



2018 Event Application for events from 7/1/18 to 6/30/19

Event (25+ participants) _____ First-Time Event _____ Repeat Event _____
Special Event (over 1,000 expected) _____ (requires City Council approval)
Park Use Only _____ Gazebo Use _____ Amphitheater Use _____

\$50 PROCESSING FEE DUE AT THE TIME APPLICATION IS SUBMITTED. Thank you

EVENT NAME: _____ EVENT LOCATION: _____

REQUESTED DATE: _____ RAIN DATE (if applicable): _____ Application Date: _____

RECURRING DATES: _____

TYPE OF EVENT (indicate all that apply) ESTIMATED ATTENDANCE: _____

Walk/Run _____ Festival _____ Concert _____ Road Race _____ Parade _____ Carnival _____ Fireworks _____
Picnic/BBQ _____ Arts _____ Live Performance _____ Wedding Ceremony _____ Wedding Reception _____

Other (please specify): _____ Open to Public _____ Invitation Only _____ Age Restricted _____

ACTUAL HOURS OF EVENT: _____ to _____ SET-UP TIME: _____ TAKE-DOWN TIME: _____

NAME OF ORGANIZATION: _____ APPLICANT NAME: _____

ORGANIZATION ADDRESS: _____ CITY: _____ STATE: _____

NON-PROFIT: _____ FOR-PROFIT: _____ DAYTIME PHONE: _____ CELL: _____

ON-SITE MANAGER (Day of Event): _____ CELL/PAGER: _____

STAFF USE ONLY Event Number: _____

At-A-Glance

Outdoor Entertainment _____ CC Date: _____

Sound Amplification _____ Vendors _____

Food Service License _____ Outside Alcohol _____

Carnival Permit _____ Police Assistance _____

Electrical Access _____ Fire Inspection _____

Road Closure _____ Group Notification _____

Business Contact Plan _____ Advertising Req. _____

Cash Donation or In-kind Services Req. _____

STAFF USE ONLY Final Approval: _____

Administration

CITY CLERKS | Kelly Brooks _____

FIRE | Paul Ouellette _____

POLICE | Derrick St. Laurent _____

PUBLIC WORKS | Megan Bates _____

SANITARIAN-CODE | Sue Reny _____

CK _____ CC _____ CA _____

Processing Fee: _____ Park Fee: _____ COI: _____

Clerk's Fees: _____ Map(s) Received: _____

NP: 501(C)3 _____ IRS Letter _____ Form 990 _____

Event Organizer Information

Events within the City of Lewiston require a team effort. It is our goal to assist you with the information and services necessary for a successful event. All individuals or organizations seeking to utilize any City-controlled property such as parks, streets, sidewalks, parking areas, amphitheater, or gazebo for any activity or event with 25+ people must complete this application and supporting documents.

Requirement

The event organizer must contact and/or meet with EACH applicable STAFF MEMBER to discuss all requirements outlined in the Event Application.

A team meeting may be required by Administrator.

Fee Waiver Requests for Non-Profits

Any non-profit organization requesting a fee waiver or City assistance MUST complete and submit their application *along with a \$50 processing fee* between the dates of **January 1 and March 1** for events that will occur in the next *Fiscal Year. City Council review and approval is necessary. (*Fiscal Year July 1 – June 30)

Additional documentation and/or completing Schedule A may be requested, and you will be asked to attend a City Council meeting. As part of the review process for City Council fee waivers, we assume that your organization will not receive social service agency and/or Community Development Block Grant (CDBG) funding from the City of Lewiston in the next Fiscal Year (beginning July 1).

Are you requesting a Fee Waiver? Yes ___ No ___

**Application Deadline for City Council
Approval is March 1st.**

Staff Contacts

Your event-planning team consists of the following municipal staff members:

Administration

(application submission, processing fee & park fee)

Denis D'Auteuil, Deputy City Administrator

513-3012 ddauteuil@lewistonmaine.gov

Janet Labbe, Executive Assistant

513-3121 jlabbe@lewistonmaine.gov

City Clerk's

(permitting & licensing)

Kelly J. Brooks, Deputy City Clerk

513-3020 kjbrooks@lewistonmaine.gov

Sanitarian/Code Enforcement

(food inspection and/or electrical inspection)

Sue Reny, Sanitarian

513-3000, x3224 sreny@lewistonmaine.gov

Gerry Caron, Electrical Inspector

513-3000, x3426 gcaron@lewistonmaine.gov

Public Works

(Traffic/Ped control, park logistics, Dig-Safe, access to electricity & water)

Megan Bates, Deputy Director

513-3073 mbates@lewistonmaine.gov

Fire Department

(certificates, permits & facility inspections)

Paul Ouellette, Fire Inspector

513-0000, x3605 pouellette@lewistonmaine.gov

Police Department

(traffic control & security)

Derrick St. Laurent, Administrative Sergeant

513-3000 x3303 dstlaurent@lewistonmaine.gov

Event Details

EVENT LOCATION (specific street/sidewalks): _____ **# of days** _____

Events in our Park (Please select one)

PARK MAP REQUIRED (see page 5)

Non-profit (NP) Discounts (if applicable)

Lewiston-based NP, **80%** _____

Out-of-Town NP/Fundraiser, **50%** _____

Out-of-Town NP, **34%** _____

PARK FEE(S)

Simard-Payne Park | \$135 day _____ Dufresne Plaza | \$265 day _____ Amphitheater Only | \$25 hr. _____
Amount \$ _____ (other fees may apply)

NO FEES ASSESSED

Kennedy Park _____ Gazebo _____ Marcotte Park _____ Pettingill School Park _____ Potvin Park _____
Raymond Park _____ Sunnyside Park _____ Veterans Park _____ (Are you a veteran? Yes _____ No _____)

City Clerk's Office (Please check all that apply)

Sound Amplification Needed? Yes _____ No _____ **Please describe** _____

SOUND AMPLIFICATION PERMIT may be required \$17 per day Amount \$ _____

Live Performance? Yes _____ No _____ **Please describe** _____

OUTDOOR ENTERTAINMENT PERMIT City Council approval is required \$50 Amount \$ _____

Food? Yes _____ No _____ **Sold** _____ **Given Away** _____ **Type** _____ **Food Truck** _____

Food Truck Name _____ **BBQ** _____ (review rules & regs see page 4|Fire)

FOOD SERVICE LICENSE may be required \$50 up to 3 days Amount \$ _____

sanitarian/code inspection may apply

Beverages? Yes _____ No _____ **Sold** _____ **Given Away** _____ **Type** _____

Alcohol _____ (restrictions apply) **Name of Licensed Business** _____

FOOD SERVICE LICENSE may be required \$50 up to 3 days Amount \$ _____

OUTDOOR ALCOHOL PERMIT REQUIRED \$25 per event & other fees may apply Amount \$ _____

Product? Yes _____ No _____ **Sold** _____ **Given Away** _____ **Type** _____

PEDDLERS/FLEA MARKET PERMIT may apply \$34 per day for 1-75 spaces & \$61 per day for 76+ spaces

Amount \$ _____

Carnival? Yes _____ No _____ **Rides Offered** _____ **Details** _____

STATE PERMIT REQUIRED Has it been obtained? Yes _____ No _____

CARNIVAL PERMIT REQUIRED \$180 Amount \$ _____

Total Due Admin:

Total Due City Clerks:

Public Works, Police, & Fire

Staff Time/Labor Costs may apply
(Please check all that apply)

Run | Walk | Cycle? Yes ___ No ___ **ROUTE MAP REQUIRED & BUSINESS OWNER CONTACT PLAN**
Map should include: staging area, actual route, and end point; **return both map & plan with application**
PW route review; PD route and security review

Road Closure? Yes ___ No ___

Name of Road/Intersection _____

Parade? Yes ___ No ___ **ROUTE MAP REQUIRED & BUSINESS OWNER CONTACT PLAN**
Map should include: staging area, actual route, and end point; **return both map & plan with application**
PW route review; PD route and security review
PARADE PERMIT FROM PD REQUIRED

Road Closure? Yes ___ No ___

Name of Road/Intersection _____

Fireworks? Yes ___ No ___
FIREWORKS PERMIT REQUIRED FROM FIRE DEPT (minimum of 30-day prior to event)
STATE FIRE MARSHAL PERMIT REQUIRED

BBQ? Yes ___ No ___ (rules & regs: www.lewistonmaine.gov/documentcenter/view/5535)

Is this a catered event? Yes ___ No ___ Name of caterer: _____

Tent | Awning | Canopy? Yes ___ No ___ Size: ___ x ___ height ___
PW review for **DIG SAFE** requirements
FIRE-Flame Retardant CERTIFICATION REQUIRED **return with application**

Bounce House? Yes ___ No ___ Name of company providing it: _____

Rest Room | Porta-Potty Yes ___ No ___ (see requirements below)

Hand Sanitizing Stations Yes ___ No ___

First Aid Facility Yes ___ No ___

Please Note: The City will not provide, nor fund, porta-potty services.

Event Requirements: For events lasting 3 hours or more - (1) porta-potty for each 200 attendees (1/3rd of which must meet ADA requirements) as well as handwashing/sanitizing stations

PARK MAP|DIAGRAM REQUIRED PROVIDE MAP (include items below) and return with application
placement of tents, stage, tables, first aid, porta-potties, hand sanitizing stations, parking for the event
PW & PD review required

Parking Logistics PROVIDE MAP and return with application

Equipment? Yes ___ No ___ (to be driven and/or parked at City Park or parking lot) specify below

_____ ; _____ ; _____

List materials or supplies _____ ; _____

Parking Accommodations | Anticipated need/plan _____

City Parking Garage? Yes ___ No ___ Name/Location _____

City Parking Lot? Yes ___ No ___ Name/Location _____

Organizer contact for private parking area ___ Name/Location _____

Waste Collection? Yes ___ No ___ Requesting City assistance? Yes ___ No ___

Clean-up is required following the event.

Barrels & Recycle Bins? Yes ___ No ___ Dumpster? Yes ___ No ___

Please ensure that you have adequate containers, trash bags, etc. to pick up and dispose of all waste.

PW (Please check all that apply)

Dig-Safe ___ Electrical Access ___ Water Access ___ Snow Fence ___ Barricades ___ Bollards ___

Tables & Chairs ___

Police (Please check all that apply)

Event Security ___ Cruiser Needed ___ Parade Permit ___ Road Closure Review ___

BBQ Review for 25+ ___

Fire (Please check all that apply)

General fire safety inspection

Cooking Equipment ___ Fire Extinguishers ___ Tents ___ (flame retardant certification required)

BBQ Review for 25+ ___ Propane Tanks ___ Tank Over 20lbs. ___ **PERMIT REQUIRED**

Open Burning ___ **PERMIT REQUIRED**

Information for Administration

For-Profit? Yes ___ No ___

Non-Profit? Yes ___ No ___ (if yes, please indicate below, and provide with application)

Non-Profit status documentation: 501(C)3 ___ IRS Form 990 ___ IRS Letter ___

Is your event a fundraiser? Yes ___ No ___ (additional documentation may be requested)

Will admission be charged? Yes ___ No ___ Will you be seeking donations? Yes ___ No ___

Required for events with 25+ people

CERTIFICATE OF INSURANCE: Event liability insurance is necessary for any event/activity in which a person/group wishes to reserve any City-controlled/owned property involving (25+) individuals and/or requiring the utilization/reservation of any City-controlled/owned property such as a park or street, and for events which include, but are not limited to, walks, races, festivals, concerts, etc. require general liability insurance coverage and the issuance of a Certificate of Insurance (COI).

The COI shall be issued naming the City of Lewiston as an “**additional insured;**” specifying the event/activity, and any other pertinent information. Once the event is approved by the City, the COI will need to be received no later than 30 days prior to the event unless otherwise authorized by the office of the City Administrator.

Please have your Insurance Company send to the attention of Janet Labbe

email: jlabb@lewistonmaine.gov or

FAX the COI to: 207-795-5069

Mail to: City of Lewiston, 27 Pine Street, Lewiston, ME 04240

FMI and a sample document: <http://www.lewistonmaine.gov/index.aspx?NID=665>

Applicable Fees

All events that result in the use of City staff, services, or assets to support an event or activity on City-controlled or private property may require the organization or individual to pay for fees that include, but are not limited to:

\$50 Processing Fee – Due at the time the application is submitted

Park-Use Fees (outlined on page 3) – Due at the time the application is approved

Applicable Permit/Licensing Fees (outlined on page 3) – **Contact the City Clerk’s Office for application review; fees due shall be paid not less than 30 days prior to the event.**

Staff Time/Labor Costs – Fees due will be billed from Public Works and Police. Advance payment may be requested by the City Administrator’s office.

Advertising Requests

Advertising your event utilizing the City's A-Frame is on first-come, first-served basis and will require a separate application and certain sign specifications. The time allotted is for a 10-day period. If you would like to request advertising, contact Janet in Administration, **513-3121** or jlabbe@lewistonmaine.gov

Are you interested in advertising? Yes ___ No ___

Disclaimer

The City of Lewiston shall reserve the right to deny any application if the requested information is incomplete; conflicts with City policies, ordinances, events or City services; contains information that is inaccurate or fraudulent; or appears to violate local, state, or federal law. In some instances, a background check may be required and will include a \$21 fee.

Questions

Don't hesitate to contact either Janet Labbe at 207-513-3121 or Deputy City Administrator Denis D'Auteuil at 513-3012 or go to the City's web page (look for **Events Planning** on the home page). www.lewistonmaine.gov

Declaration & Signature

- I have read the events policy and all applicable guidelines and requirements that are outlined on the City's web page.
- **I will CALL or MEET WITH EACH DEPARTMENT to discuss all requirements outlined in the Event Application once the application has been reviewed and approved.**
- I have included my non-refundable \$50 processing fee, applicable park fees, map/diagrams, Non-Profit status documentation and all other requested documents.

Signature

Printed Name

Date

Return completed application and documentation either by mail, PDF, or FAX to:

Janet D. Labbe, Executive Assistant
27 Pine Street, Lewiston, ME 04240

Email: jlabbe@lewistonmaine.gov
FAX: (207) 795-5069

Make checks payable to: City of Lewiston
Call (207) 513-3121 for Credit Card Payments
In person – ground floor of City Hall, City Administrator's Office