

Application Number \_\_\_\_\_

- Items that are highlighted need to be considered or confirmed; Formatting will be fixed with final document and will be converted into a fillable form

**Town of Windham**  
**Special Event Application- DRAFT**

B050 Administrative fee	\$100.00
B051 Tier one	\$100.00
B052 Tier two	\$200.00
B053 Tier three	\$500.00

Any person, firm, corporation, business or organization seeking a permit to hold a special event within the Town of Windham must file an application with the permitting authority at least 30 days prior to the beginning of the event; or in cases related to activities protected by the First Amendment to the United States or Maine Constitution, other than commercial speech, two business days prior to the beginning of the event. Permit applications are available on the Town's website or at the Town Clerk's Office.

All vendors must obtain proper licenses /permits from the Town Clerk's office. Indemnification agreement/insurance certificate must be attached to this application at the time of submission. Site Plan Sketch may be accompanied by a separate map, if necessary.

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Location of Event \_\_\_\_\_ (\*If using a Town Facility, a Facility Request form will also need to be completed)

**Applicant Information:**

Name of Organization or Name of Applicant if NOT an Organization

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Fax # \_\_\_\_\_

Income Tax Exempt: Yes \_\_\_\_\_ No \_\_\_\_\_ Tax Exempt Number \_\_\_\_\_

**Contact Person/Event Coordinator:**

Name & Address

\_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail address \_\_\_\_\_

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**Type of Event - Special events may fall under three categories:**

☐ **Tier 1** Special Events involve the use of Recreation Department facilities for functions involving 100 or less people. **The Recreation Director or their designee is the permitting authority**

☐ **Tier 2** Special Events involve street closure requests, parades, road races, walks or other single-day functions involving 100 or less people. **The Police Chief and Public Works Director or their Designees are the permitting authority**

☐ **Tier 3** Special Events are functions that involve a street closure or the use of a Town facility for a single-day function involving 100-999 people. **The Parks and Recreation Director, Police Chief, Fire Chief, Code Enforcement Officer and any other personnel assigned by the Town Manager will be the permitting authorities.**

**Detailed and specific description of Event (attach separate sheet if necessary); Provide estimated # of people involved in delivery of event and estimated # of people that will attend event; Describe how it will be promoted. (Please provide the flyer or material used to promote the event)**

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**Will use of Town Hall Stage be required?\_**

(If so, have you read the usage requirements and agree to all terms and conditions?)

**Please explain the potential impact this event will have upon the surrounding neighborhood: (Noise, Traffic, etc.)**

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**Describe the means by which the neighborhood (residents and businesses) will be notified of this event:**

**PLEASE NOTE:** The Town Council shall be the permitting authority for events to be held in Town of Windham parks, recreation, public buildings, grounds and streets when it could reasonably be assumed that 1,000 or more persons might gather or participate; or any event which is proposed to last longer than two consecutive days, regardless of the number of persons anticipated to gather or participate.

**ADDITIONALLY:** If alcohol is being sold, or otherwise available, permission must be obtained through application at the Town Clerk's Office and must be approved by the Town Council. If alcohol is sold, this requires applicable State of Maine Liquor license to sell alcohol.

**Contact name and address of licensee:**

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### **Involvement by Town Departments**

#### **Department of Public Works**

Is the use of barricades necessary/requested for this event? \_\_\_\_\_

If yes, number needed \_\_\_\_\_

Will it be necessary to cover street and/or parking signs for this event? \_\_\_\_\_ If yes, please note on diagram.

What is your plan for cleanup and debris disposal for this event?

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Is a need for any other Public Works assistance anticipated?

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#### **Recreation Department**

Will this event take place in a park or on a trail system?

Will tenting/staging be utilized for this event? \_\_\_\_\_ If yes, what is your plan to repair any damage caused by stakes, tie-downs, etc.?

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Is there any Parks and Recreation staff assistance required?

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#### **Fire Department**

Will the Fire Department have access to all sites in the event of an emergency?

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Will you have First Aid or medical staff present?

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**\*\*\*\*\* If EMS staff is needed to be present at the event, the Windham Fire- Rescue Department may be able to provide assistance for a fee. Please contact the Windham Fire - Rescue Department at 207-892-1911 for details.\*\*\*\*\***

**Police Department**

Is traffic control necessary for this event? \_\_\_\_\_ If yes, who will provide it?

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Is crowd control necessary for this event? \_\_\_\_\_

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**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages

Vender Locations  
Trash Cans  
Porta-potties

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



**TOWN OF WINDHAM SPECIAL EVENT PERMIT  
INDEMNIFICATION AND RELEASE PROVISIONS**

A. In consideration for being permitted to use the facilities and/or rights-of-way of the Town of Windham, (hereinafter “Town”), \_\_\_\_\_ (insert name of person/entity seeking permission to use facilities and/or right-of-way, hereinafter “Applicant”) agrees to indemnify and hold harmless the Town, its \_\_\_\_\_ officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss, or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that in the event of damage, loss or injury to the facilities or to any property or equipment therein or to the Town rights-of-way, the Town may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the Town for all costs associated therewith upon billing by the Town.

C. In addition, in consideration for being permitted or allowed to use the facilities and/or right- of-way, Applicant on behalf of itself and its officers, employees, members, and participants, hereby expressly exempts and releases the Town, its officers, employees, insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the Town, its officer, or its employees, or from any other cause whatsoever.

D. In addition, \_\_\_\_\_ has furnished and attached two copies of certificates of insurance with the Town of Windham named as an additional insured in the amount of \$400,000 unless a greater amount is warranted.

E. In addition, depending upon the size and nature of the event, the Town may require that Town employees, including Police, Fire, Public Works, Code Enforcement and/or Parks and Recreation, are present at or assist with the event. The Town shall determine the number of personnel necessary to ensure the safety of the public and participants, minimize the inconvenience to residents, and reduce public liability exposure to the event sponsor and the Town. The cost associated with the use of any such personnel, including Town equipment, is the responsibility of the event sponsor. A deposit of thirty percent (30\*%) of the estimated personnel cost for the event will be required with the submittal of the application. The Town shall provide a good faith estimate of the total personnel within 10 days after the approval of the application. The complete fee must be submitted to the Town prior to the day of the event. Fees may be waived in whole or in part by the Town Council prior to the special event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## REVIEW BY SPECIAL EVENTS PERMITTING AUTHORITY:

Having completed a review of the application, the proposal itself, the location of the event and its impact upon services and resources, this application is:

☐ APPROVED WITH MODIFICATIONS AND/OR RESTRICTIONS: DATE: \_\_\_\_\_

☐ APPROVED AS  
SUBMITTED: DATE: \_\_\_\_\_

☐ DENIED: (see below) DATE: \_\_\_\_\_

Modifications / Restrictions:

\_\_\_\_\_  
\_\_\_\_\_

Reasons for Denial:

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Parks and Recreation Director