

Town of Hebron, Maine Mass Gathering License Application

This application must be filed with the Town Clerk not less than sixty (60) days before the date of the event, along with any required attachments. To be considered complete, this application must be accompanied by a non-refundable application fee as follows:

Non-profit organizations, minor and major:	\$1.00
Individuals and for-profit organizations, minor:	\$100.00
Individuals and for-profit organizations, major:	\$250.00

I. Applicant Information

A. Name of applicant (or name of organization and authorized agent): _____

B. Is applicant a not-for-profit organization? _____
(If yes, attach a copy of State of Maine and IRS tax exempt certificates.)

C. Mailing address of applicant: _____

D. Telephone numbers of applicant: _____

II. Event Information

A. Name of event: _____

B. Dates of event: _____

C. Start and finish times of event: _____

D. What size will the event be?

Minor (300-999 people) Major (1,000 or more people)

E. Expected peak attendance: _____

F. Description of event: _____

(Attach additional sheets if necessary.)

G. Will food be sold and/or served at this event? _____

H. Will alcoholic beverages be sold and/or served at this event? _____

III. Property Information

A. Location where event will be held: _____

- B. Is this property owned by the applicant? _____
(If not, attach a copy of the contract with or letter of authorization from the owner allowing use of the property for the event.)
- C. Seating capacity of venue (specify permanent, temporary or other): _____

- D. Standing room (in square feet): _____
- E. Number of toilets available (specify permanent and/or portable): _____

- F. Number of parking spaces available (specify on and/or off site): _____

- G. Specify which, if any, parking lots are lighted (if event includes evening hours):

- H. Source of potable water: _____
- I. Number and size of refuse containers available: _____
- J. Name of refuse disposal company and/or plan for proper disposal of waste:

(Attach copy of agreement to pick up refuse, if any.)
- K. When will refuse be picked up or otherwise disposed? _____

IV. Public Safety Information

- A. Describe first aid/medical personnel and provisions: _____

- B. Describe fire/emergency equipment and availability: _____

- C. Describe communication system: _____

- D. Number of certified police officers: _____
- E. Other security personnel (include company name and qualifications): _____

V. Traffic Plan Information

- A. Description of routes persons attending the event are likely to take (include number and deployment of traffic controllers): _____

- _____
- B. Methods used to publicize alternate routes of reaching the scene of the event:

- C. Availability of private towing firms to remove disabled vehicles (include specifics for firms and coverage times: _____)

VI. Other information

- A. Name of promoter (if different from applicant): _____
- B. Mailing address of promoter: _____
- C. Telephone numbers of promoter: _____
- D. Name of liability insurance carrier: _____
(Attach proof of insurance.)
- E. Type of performance guarantee if one is required (i.e., escrow account):

- F. Attach a plan showing the size of the assembly area with designated locations for drinking water, toilet and washing facilities, waste containers, first aid facilities and available parking.

I have received and reviewed a copy of the Town of Hebron, Maine Mass Gatherings Ordinance, and hereby submit this application, which is true and complete to the best of my knowledge and ability.

Date: _____
_____ Applicant

Approved by:

Date: _____
_____ Selectman

Date: _____
_____ Selectman

Date: _____
_____ Selectman

FOR OFFICE USE ONLY

Date filed: _____

Fee amount paid: _____

Date ordinance received by applicant: _____

Date sent to CEO: _____

Date sent to Fire Chief: _____

Date sent to Maine State Police: _____

Date sent to Oxford County Sheriff's Office: _____

Date provided to Selectmen: _____

Public hearing date (major): _____

Date public hearing notice sent to applicant: _____