

CITY OF LEWISTON - APPLICATION for EVENTS from 7/1/17- 6/30/18



- EVENT** (25+ participants)
- SPECIAL EVENT** (over 1,000 expected)
- EVENT SPECIFICATIONS** –check one
 - First-Time Event
 - Repeat Event
- PARK USE ONLY** (see page 3)
- GAZEBO/AMPHITHEATER ONLY** (special application required contact Admin)

Application Date: _____

Event Application must be submitted no later than **90 days prior** to the event.

Event Name: _____

Requested Date: _____ **Rain Date (if applicable):** _____

Event Location: _____

Type of Event: (Walk/Run, Festival, Concert, Etc.) _____

Contact Name: _____ **Telephone:** _____

Email: _____

Host Organization: _____

Mailing Address: _____ **City:** _____

- NON-PROFIT (NP)** Documentation Required; check one below and include with application
 - 501(c)(3)
 - IRS Form 990
 - IRS Letter
- FOR-PROFIT ORGAGNIZATION**
- Processing Fee: \$50** -non-refundable and due at the time application is submitted.
 - Check
 - Credit Card
 - Cash

Processing Fee:	COI:	Staff Use Only
Park Fees:	NP Documentation:	Event Number:
Other Fees:	Fundraising Documentation:	_____

DISCLAIMER

The City of Lewiston shall reserve the right to deny any application if the requested information is incomplete; conflicts with City policies, ordinances, events or City services; contains information that is inaccurate or fraudulent; or appears to violate local, state, or federal law. Please note in some instances a background check may be required for a \$21 fee.

APPLICATION SPECIFICATIONS

For Non-Profits Requesting Fee Waivers:

COMPLETE SCHEDULE A and return with application (pages 8-9)

Submit application and supporting documents *no earlier than January 1* and *no later than March 1* for events that will occur in the next fiscal year, beginning July 1. Any requests for fee waivers made after March 1 will need special consideration from the City Council, and the organization and/or individual will be required to appear before the Council.

FISCAL YEAR - Runs from July 1 of the current year to June 30th of the following year.

All Organizations:

All organizations or individuals seeking to utilize any City-controlled property such as parks, streets, sidewalks, parking areas, amphitheater, or gazebo/bandstand for any activity or event with 25 or more people must complete this application and supporting documentation.

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

- **Processing Fee \$50** (non-refundable and due with submitted application)
- **Park Use Fees** (see page 3)
- **Applicable Permits/Licenses** (Contact the City Clerk’s office for application review)
- **Staff Time/Labor Costs** (fees applicable, if not waived)

Please note: All applicable fees must be paid no later than **30 days prior** to the event.

Questions?

If you have any questions while completing this application, don’t hesitate to call either Janet Labbe at 207-513-3121 or Phil Nadeau at 513-3012.

CITY OF LEWISTON - APPLICATION for EVENTS from 7/1/17- 6/30/18

GENERAL INFORMATION Event and/or Park Use (Section 1)

Person Responsible for Event: _____ Title: _____

Daytime Phone: _____ Cell: _____ Cell During Event: _____

Type of Event (Walk/Run, Festival, Concert, Etc.): _____

Event Start Time: _____ Event End Time: _____ Estimated Attendance: _____

Set-up Start Time: _____ Clean-up End Time: _____

- Open to the Public
- Invitation Only
- Age Restriction

PARK USE ONLY – Provide Overview

Event Location: _____

(If you will utilize a park, please check ALL that apply below)

FEES APPLY

- Simard-Payne Park \$ _____ x _____ days
- Dufresne Plaza \$ _____ x _____ days

NO FEE ASSESSED

- Kennedy Park
- Marcotte Park
- Mark Paradis Park
- Pettingill School Park
- Potvin Park
- Raymond Park
- Sunnyside Park
- Veterans Park

Location Other Than Parks:

Street(s) _____

Sidewalk(s) _____

Other _____

PARK FEES & APPLICABLE DISCOUNTS

SIMARD-PAYNE PARK (check one)

- Full Price: **\$135 day**
- Lewiston-based NP
(80% discount): **\$27 day**
- Out-of-Town, NP Fundraisers
(50% discount): **\$67.50 day**
- Out-of-Town, NP Event
(34% discount): **\$89.10 day**

DUFRESNE PLAZA (check one)

- Full Price: **\$265 day**
- Lewiston-based NP
(80 discount): **\$53 day**
- Out-of-Town, NP Fundraisers
(50% discount): **\$132.50 day**
- Out-of-Town, NP Event
(34% discount): **\$174.90 day**

EVENT DETAILS | PERMITTING (Section 2)

Please answer all; check and include details if applicable.

Contact Administration

- Park Use N/A

Contact City Clerk's Office

- Sound Amplification Needed N/A

Permit required

- Live Music
- Speaker | Presenter
- Details _____

- Outdoor Entertainment
Permit required/CC Action

- Details _____

- Food N/A *Food Service License may be required
Sanitarian/Code inspection may*

- Sold
- Given Away
- Type _____

- Beverages N/A
*Food Service License may be required
Sanitarian/Code inspection may apply*

- Sold
- Given Away
- Alcoholic Beverages *RESTRICTIONS apply*
- Type _____

- Product (Non-Food Item) N/A
A Peddler's/Flea Market permit may apply

- Sold
- Given Away
- Type _____

Contact City Clerk's Office

- Carnival N/A
*A Carnival Permit is required
Attach copy of State Permit*
- Rides Offered
 - State Permit Required/Obtained _____
 - Details _____

Contact Fire Department

- Fireworks N/A *F.D. Permit required
Permit required from State Fire Marshal*
Minimum of 30-day Notice Required

- BBQ N/A See policy at:
www.lewistonmaine.gov/documentcenter/view/5535

Associated Fees/Permits-Licensing

Check one:	Discount
<input type="checkbox"/> For-Profit Event	none
<input type="checkbox"/> Lewiston-Based NP	80%
<input type="checkbox"/> Out-of-Town NP Fundraiser	50%
<input type="checkbox"/> Out-of-Town NP Event	34%
Amount of full-price permit/license below:	
Sound Amplification Permit	\$17/day
Outdoor Entertainment Permit	\$50/event
Food Service License	\$50/up to 3 days
Flea Market Permit	\$34/day (1-75 spaces) \$61/day (76+ spaces)
Outside Alcohol Permit	\$25/event other fees may apply
Carnival Permit	\$180/day

MAP & OTHER REQUIREMENTS (Section 3)

Maps must be included with application. Please check all and include details if applicable.

Contact Public Works & Police

- Run/Walk/Cycle** N/A
PW-Route review
PD –Route & Security review

- Route Map – include:**
 - staging area, route, and end point
- Business Owner Contact Plan**
 - Return both with application

- Parade** N/A *A Permit from the PD is required*

- Route Map – include:**
 - staging area, route, and end point
- Business Owner Contact Plan**
 - Return both with application

- Park Map/Diagram** N/A
PW-layout review

Park Map should include:

- Placement of Tents
- Stage
- Tables
- First Aid
- Porta-Potties
- Hand-Washing Station
- Parking

Contact Fire Department & PW

- Tent/Awning Canopy** N/A
FIRE-Flame Retardant Certification Required
PW – Review for Dig Safe requirements

- Size** _____x_____
- Height** _____

Admin Review

- Rest Room (Porta-Potty)** _____# N/A
- Hand Sanitizing Stations** _____# N/A
- First Aid Facility** – list locations on map

Please note: the City will not provide, nor fund Porta-potty services. **Event requirements:** Events with attendance of 200+ lasting longer than 3-hours must provide portable rest rooms, hand-washing or sanitizing stations at the ratio of (1) restroom for each 200 attendees (1/3rd of which must meet ADA requirements).

- Park Activities** *PW & PD review required*
 - Provide Park Map**
 - Stage** *Admin- special consideration may apply*
 - Stage Use:** _____
 - Amphitheater***
 - Gazebo/Bandstand***
**separate application may be required*

CITY OF LEWISTON - APPLICATION for EVENTS from 7/1/17- 6/30/18

Contact Public Works

Parking N/A

Provide Map and include:

- List equipment to be driven and/or parked at city park or parking lot
- _____
- _____
- List materials/supplies
- _____
- _____

Parking Accommodations:

- Anticipated Need
- _____
- Parking Plan-*included with map*

City Parking Garages Yes N/A

City Parking Lots Yes N/A

Waste Disposal N/A

Requesting City Assistance?

Yes N/A

Please note: Clean-up is required following the event. Please ensure that you have adequate containers, trash bags, etc. to pick up and dispose of all waste.

Submit to Administration

Certificate of Insurance (COI)

REQUIRED for 25+ Participants

- Naming the City of Lewiston as additional insured

For details and an example, go to:

www.lewistonmaine.gov/index.aspx?NID=665

Staff Contact Information

Use the contact information below as a check list and to ensure that all Departments have been contacted – feel free to contact with questions.

Administration

(Application submission/application processing fee/park fees)

Phil Nadeau, Deputy City Administration

pnadeau@lewistonmaine.gov; 513-3012

Janet Labbe, Executive Assistant

jlabbe@lewistonmaine.gov; 513-3121

City Clerk's (Permitting and Licensing)

Kelly Brooks, Deputy City Clerk

kibrooks@lewistonmaine.gov; 513-3020

Sanitarian/Code Enforcement

Sue Reny, Sanitarian (food inspections)

sreny@lewistonmaine.gov; 513-3000 x 3224

Gerry Caron, Electrical inspector

gcaron@lewistonmaine.gov; 513-3000 x 3426

Fire Department

(certificates, permits & facility inspections)

Paul Ouellette, Fire Inspector

pouellette@lewistonmaine.gov; 513-3000 x 3605

Public Works

(traffic/ped. control, park logistics, Dig Safe, electric & water)

Megan Bates, Deputy Director

mbates@lewistonmaine.gov; 513-3000 x 3440

Police Department

(traffic control and security requirements)

Sgt. Derrick St. Laurent, Administrative Sergeant

dstlaurent@lewistonmaine.gov; 513-3000 x 3303

EVENT APPROVAL PROCESS (Section 4)

INSURANCE REQUIREMENTS <http://www.lewistonmaine.gov/index.aspx?NID=665>

EVENT LIABILITY INSURANCE – INSURANCE COVERAGE FOR EVENT

Any event/activity in which a person/group wishes to reserve any City controlled/owned property involving (25) individuals and/or requiring the utilization/reservation of any City controlled/owned property such as a park or street, and for events which include, but are not limited to, Walks, Races, Festivals, Concerts, etc. require general liability insurance coverage and the issuance of a Certificate of Insurance (COI). See above link for example & instructions.

The COI shall be issued naming the City of Lewiston as an “additional insured;” specifying the event/activity, and any other pertinent information. Once the event is approved by the City, the **COI will need to be received by the City no later than 30 days prior to the event.**

(The time requirement may be waived by the City Administrator’s office.)

PLEASE HAVE YOUR INSURANCE COMPANY EMAIL: pnadeau@lewistonmaine.gov or FAX the COI to 207-795-5069 to the attention of: Phil Nadeau, Deputy City Administrator.

CONDITIONS of APPROVAL

I understand that:

- Any event consisting of 100+ people may be required to obtain a Performance Bond or Security Deposit payment in the form of a cashier’s check or money order payable to the City of Lewiston. The Performance Bond will be returned if the reserved area is left clean and undamaged following the event. The deposit or bond must be submitted 30 days prior to the event.
- The City Council shall approve any event where attendance is expected to be approximately 1,000 or more people.
- Non-compliance with applicable permitting, the non-payment of fees, and/or the non-compliance of applicable City Ordinances or City Policies may result in the termination and/or cancellation of all events on City property. Failure to comply with the terms of this application may also result in forfeiture of applicable deposits or fees.

FEE WAIVER REQUESTS – Complete SCHEDULE A - page 8-9

Any Non-Profit, individual, or organization requesting Fee Waivers must complete **SCHEDULE A**, leaving no section incomplete. Please use N/A if the requested information does not apply to you. APPLICATION DEADLINE FOR CITY COUNCIL ACTION is MARCH 1ST.

**SCHEDULE A
FEE WAIVER/CHARITABLE DONATION REQUESTS**

We assume, in reviewing your request for fee waiver or charitable donation from the City Council, that your organization will not receive social service agency / Community Development Block Grant (CDBG) funding from the City of Lewiston in the next Fiscal Year (beginning July 1). This Schedule and applicable attachments must be completed in full.

1. Name of Event: _____ New Event Repeat Event

2. Are you requesting a **CASH** donation? Yes No \$_____Amount

3. Does your request require any **City-donated services and/or support** relative to City properties, resources, assets, or departments (i.e. Public Works road closures, Police intersection control, etc.)? Yes No

4. **Financial Information / Budgets** Attached N/A

a. Include with application, the organizations financial statements from the previous year's event (for repeat events only).

b. Include with application, the organizations budget for the upcoming event (for repeat events only).

5. **Fundraising** Yes N/A

a. For events that occurred last year, was the fundraising a success?

Yes No (*please provide brief comments below*)

b. Comments: _____

c. Was a "non-employee" hired to organize and/or manage the event?

Yes No

Name of Organization _____

Name of Individual _____

CITY OF LEWISTON - APPLICATION for EVENTS from 7/1/17- 6/30/18

- d. Were event services provided by you to raise money for one or more Non-Profit agencies? Yes No

Name of Organization(s) _____

- e. Please note: If you answered “Yes” above, provide a **(signed statement from event organizer including financial information to include amount raised and agency name)**. Include this information at the time the application is submitted.

6. For events that occurred last year, describe how the event met your projections and expectations below:

DECLARATION & SIGNATURE

- I have read the Events Policy and all applicable guidelines and requirements that are outlined on the City’s Web Page for events (link below).
<http://www.lewistonmaine.gov/index.aspx?NID=659>
- I will meet with and or discuss all requirements with each City Department outlined in the Event Application once City Council approval has been met.
- I have included my non-refundable \$50 processing fee, applicable park fees, map/diagrams, NP status documentation and all other requested documents.

Signature of Applicant	Printed Name	Date Submitted
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Return completed application and documentation either by mail, PDF or FAX to:

Janet Labbe, Executive Assistant
27 Pine Street
Lewiston, ME 04240

Email: jlabb@lewistonmaine.gov
FAX: (207) 795-5069
Questions? Call Phil (207) 513-3012 or Janet (207) 513-3121

Make checks payable to: “City of Lewiston” or call 513-3121 to process a credit card payment.