

Town of Boothbay Harbor
Application for Event Permit
Barrett's Park

Town of Boothbay Harbor
11 Howard St.
Boothbay Harbor, ME 04538
207-633-3671

This application form is required for gatherings reasonably anticipated to draw over 50 attendees, and must be completed and returned with the required one hundred fifty (\$150.00) dollar fee at least thirty (30) days prior to the use date requested. **SEVENTY-FIVE (\$75.00) DOLLARS OF THE FEE WILL BE REFUNDED SUBJECT TO DAMAGES AND CLEAN UP COSTS UPON INSPECTION BY THE PUBLIC WORKS DIRECTOR FOLLOWING THE EVENT.** In accordance with the General Rules for Barrett's Park, Rules and Regulations for the Facility Use, adopted by the Boothbay Harbor Board of Selectmen on August 27, 2001, in no case shall any individual or group deprive the public at large from the normal use and enjoyment of the park. Loud and unreasonable noise is prohibited under the BBH Town Ordinance, no open fire allowed, park hours are from 6:00 a.m. to 10:00 p.m. and **NO ALCOHOLIC BEVERAGES OR UNLAWFUL SCHEDULED DRUGS MAY BE CONSUMED OR ALLOWED ON THE PARK PREMISES. UNDER NO CIRCUMSTANCES ARE THERE TO BE ANY VEHICLES IN THE PARK WITHOUT WRITTEN PERMISSION FROM THE PUBLIC WORKS DIRECTOR. Reservations do not guarantee use of gazebo, parking or other locations in the park.** (see park rules for more information.)

Name: _____

Mailing Address: _____

Town/City: _____

State: _____ Zip: _____ Contact Number: _____

Requested Date: _____ Requested Time: _____

Event: _____ Approximate number of people: _____

Proof of Liability Insurance (minimum of \$500,000)

Amount: _____ Issued by: _____ [] Town Named on Policy

Please date and sign application agreeing to abide by the rules and regulations as stated above.

Applicants Signature: _____ Date: _____

Application received by: _____ Date: _____

Administrative Review/Requirements:

- ☐ **Deposit fee** received - date: _____ ☐ **Deposit fee** returned - date: _____
- ☐ **Police review** - Applicant is in compliance with the following requirements:
- 1) Security
 - 2) Police on site - Number: _____
 - 3) Event staff for parking/safety.
 - 4) Adequate parking on site or off site with shuttle service.
 - 5) Review of parking prohibitions in the area.
 - 6) Pedestrian and vehicular safety adequately provided by event staff-includes arrangements for safe street crossing by event staff.
 - 7) Other comments: _____
- Approved: [] yes [] no
- ☐ **Fire Department/EMS review** - Applicant is in compliance with the following requirements:
- 1) Fire Chief's review of adequate fire protection.
 - 2) Fire Chief's review/recommendationns for medical/fire personnel and equipment on site: _____
 - 3) Other comments: _____
- Approved: [] yes [] no
- ☐ **Public Works review** - Applicant is in compliance with cleanup, park access, vehicular restrictions and road use requirements.
- Other comments: All garbage must be removed. _____
- Approved: [] yes [] no
- ☐ **Code Enforcement review** - Applicant is in compliance with applicable public health statutes and rules.
- Other comments: _____
- Approved: [] yes [] no
- ☐ **Harbor Master review** - Applicant is in compliance with applicable town Ordinance and Port Committee rules.
- Other comments: _____
- Approved: [] yes [] no