

# Town Of Windham Special Event Application

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

*Non-Refundable \$50 processing fee due when application is submitted. Application is due 14 days prior to event.*

## Event Information

Activity/Event Name: \_\_\_\_\_ Requested Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Rain Date: \_\_\_\_\_

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

Anticipated Attendance: \_\_\_\_\_ (50+ will require a certificate of insurance, see pg. 6 for details)

Detailed Description of Event (Please be specific regarding the area of public space/park requested and describe the event in detail):

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Type of Event (select all that apply):

Walk/Run Road Race: \_\_\_\_\_ Birthday: \_\_\_\_\_ Outdoor Entertainment: \_\_\_\_\_ Festival: \_\_\_\_\_ Concert: \_\_\_\_\_

Parade: \_\_\_\_\_ Vendors: \_\_\_\_\_ Picnic/BBQ: \_\_\_\_\_ Block Party: \_\_\_\_\_ Fireworks: \_\_\_\_\_ Carnival: \_\_\_\_\_

Circus: \_\_\_\_\_ Wedding: \_\_\_\_\_ Wedding Reception: \_\_\_\_\_ Vigil: \_\_\_\_\_ Demonstration: \_\_\_\_\_ March: \_\_\_\_\_

Open to the Public: \_\_\_\_\_ Age Restricted: \_\_\_\_\_ Invitation Only: \_\_\_\_\_ Fundraiser: \_\_\_\_\_

Other: \_\_\_\_\_

Please note - Fireworks are only permitted 4 days a year. FMI - <https://www.windhammaine.us/680/Fireworks>

## Organizer Information

Commercial (non-revenue) \_\_\_\_\_ Commercial (Revenue) \_\_\_\_\_ Private-Personal \_\_\_\_\_

Non-Profit (non-revenue) \_\_\_\_\_ Non-Profit (Revenue) \_\_\_\_\_ Government \_\_\_\_\_

Non-Profit paperwork is required and due with your application: 501c3: \_\_\_\_\_ IRS Letter: \_\_\_\_\_ Form 990: \_\_\_\_\_

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

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

On-Site Manager Name (day of event): \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact if Different from Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

## Type of Event

Special events may fall under these categories

- Tier 1** - Special Events involve the use of the Parks & Recreation Department facilities/Town facilities for functions involving 100 or less people. The Parks & Recreation Director or their designee is the permitting authority
- Tier 2** - Special Events involve street closure requests, parades, road races, walks or other single-day functions involving 100 or less people. The Police Chief and Public Works Director or their Designees are the permitting authority
- Tier 3** - Special Events are functions that involve a street closure or the use of a Town facility for a single-day function involving 100-999 people. The Parks & Recreation Director, Police Chief, Fire Chief, Public Works Director, Code Enforcement Officer and any other personnel assigned by the Town Manager will be the permitting authorities.

*PLEASE NOTE: The Town Council shall be the permitting authority for events to be held in Town of Windham parks, recreation, public buildings, grounds and streets when it could reasonably be assumed that 1,000 or more persons might gather or participate; or any event which is proposed to last longer than two consecutive days, regardless of the number of persons anticipated to gather or participate.*

## Facilities Requested for Event

Select:

Donnabeth Lippman Park: \_\_\_\_\_

Town Hall Gym: \_\_\_\_\_

Dundee Park: \_\_\_\_\_

Kitchen: \_\_\_\_\_

Beach Pavilion: \_\_\_\_\_

Town Hall Park/Pavilion: \_\_\_\_\_

Grove Pavilion: \_\_\_\_\_

Picnic Area: \_\_\_\_\_

Windham Community Park: \_\_\_\_\_

Moody Basketball Court 1: \_\_\_\_\_

East Windham Conservation Area: \_\_\_\_\_

Moody Basketball Court 2: \_\_\_\_\_

Lincoln Field: \_\_\_\_\_

Pavilion: \_\_\_\_\_

Library: \_\_\_\_\_

Skatepark: \_\_\_\_\_

Library Parking Lot: \_\_\_\_\_

Volleyball Court 1: \_\_\_\_\_

Volleyball Court 2: \_\_\_\_\_

Lowell Preserve: \_\_\_\_\_

Other: \_\_\_\_\_

Mountain Division Trail: \_\_\_\_\_

There are bathrooms facilities at the Town Hall & Dundee Park – temporary portable toilets are needed for all other facilities. The event organizer must contact a portable toilet company, at your expense, to reserve, deliver, and arrange to have the unit(s) picked up. Advanced notice and padlocked doors are recommended.

Permanent or temporary portable toilets will be required if your event is exceeding three hours OR serving alcohol. 1 ADA porta-potty and handwashing/sanitizing station recommended for each 50 people.

How many ADA units: \_\_\_\_ How many regular units: \_\_\_\_ (Include and indicate on location on map)

## Department Information for your Event

The event organizer will contact the staff member to discuss logistics outlined in the application.

### Town Clerk's Office in conjunction with Code Enforcement

The Clerk's Office provides permits & licenses. Review, check all that apply and provide detail.

**Sound Amplification** – Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please describe: \_\_\_\_\_

Sound amplification permit may be required \$\_\_\_\_\_ Per day

**Outdoor Entertainment (live performance)** – Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please describe: \_\_\_\_\_

Outdoor entertainment permit may be required, Town Council Approval Required \$\_\_\_\_\_

**Food** – Yes: \_\_\_\_\_ No: \_\_\_\_\_ Sold: \_\_\_\_\_ Given Away: \_\_\_\_\_

Food Truck – Yes: \_\_\_\_\_ No: \_\_\_\_\_ Food Truck Name: \_\_\_\_\_

Licensed to operate in Windham – Yes: \_\_\_\_\_ No: \_\_\_\_\_

**BBQ** – Yes: \_\_\_\_\_ No: \_\_\_\_\_ Sold: \_\_\_\_\_ Given Away: \_\_\_\_\_

Is this a catered event? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Name of caterer if applicable: \_\_\_\_\_

Required to review and adhere to BBQ rules & Regulations

Food Service License may be required \$\_\_\_\_\_ up to 3 days

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

Outside Alcohol (restrictions apply) – Yes: \_\_\_\_\_ No: \_\_\_\_\_ Licensed Business Name: \_\_\_\_\_

Outdoor Alcohol permit may be required \$\_\_\_\_\_ per event

**PERMANENT OR TEMPORARY PORTABLE TOILETS ARE REQUIRED FOR ALL EVENTS THAT INCLUDE ALCOHOL**

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

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

**Circus** – Yes: \_\_\_\_\_ No: \_\_\_\_\_ State Permit Required, Has it been obtained – Yes: \_\_\_\_\_ No: \_\_\_\_\_

Carnival or Circus permit may be required \$\_\_\_\_\_ per day x \_\_\_\_\_ number of days

## **Public Works**

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

**Event Logistics - Review, check all that apply and provide detail.**

### **Electricity**

Access to Electricity – Yes: \_\_\_\_\_ No: \_\_\_\_\_

Is additional wiring required? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If Yes, the applicant must contact a licensed electrician who will be required to obtain a permit.

Name of Electrician: \_\_\_\_\_ Business Name: \_\_\_\_\_

### **Waste Material – Clean-up is required following the event (Carry-in, Carry-out Policy)**

Please be sure you have adequate containers, trash bags, etc. to pick up and dispose of recyclables and waste.

### **Other**

Tents Yes: \_\_\_\_\_ No: \_\_\_\_\_ Size: \_\_\_\_\_

Access to Water Yes: \_\_\_\_\_ No: \_\_\_\_\_

Snow Fence Yes: \_\_\_\_\_ No: \_\_\_\_\_

Barricades Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will your event disrupt traffic? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will your event require road closures? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Parking Plan Yes: \_\_\_\_\_ No: \_\_\_\_\_

Equipment & vehicles on property Yes: \_\_\_\_\_ No: \_\_\_\_\_

### **Road Closure/Traffic Interruption**

Type of Event (select all that apply):

Walk/Run Road Race: \_\_\_\_\_ Bicycling: \_\_\_\_\_ Parade: \_\_\_\_\_ Festival: \_\_\_\_\_ March: \_\_\_\_\_

Other: \_\_\_\_\_

Affected Street Names: \_\_\_\_\_

Duration of Closure: From: \_\_\_\_\_ To: \_\_\_\_\_ Notes: \_\_\_\_\_

## **Parks & Recreation**

Contact – Jason Hanken, jbhanken@windhammaine.us

Are there any Parks and Recreation staff assistance requested? \_\_\_\_\_

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## **Police Department**

Contact –

Are there any Police Department staff assistance requested? \_\_\_\_\_

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Review of road closures/detours: \_\_\_\_\_ Map Review: \_\_\_\_\_ Event Security: \_\_\_\_\_

Cruiser Needed: \_\_\_\_\_ Parade Review: \_\_\_\_\_

## **Fire Department**

Contact –

Are there any Fire Department staff assistance requested? \_\_\_\_\_

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Review of road closures/detours: \_\_\_\_\_

BBQ Review *if cooking in a town 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: \_\_\_\_\_ How many: \_\_\_\_\_ (Flame-retardant certification required)

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

Emergency Shelter Plan: \_\_\_\_\_

Rallies, Assemblies, Gatherings, or Mass Gathering – Fire inspection and review required

## **Administration**

Contact –

Are there any Administration staff assistance requested? \_\_\_\_\_

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## Map-Diagrams Required

**To be submitted with application (if applicable). Maps are reviewed by PW, Police, & Fire.**

- PARK/VENUE MAP:** *Include placement of tents, stage, tables, porta-potties, hand sanitizing stations, and first aid.*
- ROUTE MAP: (Run/Walk/Cycle)** *Include staging area, actual route, and end point*
- PARADE ROUTE MAP:** *Include staging area, actual route, and end point*
- ROAD CLOSURE/DETOUR MAP:** *Contact the Chief of Police*
- PARKING PLAN MAP:** *Event parking, vehicles transporting material and supplies, location and storage*

## Business Owner Contact Plan

**Organizer must contact businesses when applicable. Due when application is submitted.**

*If your event is in an area where businesses are present, you will need to submit your plan for contacting business owners prior to your event, ESPECIALLY if a road closure or detour will impact their business.*

## Certificate Of Insurance (COI) Requirements

**MANDATORY FOR EVENTS WITH 50 or more people expected to attend. Administration will review events with attendance between 25-49 attendees.**

*Submit Certificate of Insurance (COI) to Administration 30 days prior to your event unless otherwise authorized by the Office of the Town Administrator.*

### WHAT IS A COI?

A COI is event comprehensive liability insurance and is necessary for an event/activity with 50 or more people in which a person/group wishes to reserve any Town-controlled/owned property such as a park or street. The COI shall be issued naming the Town of Windham as “additional insured,” specifying the event/activity, the dates, and any other pertinent information and shall provide comprehensive general liability coverage with a minimum of \$1,000,000 per occurrence.

### Applicable fees

**\$50 processing fee due at the time the application is submitted.**

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

- Applicable park-use fees and/or permitting and/or licensing fees
- Staff time/labor cost fees will be billed by Public Works, Fire and Police. Advance payment and/or a performance bond may be requested by the Town Administrator’s Office.

## Town of Windham Special Event Permit Indemnification and Release Provisions

A. In consideration for being permitted to use the facilities and/or rights-of-way of the Town of Windham, (hereinafter "Town"), \_\_\_\_\_ (*insert name of person/entity seeking permission to use facilities and/or right-of-way, hereinafter "Applicant"*) agrees to indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss, or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that in the event of damage, loss or injury to the facilities or to any property or equipment therein or to the Town rights-of-way, the Town may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the Town for all costs associated therewith upon billing by the Town.

C. In addition, in consideration for being permitted or allowed to use the facilities and/or right- of-way, Applicant on behalf of itself and its officers, employees, members, and participants, hereby expressly exempts and releases the Town, its officers, employees, insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the Town, its officer, or its employees, or from any other cause whatsoever.

D. In addition, \_\_\_\_\_ has furnished and attached two copies of certificates of insurance with the Town of Windham named as an additional insured in the amount of \$1,000,000 unless a greater amount is warranted.

E. In addition, depending upon the size and nature of the event, the Town may require that Town employees, including Police, Fire, Public Works, Code Enforcement and/or Parks and Recreation, are present at or assist with the event. The Town shall determine the number of personnel necessary to ensure the safety of the public and participants, minimize the inconvenience to residents, and reduce public liability exposure to the event sponsor and the Town. The cost associated with the use of any such personnel, including Town equipment, is the responsibility of the event sponsor. A deposit of thirty percent (30\*%) of the estimated personnel cost for the event will be required with the submittal of the application. The Town shall provide a good faith estimate of the total personnel within 10 days after the approval of the application. The complete fee must be submitted to the Town prior to the day of the event. Fees may be waived in whole or in part by the Town Council prior to the special event.

Signature of Applicant: \_\_\_\_\_

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

## Review by Special Events Permitting Authority

Having completed a review of the application, the proposal itself, the location of the event and its impact upon services and resources, this application is:

- APPROVED AS SUBMITTED
- APPROVED WITH MODIFICATIONS AND/OR RESTRICTIONS
- DENIED

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

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

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

Modifications / Restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons for Denial: \_\_\_\_\_

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\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Parks and Recreation Director

\_\_\_\_\_  
Public Works Director/Highway Supervisor