

CITY OF LEWISTON - EVENT APPLICATION

- SPECIAL EVENT** (25+ participants)
- PARK USE ONLY** (see page 3-4)



Application Date: _____

Event Name: _____

Requested Date: _____

Event Location: _____

- NON-PROFIT (NP)** -documentation required with application. (**Complete SCHEDULE A**)
check one
 - 501(c)(3)
 - IRS Form 990
 - IRS Letter

- FOR-PROFIT ORGAGNIZATION**

- Processing Fee: \$50** -non-refundable and due at time application is submitted.
 - Check
 - Credit Card
 - Cash

Staff Use Only
Event File No:
COI Received:
Fees Received:

The Event Application must be submitted no later than **90 days prior** to the event.

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.

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EVENT SPECIFICATIONS

For Non-Profits Requesting Fee Waivers

Submit application and supporting documents *no earlier than January 1* and *no later than March 1* for events that will occur in the next fiscal year, beginning July 1. (SCHEDULE A will need to be completed and returned with application.)

Request for Fee Waiver After March 1

Any requests for fee waivers made after March 1 will need special consideration from the City Council. The organization or individual will be required to appear before the Council.

PLEASE REVIEW THE FOLLOWING

- All organizations or individuals seeking to utilize any City-controlled property such as parks, streets, sidewalks, parking areas, amphitheater, or gazebo/bandstand for any activity or event with 25 or more people must complete this application and supporting documentation.
- 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, the application fee, applicable permits/licenses, and may be billed for staff time (Public Works, or Police Department).

TYPE OF FEES

- **Processing Fee** (non-refundable)
- **Park Use Fees** (see page 3)
- **Applicable Permits/Licenses** (determined by the City Clerk's office)
- **Staff Time/Labor Costs** (fees applicable, if not waived)

POTENTIAL LICENSING

A license may need to be obtained and will be determined by the City Clerk's Office.

All applicable fees must be paid no later than **30 days prior** to the event.

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GENERAL EVENT INFORMATION (Section 1)

EVENT and/or PARK USE ONLY INFORMATION

Event Name: _____ Requested Date: _____

Rain Date (if applicable): _____

Type of Event (Walk/Run, Festival, Concert, Etc.): _____

Event Start Time: _____ Event End Time: _____ Estimated Attendance: _____

Set-up Start Time: _____ Clean-up End Time: _____

- Open to the Public
- Invitation Only
- Age Restriction

PARK USE ONLY – Provide Overview

Event Location: _____

(If you will utilize a park, please check ALL that apply below)

FEES APPLY

- Simard-Payne Park \$ _____ x _____ days
- Dufresne Plaza \$ _____ x _____ days

NO FEE ASSESSED

- Kennedy Park
- Veterans Park
- Marcotte Park
- Potvin Park
- Mark Paradis Park
- Raymond Park
- Sunnyside Park

Location Other Than Parks:

Street(s) _____

Sidewalk(s) _____

Other _____

PARK FEES & APPLICABLE DISCOUNTS

SIMARD-PAYNE PARK (check one)

- Full Price: **\$135 day**
- Lewiston-based NP
(80% discount): **\$27 day**
- Out-of-Town, NP Fundraisers
(50% discount): **\$67.50 day**
- Out-of-Town, NP Event
(34% discount): **\$89.10 day**

DUFRESNE PLAZA (check one)

- Full Price: **\$265 day**
- Lewiston-based NP
(80 discount): **\$53 day**
- Out-of-Town, NP Fundraisers
(50% discount): **\$132.50 day**
- Out-of-Town, NP Event
(34% discount): **\$174.90 day**

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CONTACT INFORMATION (Section 2)

Host Organization: _____

Mailing Address: _____ City: _____

Name of Person Responsible for Event: _____ Title: _____

Name of Contact Person (*if different*): _____ Title: _____

Daytime Phone: _____ Cell: _____ Cell During Event: _____

Contact Email: _____

EVENT DETAILS | PERMITTING (Section 3)

Please check all that apply; include detail if applicable. Arrow denotes who to contact.

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Park Use __N/A | ➔ | Administration
<small>Fees Apply</small> |
| <input type="checkbox"/> Sound Amplification Needed __N/A | ➔ | City Clerk's Office
<small>A Permit will be required</small> |
| <ul style="list-style-type: none"><input type="radio"/> Live Music<input type="radio"/> Speaker Presenter<input type="radio"/> Details _____ | | |
| <input type="checkbox"/> Food __N/A | ➔ | Sanitarian /Code |
| <ul style="list-style-type: none"><input type="radio"/> Sold<input type="radio"/> Given Away<input type="radio"/> Type _____ | ➔ | City Clerk's Office
<small>Food Services License may be required</small> |
| <input type="checkbox"/> BBQ (see policy: http://www.lewistonmaine.gov/DocumentCenter/View/5535) | | |
| <input type="checkbox"/> Beverages __N/A | ➔ | Sanitarian /Code |
| <ul style="list-style-type: none"><input type="radio"/> Sold<input type="radio"/> Given Away<input type="radio"/> Alcohol Beverage<input type="radio"/> Type _____ | ➔ | City Clerk's Office
<small>Food Services License may be required</small>
<small>Requirements Apply for Alcohol at Event</small> |
| <input type="checkbox"/> Product (Non-Food Item) | ➔ | City Clerk's Office
<small>A Peddler's Permit may be required</small> |
| <ul style="list-style-type: none"><input type="radio"/> Sold<input type="radio"/> Given Away<input type="radio"/> Type _____ | | |

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- Carnival**
 - Rides Offered
 - State Permit Obtained
- ➔ **City Clerk's Office**
An Amusement Permit *will be required*
AND ATTACH copy of State Permit

- Fireworks**
PLEASE NOTE: A "minimum" of **30-day notice** is required.
- ➔ **Fire Department**
A City Permit **AND** a Permit from the State Fire Marshal *will be required*

MAP & OTHER REQUIREMENTS (Section 4)

Mandatory – Maps must be included with application. **Please check all that apply.**

- Run/Walk/Cycle** __N/A
 - **Route Map**
 - staging areas, route, & end point
 - **Business owner contact plan**
- ➔ **Police Department**
Route & security review
- ➔ **Public Works Review**
Route review
-
- Parade** __N/A
 - **Route Map**
 - staging areas and actual route, and end point
 - **Business owner contact plan**
- ➔ **Police Department**
A Permit from the PD *will be required*
-
- Park Map / Diagram - (complete SCHEDULE A*)** ➔ **Public Works Review**
Layout review
 - **Map should include:** Placement of tents, stage, tables, port-a-potties, hand-washing facility, first-aid, parking, etc. (CHECK BELOW)
-
- Festival/Event Zone:** (Event will require organizer to control the public space within a defined area of the city which may prohibit authorized city street vendors to sell products in the "festival/event" zone)
 - Include with application: a zone outline (Map)
 - Include with application: business owner contact plan
 - Include with application: the reason for "festival/event zone" designation
-
- Rest Room (Port-a-Potty) / Handwashing-Sanitizing Stations-List on Park Map**
 - _____ **No. of facilities** _____ **No. of sanitizing stations**
 - Please note – the City **WILL NOT** provide, nor fund, Port-a-Potty services
 - Events with attendance of 200+ lasting longer than 3 hours must provide portable rest rooms, hand-washing or sanitizing stations at the ratio of (1) rest room for each 200 attendees (1/3rd of which must meet ADA specifications)

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- First-Aid Facility** – *List all locations on map*

- Tent | Awning | Canopy** ➔ **Fire Department**
 - ___ x ___ Size ➔ **Public Works Review**
 - ___ Height
 - Flame Retardant Certification must be provided to the Fire Department
 - Public Works must be contacted for Dig Safe requirements

- Park Activities** ➔ **Police Dept. Review**
 - Provide Map** ➔ **Public Works Review**
 - Stage** - special consideration may be required ➔ **Administration**
 - **Use** _____
 - Amphitheater** –may require separate application ➔ **Administration**
 - Gazebo | Bandstand** –may require separate application

- Parking** ___ N/A ➔ **Public Works Review**
 - Provide Map**
 - To be included with map: List material / equipment to be driven and/or parked at City park or parking lot
 - Parking Accommodations**
 - **Anticipated Need** _____
 - **Parking Plan** - *To be included with map*
 - **Utilizing City Parking Garages/Lots for Attendees** ___ Yes

- Waste Disposal** ___ N/A ➔ **Public Works Review**
 - Requesting City Assistance** ___ Yes
 - Clean up is required following the event. Please ensure that you have adequate containers, trash bags, etc. to pick up and dispose of all waste.

- CERTIFICATE OF INSURANCE (COI)** ➔ **Administration**
 - REQUIRED for 25+ Participants**
 - Naming the City of Lewiston as additional insured**
 - For details and an example:** <http://www.lewistonmaine.gov/index.aspx?NID=665>

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STAFF CONTACT INFORMATION AND CHECK LIST

➔ **YOU MUST CONTACT EACH DEPARTMENT** to verify that the Department will or will not be able to service the event. *Use the contact information below as a check list and to indicate what the Department will require from you.*

REQUIREMENTS

- Administration** (Application submission/app fee/park fees)
 - Phil Nadeau, Deputy City Administrator _____
 - pnadeau@lewistonmaine.gov or 513-3012 _____
 - Janet Labbe, Executive Secretary _____
 - jlabb@lewistonmaine.gov or 513-3121 _____

- City Clerk's** (Permitting and Licensing) _____
 - Kelly Brooks, Deputy City Clerk _____
 - kjbrooks@lewistonmaine.gov or 513-3000 ext. 3220 _____

- Sanitarian/Code Enforcement** (food & electrical inspections) _____
 - Sue Reny, Sanitarian/CEO _____
 - sreny@lewistonmaine.gov or 513-3000 ext. 3224 _____

- Fire Department** (certificates, permits & facility inspections) _____
 - Paul Ouellette, Fire Inspector _____
 - pouellette@lewistonmaine.gov or 513-3000 ext. 3605 _____

- Public Works** (traffic/ped. control, park logistics, electric & water) _____
 - Megan Bates, Deputy Director _____
 - mbates@lewistonmaine.gov or 513-3000 ext. 3440 _____

- Police Department** (traffic control and security requirements) _____
 - Sgt. Rob Ullrich, Administrative Sergeant _____
 - rullrich@lewistonmaine.gov or 513-3000 ext. 3303 _____

For more detailed information regarding department functions, go to: <http://www.lewistonmaine.gov/index.aspx?NID=659>

NOTES/OTHER

If your Organization is requesting **Fee Waivers**, **SCHEDULE A** must be completed (see pg. 9) Staff will enter the estimated value of each Department's IN-KIND services and inform you of what permits/licenses, inspections, etc. that must be obtained.

EVENTS - Department Functions & Requirements Information

ADMINISTRATION

- Processing fee
- Park fees
- Certificate of Insurance
- Security deposit/Performance Bond
- Porta-potties, hand-washing, and ADA requirements reviewed and approved
- First-Aid plan reviewed
- 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

- Food vendor licenses
- Non-food vendor licenses
- Live music permit
- Sound amplification permit
- Alcoholic beverages license

CODE ENFORCEMENT/SANITARIAN

- No action required / or City Council action if required
- Vendors reviewed
- Inspection scheduled

FIRE

- No action required /or City Council action if required
- General fire safety inspection-cooking equipment, fire extinguishers, tents, etc.
- Fire Department Permit for propane tanks over 20lbs. issued
- Organizer advised of open burning permit requirement
- Tent, awning, canopy – Flame retardant certificates submitted
- Fireworks-Fire Marshal and Fire Dept. 30-day minimum notice for issuance of permit

- Carnival Inspection
- Carnival-Fire Marshal Carnival license issued

POLICE DEPARTMENT

- No action required / or City Council action required
- Map/Diagram reviewed and approved
- Security reviewed and approved
- Parade permit

PUBLIC WORKS

- No action required / or City Council action required
- Site visit with organizer
- Park set-up / map review with organizer
- Road set-up / map review
- Dig Safe completed for site(s)
- Electric access reviewed and plan approved
- Water access reviewed and plan approved
- Equipment and vehicles on property – logistics plan reviewed and approved
- Parking lots, garages – plan reviewed and approved
- Non-Profits using parking area – review of Parking Policy
- Waste collection plan reviewed and approved
- Organizer contact for private parking lots in the area
- Parking and emergency shelter signage
- Bollards
- Barrells and recycle bins
- Trash bags
- Repair area(s)
- Snow fence
- Keys
- Barricades
- Dumpsters
- Water spickets working
- Weedwack electrical area
- Spray area(s) as needed
- Tables and chairs

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EVENT APPROVAL PROCESS (Section 5)

INSURANCE REQUIREMENTS <http://www.lewistonmaine.gov/index.aspx?NID=665>

EVENT LIABILITY INSURANCE – INSURANCE COVERAGE FOR EVENT

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). See above link for example & instructions.

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 by the City no later than 30 days prior to the event.**

(The time requirement may be waived by the City Administrator’s office.)

PLEASE HAVE YOUR INSURANCE COMPANY EMAIL: pnadeau@lewistonmaine.gov or FAX the COI to 207-795-5069 to the attention of: Phil Nadeau, Deputy City Administrator.

CONDITIONS of APPROVAL

I understand that:

- Any event consisting of 100+ people may be required to obtain a Performance Bond or Security Deposit payment in the form of a cashier’s check or money order payable to the City of Lewiston. The Performance Bond will be returned if the reserved area is left clean and undamaged following the event. The deposit or bond must be submitted 30 days prior to the event.
- The City Council shall approve any event where attendance is expected to be approximately 1,000 or more people.
- Non-compliance with applicable permitting, the non-payment of fees, and/or the non-compliance of applicable City Ordinances or City Policies may result in the termination and/or cancellation of all events on City property. Failure to comply with the terms of this application may also result in forfeiture of applicable deposits or fees.

FEE WAIVER REQUESTS – (complete **SCHEDULE A**)

Any Non-Profit, Individual, or Organization requesting Fee Waivers must complete **SCHEDULE A**, leaving no section incomplete. Please use N/A if the requested information does not apply to you.

CITY OF LEWISTON - EVENT APPLICATION

SCHEDULE A FEE WAIVER/CHARITABLE DONATION REQUESTS

APPLICATION DEADLINE for *City Council Action*: March 1

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 / 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.

Contact Phil Nadeau if you need assistance, by calling: 207-513-3012

1. Name of Event: _____
2. Are you requesting a **CASH** donation? _____ Yes _____ No \$ _____ Amount
3. Does your request require any **IN-KIND** support from the City relative to City properties, resources, assets, or departments? _____ Yes _____ No
4. If you answered "Yes" to the question on (page 9) – **PRIOR TO SUBMITTING YOUR APPLICATION**, please have your application reviewed by the applicable City staff listed on (page 7) to ensure the value of the City's IN-KIND support.

SCHEDULE A FINANCIAL INFORMATION

DEPARTMENT	CASH WAIVER REQUEST	IN-KIND WAIVER REQUEST
Administration Proc. Fee/Park Fee(s)		
City Clerk's List required Permit(s)		
Sanitarian/Code		
Fire Department		
Public Works		
Police Department		

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PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION IN ORDER TO HAVE YOUR GRANT REQUEST CONSIDERED:

- Organization's Financial Statements from the previous event or fiscal year**
 - Attached
 - Not Attached
 - First-time Event
- A budget for the upcoming event or fiscal year**
 - Attached
 - Not Attached
 - First-time Event

FUNDRAISING - For events that occurred last year, was the fundraising a success?

- Yes
- No
- N/A
- If you answered "No" (on the prior question), please provide a written explanation.**
 - Attached
 - Not Attached
 - First-time Event
- Was a "non-employee" paid to organize and/or manage the event?**
 - Yes
 - Name: _____ Org.: _____
 - No
- Were event services provided by you to raise money for (1+) NP Agency?**
 - Yes
 - No
 - First-time Event
- If you answered "Yes" above, provide a signed statement from event organizer including financial information (amount raised and agency name).**
 - Attached
 - Not Attached
- If this event occurred last year, describe how the event met your projections and expectations on an attached sheet. ___ N/A**

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DECLARATION & SIGNATURE

- I have read the Events Policy and all applicable guidelines and requirements that are outlined on the City's Web Page for events (link below).
<http://www.lewistonmaine.gov/index.aspx?NID=659>
- I have met with and or discussed all requirements with each City Department outlined in the Event Application (page 7).
- I have included my non-refundable \$50 processing fee.

Signature of Applicant

Printed Name

Date Submitted

**PLEASE RETURN APPLICATION, MAP/DIAGRAMS, ALL REQUESTED DOCs and
\$50 PROCESSING FEE & Applicable Park-Use Fees (Page 3) to:**

Phil Nadeau, Deputy City Administrator
27 Pine Street
Lewiston, ME 04240

Email: pnadeau@lewistonmaine.gov
FAX: (207) 795-5069
Questions? Call (207) 513-3012

**Make checks payable to: "City of Lewiston" or call 513-3121
to process a credit card payment.**