



Event Application

Calendar Year 2020

Fiscal Year 20/21

The Fiscal Year runs from July 1st of the event calendar year to June 30th of the following year

Contact Information

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: _____

Event Overview

Event Name: _____ Requested Location: _____

Requested Date(s) _____ to _____ Single Date _____ Rain Date (if applicable) _____

Actual Hours of Event _____ to _____ Set-up time _____ Tear-down time _____

Type of Event (check all that apply): **Check here if this is a repeat event** _____

Estimated Event Attendance _____ (a Certificate of Insurance is required for events of 25+)

(1,000+) _____ (requires CC approval) Park Use _____ Gazebo Use _____ Amphitheater Use _____

Walk/Run _____ Road Race _____ Live Performance _____ Festival _____ Concert _____ Parade _____

Picnic/BBQ _____ Block Party _____ Arts _____ Wedding Ceremony _____ Wedding Reception _____

Carnival _____ Circus _____ Fireworks _____ Vigil _____ Demonstration _____ March _____

Open to the Public _____ Age-Restricted _____ Invitation Only _____ Fundraiser _____

Other (please specify): _____

Description of Event



Event Application

Event Timeline

Events within the City of Lewiston require a team effort. It is our goal to assist you with information and services necessary for a successful event.

90 DAYS PRIOR SUBMISSION OF EVENT APPLICATION

An event application is necessary if you are going to utilize any City-controlled property such as parks, streets, sidewalks, parking areas, amphitheater, or gazebo for any activity or event.

- Submit application and \$50 processing fee to Administration at Lewiston City Hall. (This will secure your park location.)

MAPS REQUIRED

- **Park-Venue Map / Diagram Required, *submit maps with application***
 - Include placement of tents, stage, tables, first aid, port-potties, hand sanitizing stations, parking for the event (PW & PD review required)
 - **Please note** there are no bathroom facilities at city parks. Plan ahead for porta potties.
- **Parking Plan Map**-for events where equipment will be driven, include vehicle placement and what materials/supplies will be used
- **Festival Zone Designation | *City Council approval necessary*** (refer to policy)

30 DAYS PRIOR EVENT STAFF MEETING & LOGISTICS REVIEW

- Licensing, permitting, and park fees due
- Certificate of Insurance due to Administration (*see pg. ___ for details*)
 - A sample document may be requested
- All requests for **Public Works** assistance must be submitted to Megan Bates
- DIG-SAFE
- General fire inspection and review of first-aid/incident plans
- Fireworks permit
- Event organizer will alert business owners in the event area of your upcoming event, and/or of any road closures that may impede their business

7 DAYS PRIOR FINAL WALK-THROUGH IF APPLICABLE

- Be sure all licenses and permits paid and have been obtained
- Secure electrical access - if needed, obtain a key

WEB-ACCESS TO POLICIES, GUIDELINES, AND REGULATIONS

- Use this convenient link for helpful information regarding your event:
<http://www.lewistonmaine.gov/eventsinfo>



Event Application

Event Staff

Contacts –Department Functions & Requirements

ADMINISTRATION: Janet Labbe, 513-3121

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

Janet Labbe: jlabbe@lewistonmaine.gov

- Processing fee & Park fees
- Certificate of Insurance (COI)
- Security deposit/Performance bond
- Ensures proper paperwork is submitted
- Fundraising for another organization-letter and financials must be submitted
- Organizes staff/organizer meetings
- Review to ensure all fees are paid
- Ensure organizer contacts area businesses if applicable
- Provide applicable policies, rules, etc.
- Provides updates to event staff

CITY CLERKS: Kelly J. Brooks, 513-3020

kjbrooks@lewistonmaine.gov

- Demonstrations-issues letter of review
- Schedules City Council action if required
- Sound Amplification permit
- Outdoor Entertainment permit
- Outdoor Alcohol permit
- Food services (food truck) licensing
- Product vendor license
- Carnival or Circus permit

SANATARIAN/CODE: Louis Lachance

513-3000 x3224; llachance@lewistonmaine.gov

- Food service vendors reviewed
- Schedules inspection

POLICE: Sgt. Derrick St. Laurent

513-3000 x3303; dstlaurent@lewistonmaine.gov

- Map/diagram review/approval
- Security review/approval
- Parade permit

RECREATION: Jason Hanken, 513-3005 x3700

jhanken@lewistonmaine.gov

- Tables and Chairs
- Events/Activities at KP basketball court, Memorial Armory & athletic fields

FIRE: Asst. Chief Mark Caron, 513-3000 x3601

mcaron@lewistonmaine.gov

- General fire safety inspection-cooking equipment, fire extinguishers, tents
- Fire Department permit for propane tanks over 20lbs
- Open burning permit requirement
- Tent, awning, canopy-flame retardant certification must be submitted
- Fireworks-Fire Dept. & Fire Marshal permits

PUBLIC WORKS: Megan Bates, 513-3073

mbates@lewistonmaine.gov

Steve Murch: smurch@lewistonmaine.gov

Reggie Poussard: rpoussard@lewistonmaine.gov

- Park set-up map review/approval
- Road service interruptions, closures- plan review/approval
- Site visit with organizer
- Dig Safe requirements – spray areas as needed
- Electrical access plan review/approval and key access-
- Weed whack electrical area
- Water access plan review and approval- inspection of water spickets
- Parking plan review/approval for parking lots, parking garages
- Parking & Emergency Shelter Signage
- Equipment and vehicles on property-logistics plan review/approval
- NP's using parking area- policy review
- Organizer contacts private parking lots in the area
- Porta-Potties, hand-washing, and ADA requirements, plan review/approval
- Waste collection plan review: need for trash bags, barrels, recycle bins, dumpsters
- Bollards, barricades, snow fence
- Repair area(s)

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 event requirements outlined in the application.

Thank you



Event Application

Non-Profit Information and Fee Waiver Requests (FY21)

FEE WAIVER REQUESTS FOR NON-PROFITS ONLY

SUBMISSION REQUIREMENTS and DEADLINE

Fee waiver requests are for Non-Profits only. The application must be submitted within the Fiscal Year above, which means in order to submit a request to City Council with this application, your event must be within the period of:

JULY 1, 2020 to JUNE 30, 2021

AND, your application and \$50 processing fee must be submitted between:

January 1, 2020 to March 1, 2020

City Council review and approval is necessary. The Council are typically meets in mid-April to hear requests. You may be required to attend.

What fees can be included in waiver requests?

IN-KIND SERVICES may be requested for waiver.

For instance, staff time/labor costs for work performed by Public Works, Police, and Fire, including over-time. [maximum of \$2,500 cash and \$5,000 in in-kind services]

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 1st.

SCHEDULE A

ADDITIONAL INFORMATION REQUEST

PLEASE SUBMIT SCHEDULE A located at the end of the application

Lewiston- based (LBNP) Non Profits

50% Discount on most permit fees and Park fees

If your Non-Profit's office is physically located in Lewiston, you will receive 50% discount. Any other Non-Profits or For Profits will pay full price. Thank you for choosing the City of Lewiston for your event. We appreciate your presence in the community.



Event Application

Events in Our Parks

*Lewiston-based non-profits (LBNP) will receive a 50% discount on park fees.
If utilizing a park, please select one*

Enjoy the city’s greenspace, and book a park for your event.

SIMARD-PAYNE MEMORIAL PARK _____

Located at 46 Beach Street, this greenspace is one of the city’s largest parks, has many amenities and is used for multiple events both large and small. It is located on the banks of the Androscoggin River and provides water access and a beautiful view. The park has a multi-purpose level greenspace, the river walk path around the park, which leads over the footbridge and into Auburn where the path continues. An Amphitheater is also located in the park near the water which can be utilized for music, various performances, weddings, or just a place to enjoy your lunch.

Park Fee is \$150 per day, (LBNP) rate is \$75 per day. If you are utilizing the Amphitheater only for your event, the rate is \$60 per hour. Any non-profits will pay the rate of \$25 per hour.

DUFRESNE PLAZA _____

Located at 72 Lisbon, this park plaza does not have greenspace; however is nicely done with landscaping and benches. The park is often used for downtown activities, performances, and a perfect place to gather with friends. **Park Fee is \$150 per day, (LBNP) is \$75 per day.**

KENNEDY PARK _____

Located at 120 Park Street and features a beautiful greenspace with trees, walking paths, a playground, basketball courts, pool, splash pad, and Skate Park! Among the park’s amenities is a Gazebo, with electrical access upon request, located in the heart of the park. **There is no charge to utilize the park.**

PETTINGILL SCHOOL PARK _____

Located at 411 College Street, this park features a good-sized level greenspace, basketball hoop, playground, and the Lenny Breau Pergola with stage. The park is enjoyed by many families with children, there has been a wedding at this location, bookings for birthday parties, and concerts. It is also a site used for outdoor family movie nights. Friends of Pettingill help maintain the park and take pride in its evolving amenities. **There is no charge to utilize this park.**

VETERANS MEMORIAL PARK _____

Located at 2 Main Street, this space includes a paved walking path, various memorials, American and military flags, Gold Star, and lovely landscaping on the bank of the Androscoggin River. The park is used primarily for veterans, and the Veterans Association approves all events.

There is no charge to utilize this park.

The city has several other parks that are not normally booked for events. Please note, there are no bathroom facilities at these parks. Please plan ahead with porta-potties.

OTHER _____ NAME OF PARK/LOCATION _____

Park Fee _____ (if applicable) x number of days reserved _____ Amount Due \$ _____



Event Application

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

Please check all that apply

SOUND AMPLIFICATION-will you be amplifying sound? Yes ___ No ___ please describe below:

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

OUTDOOR ENTERTAINMENT (live performance) Yes ___ No ___ please describe below:

OUTDOOR ENTERTAINMENT PERMIT \$50 / \$25 (LBNP) Amount \$ _____
City Council approval is required

FOOD Yes ___ No ___ Given Away ___

Food Truck Yes ___ No ___ **Food Truck Name** _____ **Licensed** Yes ___ No ___

BBQ Yes ___ No ___ is this a catered event? Name of caterer _____
(copy of rules & regulations)

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 Yes ___ No ___ (restrictions may apply)

Licensed Business Name _____

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

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 _____

CIRCUS Yes ___ No ___

STATE PERMIT REQUIRED; has it been obtained? Yes ___ No ___
CARNIVAL OR CIRCUS PERMIT REQUIRED \$180 per day x _____ number of days Amount \$ _____
No discounts apply on carnival or circus permits



Event Application

Event Logistics

Will your event include any type of traffic interruption?

Detour/Road Closure Information

Please complete the following information if your event/activity will disrupt, detour, or close any traffic (Fire, PW route review; PD route/security review)

Name of Road(s) or Intersection(s) _____

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)

Parade

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

Other _____

Involving Detour/Road Closure

Please specify _____

Map-Diagram Requirements

Return map(s) with application

PARK MAP Include placement of tents, stage, tables, first-aid, porta-potties, hand sanitizing stations, and event parking

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 for events. Include vehicles transporting material and supplies, location and storage

Business Owner Contact Plan is due when application is submitted.

If your event is in an area where businesses are present, ie. Lisbon Street, larger events at Simard-Payne Park, etc. You will need to submit your plan for contacting them prior to your event. ESPECIALLY if a road closure or detour will impact a business.

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 _____



Event Application

Parking Logistics (continued)

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 event organizer must contact the lot owner. List the name of the owner and location of lot. _____

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**

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



Event Application

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.

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** ___

Electricity - Is additional wiring is required? Yes ___ No ___ If yes, the applicant must contract a licensed electrician who will be required to obtain a permit.

- Name of Electrician: _____ Business Name: _____

Electric requiring a licensed electrician must be reviewed by City Electrician Denis Caron. dcaron@lewistonmaine.gov. If a key is to be obtained prior to your event, please contact Public Works rpoussard@lewistonmaine.gov or mbates@lewistonmaine.gov to make arrangements, one week prior to your event.



Event Application

Public Works (continued)

Will you need any of the following?

Snow Fence Yes ___ No ___
 Barricades Yes ___ No ___
 Bollards Yes ___ No ___

Parking and Emergency Shelter Signage Yes ___ No ___

Water Access Yes ___ No ___

Porta Potties

There are no bathroom facilities at our parks, or City-controlled property. **Please note**, 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.

Estimated Attendance _____

Rest Room | Porta Potties Yes ___ No ___ *If yes, how many? ADA ___ Regular ___*

Hand Sanitizing Stations Yes ___ No ___

First Aid Facility Yes ___ No ___ Note: _____

Site Visit Prior to Event

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. Thank you.

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>



Event Application

Administration (continued)

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.

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.

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.

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 Application

Administration (continued)

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.

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; or Deputy City Administrator Denis D’Auteuil at 207.513.3012, 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
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 Application

SCHEDULE A (NON-PROFITS only)

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 Non-Profit Organization _____

Applicant Name _____ Phone _____

Email _____ New Event ___ Repeat ___

FINANCIAL INFORMATION/BUDGETS - Repeat Events Only *(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

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