or liquid waste will be in a manner consistent with the requirements of the State Department of Human Services, Division of Health Engineering.

(4) **Refuse disposal** That refuse will be collected, stored, and transported in such a manner as to protect from odor, infestation of insects and/or rodents any and other nuisance condition, or conditions which are inconsistent with the health, safety, and welfare to the patrons of the outdoor event or of the public.

That all refuse will be collected from the assembly area at least twice each twelve (12) hour period of the outdoor event, with a minimum of two (2) such collections per outdoor event exceeding six (6) hours, or more if it is necessary, and disposed of at a waste disposal site approved by the town.

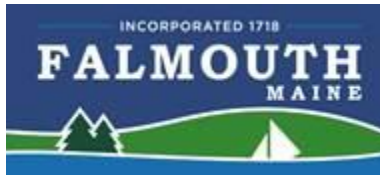
That the grounds and immediate surrounding property will be cleared of refuse within twenty-four (24) hours following the outdoor event.

(5) **Safety** That where an electrical system is installed, it will be installed and maintained in accordance with the provisions of the applicable State standards and regulations and the Town's electrical codes.

That the grounds, building, and related facilities will be maintained and used in a manner as to prevent fire and in accordance with the applicable local fire prevention regulations.

That internal and external traffic and security control will meet requirements of the applicable State and local law enforcement agencies.

(6) **Medical** An emergency plan including any needed medical response plan must be submitted to, and approved, by the town's Fire Chief.



Falmouth Temporary Event License Application

Name of Event: _____

Type of Event: _____

Applicant: _____

Contact Person: _____

Address: _____

Email: _____ **Cell Phone :** _____

Dates and Times of Event to occur (please attach schedule if needed for multiple dates):

Setup	Event Start	Cleanup Complete
-------	-------------	------------------

Parcel Address or Location of Event (if location is on a street, please note the beginning and end points):

Requirements for Temporary Events

The applicant shall submit documentation addressing each of the following items regarding the event if applicable.

1. Number of Persons expected to attend at any given time _____
2. Number of Food Vendor Spaces, each vendor must apply for a license prior to vending on the site.
Indicate size and number.
Size: _____ Number of: _____
3. Traffic - any changes to vehicular, bicycle, or pedestrian traffic flows.

4. Noise – indicate any use of loudspeakers, amplification, or sources of noise, including engines and machinery.

5. Parking – effect on any permanent uses of the property and how parking will be accommodated for all uses.

6. Signage - Include size and duration of posting.

7. Sanitary Facilities. How will water be provided? Include type.

8. Garbage Disposal - – Facilities shall be returned to their original condition.

9. Electrical Service – How will service be provided?

10. Security Lighting – Where will it be located?

11. Water Supply – How will water be provided?

12. Wastewater Disposal – Where will disposal take place?

13. Emergency and handicap vehicle access – Ensure that proper access is maintained to provide access.

14. Pedestrian Safety – What methods will be used to ensure safety of pedestrians and cyclists?

Applicants must submit a drawing of the property where the event will occur which will indicate the location of the items below and return said drawing with this completed application to the Town Clerk prior to review by the following departments. Please include any special equipment you will be providing and the following if applicable.

1. Vendor Spaces
2. Sanitary Facilities
3. Garbage Disposal
4. Signage
5. Electrical Service
6. Security Lighting
7. Water Supply
8. Wastewater Disposal
9. Emergency and handicap vehicle access

Drawing of the Property where the Event will be and Location of Items/Vendors



Falmouth Public Works Department
101 Woods Road Falmouth, ME 04105 tel. (207) 781-3919

Equipment Loan Agreement

Any materials on loan from the Falmouth Public Works Department will be the responsibility of the undersigned.

Any lost or damaged materials will be billed at the current prices.

All materials must be returned to the Public Works Department on Woods Road within two working days after the event.

MATERIALS REQUESTED FOR RENTAL: *(quantity and type)*

- ☐ Cones (\$1/Each): _____
- ☐ Barricades – (Fold Up Style) (\$2/each): _____
- ☐ Barricades – (saw-horse style) (\$2/each): _____
- ☐ Signs (\$2/each): _____
- ☐ Other (cost varies): _____

Date of event: _____

Pick up date: _____

Responsible person's name: _____

Phone numbers: H _____ W _____ C _____

Signature: _____

Please contact the Public Works Department directly if you have any questions regarding the rental equipment

For Office Use

Authorized by: _____ Date: _____

Return date: _____



Falmouth Police Department

2 Marshall Drive Falmouth, Me 04105 tel. (207)781-2300

Detail Agreement / Traffic Control

I understand the hourly rate for outside details is \$100 per hour with a minimum of four (4) hours (\$400) and that an administrative fee of \$10 per day per detail will be added to my bill to defray the cost of processing. I also understand that any function serving alcohol with more than 100 participants or attendees requires the presence of a second officer at the above rates.

Traffic Control Detail and Rates are based on specific event's needs and safety requirements, please leave brief description below, if requesting.

Details cancelled with less than two (2) hours' notice require that a minimum of four hours be paid. Also, 24-hour notice is required for any changes in start or end time.

As we are a small department, rendering us somewhat limited in the availability of our officers, there is a possibility that we may not be able to fill your request. In that instance, we will notify you within 24 hours of the start time in which case there will be no fees incurred.

Print name: _____

Group name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phones: H _____ C _____ W _____

Function date: _____ Start time: _____ End time: _____

Event: _____

Event location: _____

Details of event: _____

Billing information: To _____

Address: _____

City: _____ State: _____ Zip: _____

Will liquor be served or allowed on the premises?

☐ Yes ☐ No

Any special needs or requirement?

☐ Yes ☐ No

Traffic Control requirements?

☐ Yes ☐ No (if yes, additional charges may apply)

Brief Description of Traffic Control/Special needs: _____

Signed & agreed by: _____ Date: _____

For Office Use

Date received: _____ Confirmation: _____ Officer: _____

Comments: _____ Additional Traffic Control Cost _____



Falmouth Fire-EMS Department

Bucknam Road Falmouth, ME 04105 tel. (207) 781-2610

Detail Agreement

I understand the hourly rate for outside details is \$100 per hour with a minimum of two (2) hours (\$200). I also understand that any sporting event with more than 500 participants or attendees may require the presence of more EMS providers at the above rates.

The cost for an ambulance to stand by on scene is \$100/hour with a minimum of 2 hours (\$200). Determination on whether or not an ambulance is needed is at the discretion of the fire chief or designee.

Details cancelled with less than two (2) hours' notice require that a minimum of two hours be paid. Also, 24 hour notice is required for any changes in start or end time.

As we are a small department, rendering us somewhat limited in the availability of our personnel, there is a possibility that we may not be able to fill your request. In that instance, we will notify you within 24 hours of the start time in which case there will be no fees incurred.

Print name: _____

Group name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phones: H _____ C _____ W _____

Function date: _____ Start time: _____ End time: _____

Event: _____

Event location: _____

Details of event: _____

If sporting event: # of participants: _____

Billing information: To _____

Address: _____

City: _____ State: _____ Zip: _____

Is this rain or shine? ☐ Yes ☐ No

Will liquor be served or allowed on the premises? ☐ Yes ☐ No

Any special needs or requirement? ☐ Yes ☐ No

Do you want an Ambulance on standby? ☐ Yes ☐ No

Brief Description of any special requirements: _____

Signed & agreed by: _____ Date: _____

For Office Use

Date received: _____ Confirmation: _____ Officer: _____

Comments: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

Application Authorization

I hereby make application to the Town of Falmouth for the above-referenced property(ies) and the event as described. To the best of my knowledge the information provided herein is accurate. The Town of Falmouth employees are authorized to enter the property(ies) for purposes of reviewing this proposal.

I understand that the event shall not commence until such time as approval has been granted by the Town Clerk.

Signed: _____ Date _____

Printed name: _____

Please identify yourself (check one):

Property Owner _____

Agent* _____
*(If you are an agent, written authorization from the property owner must be attached to this form.)

Application Fees shall be submitted with your event application:

NON-PROFIT \$ 25.00 COMMERCIAL \$ 50.00

FOR OFFICE USE ONLY

Application Fee Non-Profit \$25 Commercial \$50 (Town Clerks Office)

Fee Received by: _____ Date: _____

Certificate of Insurance Received by: _____ Date: _____

Town Clerk: _____ Date: _____
Ellen Planer

Approved: _____ Approval is valid for one year from the date of issuance.

Denied: _____

FOR OFFICE USE ONLY

Map _____ Lot: _____

<u>TITLE</u>	<u>SIGNATURE</u>	<u>APPROVAL</u>	
		Yes	No
Wastewater Superintendent	_____	[]	[]
Police Chief	_____	[]	[]
Parks Director	_____	[]	[]
Public Works Director	_____	[]	[]
Fire Chief	_____	[]	[]
Code Enforcement Officer	_____	[]	[]

Additional Comments:
