



Town of Falmouth
Application for Temporary Events
www.town.falmouth.me.us

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 staff person.

- ☛ 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.
- ☛ For events using town schools, parks or lands please contact the Community Programs Department or visit their webpage for an application. These events are governed starting at Section 14-121 of the Code of Ordinances.
- ☛ Any proposed gathering held outdoors with the intent to attract one thousand (1,000) or more persons is governed starting at Section 8-341 of the Code of Ordinances. That ordinance is available online or at the Town Hall. You will apply 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 questions, please feel free to contact the staff person responsible for reviewing that subject matter.
 - ◆ Public Safety, Rescue, Medical, Traffic Control, emergency vehicle access – Fire and Police
 - ◆ Streets, traffic disruption, garbage disposal, temporary lighting – Parks and Public Works
 - ◆ Water supply, wastewater discharge - Wastewater
 - ◆ Food, sanitary facilities, parking, health codes, signs, noise – Code Enforcement

Falmouth Temporary Event License Application

Name of Event: _____

Type of Event: _____

Applicant: _____

Contact Person: _____

Email: _____ Cell Phone : _____

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

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

Application Requirements

APPLICATIONS MUST BE SUBMITTED A MIMIMUM OF FOURTEEN (14) DAYS PRIOR TO THE DATE OF THE EVENT. Please refer to the attached list of other requirements to be addressed with this application.

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 Manager.

Signed: _____ Date: _____

Printed name: _____

Please identify yourself (check one): Agent* _____ Property Owner _____

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

FOR OFFICE USE ONLY Map _____ Lot: _____

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

Application Fee Non-Profit \$25 Commercial \$50 Date Paid _____ Check/Cash _____
 Received by: _____
 (Town Clerk's Office)

Town Manager: _____

Date: _____

Nathan A. Poore

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

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.

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 Vendor Spaces offered – if vendor spaces are to be offered, each vendor must apply for a license prior to vending on the site.
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

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.

8. Vendor Spaces – indicate size and number
9. Sanitary Facilities – indicate type
10. Garbage Disposal – Facilities shall be returned to their original condition
11. Signage -
12. Electrical Service – How will service be provided?
13. Security Lighting – location of any temporary lighting
14. Water Supply – How will water be provided?
15. Wastewater Disposal – Where will disposal take place

16. Emergency and handicap vehicle access – Ensure that proper access is maintained to provide access
17. Pedestrian Safety – What methods will be used to ensure safety of pedestrians and cyclists?
18. Proof of Insurance (consider stating what the required insurance is)

(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.

d. The assembly area shall be adequately lighted, but lighting shall not unreasonably reflect beyond the assembly area boundaries unless adjacent properties are uninhabited.

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

(3) Sanitation.

a. 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.

b. 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.

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

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

e. 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.

a. 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.

b. 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.

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

(5) Safety.

a. 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.

b. 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.

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

(6) Medical. That all medical services will be as approved by the town's chief of rescue.