

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 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. No individual or group may deprive the public at large from the normal use and enjoyment of the park. Loud and unreasonable noise is prohibited under the Boothbay Harbor Town Ordinance, no open fire allowed 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 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: \_\_\_\_\_  
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