



# 2019 Event Application-FY20 for events from 7/1/19 to 6/30/20

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

## Event and Organizer Information

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_

Requested Date(s) \_\_\_\_\_ Rain Date (if applicable) \_\_\_\_\_ Recurring Dates \_\_\_\_\_ & \_\_\_\_\_

Actual Hours of Event \_\_\_\_\_ to \_\_\_\_\_ Set up: \_\_\_\_\_ Tear Down: \_\_\_\_\_

Type of Event (check all that apply): Park Use Only \_\_\_\_\_ Gazebo Use \_\_\_\_\_ Amphitheater Use \_\_\_\_\_

First-time Event \_\_\_\_\_ Repeat Event \_\_\_\_\_ Attendance (25+) \_\_\_\_\_ (1,000+) \_\_\_\_\_ (requires CC approval)

Walk/Run \_\_\_\_\_ Road Race \_\_\_\_\_ Festival \_\_\_\_\_ Concert \_\_\_\_\_ Live Performance \_\_\_\_\_ Parade \_\_\_\_\_

Carnival \_\_\_\_\_ Fireworks \_\_\_\_\_ Arts \_\_\_\_\_ Wedding Ceremony \_\_\_\_\_ Wedding Reception \_\_\_\_\_ Picnic/BBQ \_\_\_\_\_

Open to the Public \_\_\_\_\_ Age-Restricted \_\_\_\_\_ Invitation Only \_\_\_\_\_ Vigil \_\_\_\_\_ Demonstration \_\_\_\_\_ March \_\_\_\_\_

Fundraiser \_\_\_\_\_ Other (please specify): \_\_\_\_\_

Name of Organization: \_\_\_\_\_ For-Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_

Organization Daytime Telephone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

On-site Manager Name (day of event): \_\_\_\_\_ Cell: \_\_\_\_\_

## At-A-Glance / Staff Use Only

EVENT NUMBER: \_\_\_\_\_ Calendar \_\_\_\_\_ E-Folder \_\_\_\_\_ DB \_\_\_\_\_ EM Staff \_\_\_\_\_

\$50 Processing Fee \_\_\_\_\_ CK \_\_\_\_\_ CC \_\_\_\_\_ CASH \_\_\_\_\_ Park Fee(s) \_\_\_\_\_ Clerk Fee(s) \_\_\_\_\_ Date \_\_\_\_\_

NP Paperwork: on file \_\_\_\_\_ 501C3 \_\_\_\_\_ IRS Letter \_\_\_\_\_ Form 990 \_\_\_\_\_ COI: \_\_\_\_\_ Date \_\_\_\_\_

Fee Waiver Request \_\_\_\_\_ Schedule A \_\_\_\_\_ Fundraiser \_\_\_\_\_ Maps Submitted \_\_\_\_\_

Event Staff-Organizer Meeting Date \_\_\_\_\_

Outdoor Entertainment \_\_\_\_\_ Detour/Road Closure \_\_\_\_\_ Fire Review \_\_\_\_\_

Sound Amplification \_\_\_\_\_ EMR Group Notification \_\_\_\_\_ Electrical Access \_\_\_\_\_

Outside Alcohol \_\_\_\_\_ Business Contact Plan \_\_\_\_\_ Dig-Safe \_\_\_\_\_

Vendor/Flea Market Permit \_\_\_\_\_ Police Assistance \_\_\_\_\_ Water Access \_\_\_\_\_



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.

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1. An event application and supporting documentation are necessary from 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.
2. A **\$50 processing fee** is due at the time the application is submitted and is non-refundable.
3. Licensing, permitting, and park fees are due **30 days prior to your event**.
4. It is a requirement that the event organizer obtain a **Certificate of Insurance (COI)** for any event or activity with an anticipated attendance of 25+ people. (See details on pg.8)
5. It is a requirement that the event organizer either have a team meeting or **contact and/or meet with EACH applicable CITY EVENT STAFF MEMBER** to discuss all requirements outlined in the event application. (See staff contacts, pg. 3)
6. **NON-PROFITS only | FEE WAIVER REQUESTS**  
Fee waiver requests must be submitted within the fiscal year outlined in the heading of page 1 (**July 1<sup>st</sup> to June 30<sup>th</sup>**). If a fee waiver is requested, the application and \$50 processing fee MUST be submitted between the dates of January 1 to March 1 for events that will occur in the next fiscal year. City Council review and approval is necessary. You may be required to attend the City Council meeting.
  - a. **Completion of Schedule A** and submission of additional documentation are requested for charitable donations/fee waiver requests. As part of the review process for City Council fee waivers, or request for in-kind services, 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 fiscal year beginning July 1<sup>st</sup>.
  - b. **Application deadline** for City Council approval is March 1<sup>st</sup>.
  - c. **What fees can be included in the waiver requests?**  
In-kind services from Public Works, Police, and Fire, including over-time.  
[Maximum of \$2,500 cash and \$5,000 in in-kind services]
  - d. **Lewiston-Based Non-Profits (LBNP) will receive a 50% discount.** All other non-profits, and for-profit organizations will pay the full amount of park fees, permitting, and licensing fees. To qualify as a Lewiston-based non-profit your organization must be physically located in Lewiston.
7. **Applicable Fees.** All events that result in the use of City staff, services, or assets, to support an event or activity on City-owned and/or controlled property may require the organization or individual to pay fees that include, but are not limited to:
  - \$50 processing fee, due at the time the application is submitted; park-use fees and/or amphitheater fees; applicable permit and/or licensing fees are due **30 days prior** to your event.
  - Staff time/Labor costs – Fees due will be billed by Public Works and Police. Advance payment and/or a performance bond may be requested by the City Administrator's office.



## Your Event Planning Team & Contact Information

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### EVENTS - Department Functions & Requirements Information

#### **ADMINISTRATION** Janet Labbe, 513-3121

Denis D'Auteuil [ddauteuil@lewistonmaine.gov](mailto:ddauteuil@lewistonmaine.gov)

Janet Labbe [jlabbe@lewistonmaine.gov](mailto:jlabbe@lewistonmaine.gov)

- Processing fee & Park fees
- Certificate of Insurance
- Security deposit/Performance Bond
- Review to ensure all fees are paid
- Ensure proper paperwork has been submitted (Form 990 or IRS Letter)
- Applicant raising money for another agency – letter and financials
- Review organizer contact of area businesses if applicable
- Provide parking, park, BBQ, and applicable policies
- Contact Auburn staff & 911
- City Council action if required

#### **CITY CLERKS** Kelly J. Brooks, 513-3020

[kjbrooks@lewistonmaine.gov](mailto:kjbrooks@lewistonmaine.gov)

- Food services license
- Product vendor license
- Flea market permit
- Outdoor entertainment permit
- Sound amplification permit
- Outside alcohol permit
- Carnival permit

#### **CODE ENFORCEMENT/SANITARIAN**

Louis Lachance, 513-3000, x3224

[llachance@lewistonmaine.gov](mailto:llachance@lewistonmaine.gov)

- Vendors reviewed
- Inspection scheduled

#### **FIRE** Paul Ouellette, 513-3000, x3605

[pouellette@lewistonmaine.gov](mailto:pouellette@lewistonmaine.gov)

- General fire safety inspection-cooking equipment, fire extinguishers, tents
- Fire Department Permit for propane tanks over 20lbs. issued
- Organizer advised of open burning permit requirement
- First-aid plan reviewed
- Tent, awning, canopy – Flame retardant certificates submitted
- Fireworks-Fire Marshal and Fire Dept.
- Carnival Inspection
- Carnival-Fire Marshal license issued

#### **POLICE** Derrick St. Laurent, 513-3000 x3303

[dstlaurent@lewistonmaine.gov](mailto:dstlaurent@lewistonmaine.gov)

- Map/Diagram reviewed and approved
- Security reviewed and approved
- Parade permit

#### **PUBLIC WORKS** Megan Bates, 513-3073

Megan Bates [mbates@lewistonmaine.gov](mailto:mbates@lewistonmaine.gov)

Mike Bernier [mbernier@lewistonmaine.gov](mailto:mbernier@lewistonmaine.gov)

Steve Murch [smurch@lewistonmaine.gov](mailto:smurch@lewistonmaine.gov)

- Site visit with organizer
- Park set-up/map review with organizer
- Road set-up/map review
- Dig-Safe completed for site(s)
- Spray area(s) as needed
- Electric access plan reviewed/approved – Key Access
- Weedwack electrical area
- Water access plan reviewed/approved
- Inspect water spickets
- Equipment and vehicles on property – logistics plan reviewed/approved
- Parking lots, parking garages plan reviewed/approved
- NPs using parking area/policy
- Organizer contact for private parking lots in the area
- Porta-potties, hand-washing, and ADA requirements reviewed and approved
- Waste collection plan reviewed
- Dumpsters, Barrels and recycle bins
- Trash bags
- Parking and emergency shelter signage
- Bollards
- Barricades
- Snow fence
- Repair area(s)

#### **RECREATION** Jason Hanken, 513-3005, x3700

[jhanken@lewistonmaine.gov](mailto:jhanken@lewistonmaine.gov)

- Tables and chairs
- Events/activities at athletic fields
- Events/activities at KP basketball court
- Events/activities at the Memorial Armory

(Revised 1/1/19)



## Event Details & What We Need to Know

### Events in Our Parks

Lewiston-based non-profits (LBNP) will receive a 50% discount on park fees.

If utilizing a park, please select one

Park Name	Fee	LBNP	Park Amenities	Fee	NP Rate
Simard Payne Park	\$150 ____	\$75 ____	Amphitheater ____	\$60 hr.	\$25 hr.
Dufresne Plaza	\$150 ____	\$75 ____			
Kennedy Park	no charge	____	Gazebo ____	no charge	
Pettingill School Park	no charge	____	Pergola ____	no charge	
Marcotte Park	no charge	____			
Potvin Park	no charge	____	Reservations are required		
Raymond Park	no charge	____	Number of Days ____		
Sunnyside Park	no charge	____			Amount \$ ____
Other _____					

Please note, there are no bathroom facilities at City parks. Please plan ahead for porta-potties.

### City Clerk's Office in conjunction with Sanitarian/Code Enforcement

Please check all that apply

**Sound Amplification Needed** Yes \_\_\_ No \_\_\_ Please describe \_\_\_\_\_

SOUND AMPLIFICATION PERMIT may be required \$17 per day / \$8.50 (LBNP) Amount \$ \_\_\_\_

**Live Performance** Yes \_\_\_ No \_\_\_ Please describe \_\_\_\_\_

OUTDOOR ENTERTAINMENT PERMIT \$50 / \$25 (LBNP) Amount \$ \_\_\_\_

City Council approval is required

**Food** Yes \_\_\_ No \_\_\_ Sold \_\_\_ Given Away \_\_\_ Type \_\_\_\_\_

**Food Truck** \_\_\_ Food Truck Name \_\_\_\_\_ **Licensed** Yes \_\_\_ No \_\_\_

**BBQ** \_\_\_ is this a catered event? Name of caterer \_\_\_\_\_ (copy of rules & regs)

FOOD SERVICE LICENSE may be required \$50 up to 3 days / \$25 (LBNP) Amount \$ \_\_\_\_

Sanitarian/Code inspection may apply, Fire inspection may apply

**Beverages** Yes \_\_\_ No \_\_\_ Sold \_\_\_ Given Away \_\_\_ Type \_\_\_\_\_

**Outside Alcohol** \_\_\_ (restrictions apply) **Name of Licensed Business** \_\_\_\_\_

FOOD SERVICE LICENSE may be required \$50 up to 3 days / \$25 (LBNP) Amount \$ \_\_\_\_

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

No discounts apply on alcohol permits



## Event Details & What We Need to Know

**Product** Yes \_\_\_ No \_\_\_ Sold \_\_\_ Given Away \_\_\_ Type \_\_\_\_\_

PEDDLERS/FLEA MARKET PERMIT may apply  
\$34 per day for 1-75 spaces / \$17.00 (LBNP)  
\$61 per day for 76+ spaces / \$30.50 (LBNP)

Amount \$ \_\_\_\_\_

**Carnival** Yes \_\_\_ No \_\_\_ Rides Offered \_\_\_ Details \_\_\_\_\_

STATE PERMIT REQUIRED; has it been obtained? **Yes** \_\_\_ **No** \_\_\_

CARNIVAL PERMIT REQUIRED \$180 per day

Amount \$ \_\_\_\_\_

No discounts apply on carnival permits

### Fire Department

*Please check all that apply*

**Review of Road Detours/Closures** \_\_\_\_\_ for any events that will disrupt, detour, or close any traffic routes. Notification to Police, United Ambulance, and 9-1-1

**BBQ Review** *if cooking in a City Park* \_\_\_\_\_ **Cooking Equipment** \_\_\_\_\_ **Fire Extinguishers** \_\_\_\_\_

**Propane Tanks** \_\_\_\_\_ **Tank over 20 lbs.** \_\_\_\_\_ PERMIT REQUIRED **Map Review** \_\_\_\_\_

**Fireworks** \_\_\_\_\_ PERMIT REQUIRED (*30 days in advance*) & STATE FIRE MARSHAL PERMIT REQUIRED

**Tents** \_\_\_\_\_ Size \_\_\_\_\_ x \_\_\_\_\_ How many \_\_\_\_\_ (Flame-retardant certification required)

**Review of First Aid** \_\_\_\_\_ **Incident Plan** \_\_\_\_\_ **Emergency Evacuation Plan** \_\_\_\_\_

**Rallies, Assemblies, Gatherings, or Mass Gathering – Fire Inspection and Review Required**

### Police Department

*Please check all that apply*

**Review of Security, Road Detours/Closures** \_\_\_\_\_ **Map Review** \_\_\_\_\_ **BBQ Review** \_\_\_\_\_

**Event Security** \_\_\_\_\_ **Cruiser needed** \_\_\_\_\_ **Parade** \_\_\_\_\_ PERMIT REQUIRED, obtain at PD

### Recreation

The recreation staff is available to assist with any event/activity taking place on the City's athletic fields, KP basketball court, or at the Lewiston Memorial Armory. Recreation Superintendent Jason Hanken would be glad to meet with you to discuss the details of your event/activity. Recreation also has tables and chairs to rent. If you are interested, please provide the information needed below.

**Tables** Yes \_\_\_ No \_\_\_ How many \_\_\_\_; **Chairs** Yes \_\_\_ No \_\_\_ How many \_\_\_\_

Please note that this fee cannot be included in non-profit fee waiver requests. \$5 per table; chairs (0-25) no charge, (26-50) \$20, (50-100) \$35, (101-150) \$45, etc. Event organizer must arrange for transport.



## Event Details & What We Need to Know

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### Event Logistics Review

Please check all that apply

#### Park Event \_\_\_\_\_

(Fire, PW route review; PD route/security review)

#### Run | Walk | Cycle \_\_\_\_\_

(Fire, PW route review; PD route/security review)

Business Owner Contact Plan- submit with app.

#### Parade \_\_\_\_\_

(Fire, PW route review; PD route/security review)

Business Owner Contact Plan- submit with app.

#### Other-Involving Detour/Road Closure

Please specify \_\_\_\_\_

### Map-Diagram Requirements

Return map(s) with application

**Venue Map** Include placement of tents, stage, tables, first-aid, porta potties, hand sanitizing stations, parking for event

**Route Map** Include staging area, actual route, and end point

**Parade Route Map** Include staging area, actual route, and end point

**Parking Plan Maps** are also required - include vehicles transporting material and supplies, location and storage

### Detour/Road Closure Information

Please complete the following information if your event/activity will include detours/road closures.

(Fire, PW route review; PD route/security review)

Name of Road(s) or Intersection(s) \_\_\_\_\_

### Parking Logistics

Free Parking is available in City-owned lots and garages from Friday 6:00 PM to Monday 6:00 AM

(PW and PD review of event parking plan)

\*Parking accommodations/anticipated need \_\_\_\_\_

Will you be utilizing City-owned parking garages? Parking lots? Yes \_\_\_\_ No \_\_\_\_ Include Name/Location

\_\_\_\_\_

Will equipment be driven and/or parked in City-owned parking garages? Parking lots? Yes \_\_\_\_ No \_\_\_\_

If so, list the location and materials/supplies that will be used and whether it will be stored there.

\_\_\_\_\_

If a private lot is to be utilized, the owner must be contacted. List the name of the owner and location of the lot. \_\_\_\_\_



## Event Details & What We Need to Know

### Public Works

Please check all that apply

**Tents/Awning/Canopy** Yes \_\_\_ No \_\_\_ Size \_\_\_x\_\_\_ How many\_\_\_ Stakes \_\_\_ Weights \_\_\_

If the structure will disturb the surface of the ground, Dig-Safe is REQUIRED. PW must be notified 30 days prior to the event. Include tent location with venue map. Flame-retardant certification REQUIRED and should be returned with the application.

- **Dig-Safe** Yes \_\_\_ No \_\_\_

**Waste Material** - the City does not provide containers or collections of recyclables. Please be sure that you have adequate containers, trash bags, etc. to pick up and dispose of all waste. Clean up is required following the event.

- **City Dumpster Requested** Yes \_\_\_ No \_\_\_
- **City Trash Receptacles Requested** Yes \_\_\_ No \_\_\_

**Electricity** Yes \_\_\_ No \_\_\_ **Key Access** \_\_\_

Electric requiring a licensed electrician must be reviewed by City Electrician Denis Caron.

[dcaron@lewistonmaine.gov](mailto:dcaron@lewistonmaine.gov). If a key is to be obtained prior to your event, please contact Public Works [mbernier@lewistonmaine.gov](mailto:mbernier@lewistonmaine.gov) or [mbates@lewistonmaine.gov](mailto:mbates@lewistonmaine.gov) to make arrangements, one week prior to your event.

**Water Access** Yes \_\_\_ No \_\_\_

**Rest Room | Porta Potties** Yes \_\_\_ No \_\_\_ *(for events lasting 3 or more hours)*

**Hand Sanitizing Stations** Yes \_\_\_ No \_\_\_

**First Aid Facility** Yes \_\_\_ No \_\_\_

There are no bathroom facilities at our parks, or City-controlled property; and the City will not provide nor fund porta-potty services; therefore, the following is required:

- **Requirements - For events lasting 3 hours or more:**
  - One (1) ADA porta-potty for 0-200 attendees as well as handwashing/sanitizing stations.
  - An additional porta-potty will be necessary for attendees over 200, etc.

Will you need any of the following?

**Snow Fence** Yes \_\_\_ No \_\_\_

**Barricades** Yes \_\_\_ No \_\_\_

**Bollards** Yes \_\_\_ No \_\_\_

**Parking and Emergency Shelter Signage** Yes \_\_\_ No \_\_\_

Please plan on having a site visit with a member of Public Works prior to your event. The logistics team take care of many aspects of event preparation. They will review the maps provided, review parking plans, inspection of water spickets and coordinate other aspects of park set up.



## Event Details & What We Need to Know

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### Administration

#### Certificate of Insurance (COI)

Required for events with **25+ people**. Due no later than **30 days prior** to your event-submit to Administration

Event liability insurance is necessary for any event/activity in which a person/group wishes to reserve 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, and similar events, require general liability insurance coverage and the issuance of a Certificate of Insurance. **The COI shall be issued naming the City of Lewiston as “additional insured;” specifying the event/activity, the dates, and any other pertinent information and shall provide general liability coverage of a minimum of \$1,000,000 per occurrence.** 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. **FMI and a sample document:** <http://www.lewistonmaine.gov/eventsinfo>

#### Liability *(Section 9-City of Lewiston Park-Use Policy)*

- A. The event organizer/permittee shall be liable for any damages to the park or to any contents owned by the City during the period of use, whether such damage is caused by permittee or its agents, servant or employees, or by any invitees, permittees, or trespassers.
- B. The City of Lewiston shall not be liable for any damage or loss to any property of the permittee or any other person from any cause whatsoever while said property is located on the premises for storage purposes or for any other purpose, nor shall the City be liable for any injuries resulting from the use of the park.
- C. The permittee agrees to defend, indemnify, and hold harmless the City of Lewiston, its departments and their representatives, officers, agents or employees from and against all claims of any nature whatsoever for damages, including damages or loss to personal property, personal injuries and death resulting there from the use of the park in connection with the event for which the permit is granted. However, nothing contained herein shall be construed as rendering the permittee liable for acts of the City of Lewiston, its departments, or their agents or employees.

#### Map Requirements & Business Owner Contact Plan *(Due upon application submission)*

An important part of the event process and planning is the submission of maps. Whether you are having a festival, road race, or an employee picnic, a map of the venue is required. Route Maps are required if your event will disrupt, detour, or close, any traffic route. A plan to contact business owners for larger events, and events with road closures is also required.

#### Fundraisers – *See Schedule A- (last page of document)*

Is your event a fundraiser? **Yes** \_\_\_\_ **No** \_\_\_\_; are you seeking donations? **Yes** \_\_\_\_ **No** \_\_\_\_; will you be charging admission? **Yes** \_\_\_\_ **No** \_\_\_\_; raising money for another organization? **Yes** \_\_\_\_ **No** \_\_\_\_.





## Event Details & What We Need to Know

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### Festival Zone Designation

Establishment of a Festival Zone requires City Council approval. **You must submit a map** clearly showing what City-controlled areas are to be set aside and provide a written explanation as to why and how such a designation will be used by the event/activity. See Special Events Policy “G” for more detail.

Will you be requesting a Festival Zone designation? **Yes** \_\_\_\_ **No** \_\_\_\_

### Policies, Procedures, Regulations & Requirements

The City’s web site EVENTS PAGE has all of the pertinent information in regard to planning an event.

<http://www.lewistonmaine.gov/eventsinfo>

You may also request an “event pack” which will include a paper copy of this information.

### Thank you

Thank you for choosing the City of Lewiston for your event.

If you have any questions, please don’t hesitate to contact either Janet Labbe at 207.513.3121, [jlabbe@lewistonmaine.gov](mailto:jlabbe@lewistonmaine.gov); or Deputy City Administrator Denis D’Auteuil at 207.513.3012, [ddauteuil@lewistonmaine.gov](mailto:ddauteuil@lewistonmaine.gov)

### Declaration and Signature

- I have read the events policy and all applicable guidelines and requirements that are outlined on the City’s web page. <http://www.lewistonmaine.gov/eventsinfo>
- I will attend an event team meeting and/or contact each department to discuss requirements outlined in the application once it has been reviewed and approved.
- I have included my non-refundable \$50 processing fee, map/diagrams, NP status documentation and all other requested documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*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.*

### 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](mailto:jlabbe@lewistonmaine.gov)  
FAX: 795-5069

Make checks payable to: City of Lewiston  
Call 513-3121 with credit card payment

In person-ground floor of City Hall,  
City Administrator’s office



## Event Details & What We Need to Know

### SCHEDULE A

**Fee Waiver/Charitable Donation Request** Yes \_\_\_ No \_\_\_

**Cash Donation** Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_

**City-donated Services and/or support relative to City properties, resources, assets, or departments** (i.e. Public works road closures, Police intersection control, etc.)

Yes \_\_\_ No \_\_\_ Describe \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*We assume, in reviewing your request for fee waiver or charitable donation from the City Council, 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. This schedule and applicable attachments must be completed in full and returned to the address below.*

Event Name \_\_\_\_\_ Requested Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Non-Profit \_\_\_ For-Profit \_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ New Event \_\_\_ Repeat \_\_\_

### **For Repeat Events Only – Financial Information/Budgets** *(return with this document)*

- Include the organization’s financial statements from the previous year’s event.
- Include organization’s budget for the upcoming event.

### **FUNDRAISING - Repeat Events Only**

- Was the previous year’s fundraising event a success? Yes \_\_\_ No \_\_\_
- Brief comment \_\_\_\_\_
- Was a non-employee hired to organize and/or manage the event? Yes \_\_\_ No \_\_\_
- Name of organization: \_\_\_\_\_ Individual \_\_\_\_\_
- Were event services provided by you to raise money for one or more NP agencies?  
Yes \_\_\_ No \_\_\_ Name of organization(s): \_\_\_\_\_
- Provide a signed statement from event organizer including financial information to include amount raised and agency name.)
- Please include a statement of how your event met your projections and expectations.

Return completed Schedule A and required documentation with your event application to: Janet Labbe, Lewiston City Hall, 27 Pine Street, Lewiston, ME 04240; [jlabb@lewistonmaine.gov](mailto:jlabb@lewistonmaine.gov) or FAX 795-5069