

Town of Boothbay Harbor
Application for Event Permit
Waterfront 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 before the use date requested. No individual or group deprive the public at large of 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.**

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 the 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: _____

Police review – Applicant complies 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 complies with the following requirements:

- 1) Fire Chief’s review of adequate fire protection.
- 2) Fire Chief’s review/recommendations for medical/fire personnel and equipment on site: _____
- 3) Other comments: _____

Approved: yes no

Public Works review – Applicant complies with cleanup, park access, vehicular restrictions, and road use requirements.

Other comments: All garbage must be removed.

Approved: yes no

Code Enforcement review – Applicant complies with applicable public health statutes and rules.

Other comments: _____

Approved: yes no

Harbor Master Review – Applicant complies with applicable town Ordinance and Port Committee rules.

Other comments: _____

Approved: yes no