

# TOWN of SABATTUS



*Chief Sabattus  
Anasagunticook Tribe*

## CODES ENFORCEMENT OFFICE

190 Middle Road • Sabattus, Maine 04280  
Phone: (207) 375-4331 • Fax: (207) 375-4104

## APPLICATION FOR MASS GATHERING PERMIT

(All questions must be answered if more space is needed, add sheets)

### A COMPLETE APPLICATION MUST BE TURNED IN 40 DAYS PRIOR TO THE EVENT

#### Contents of the Application:

- A. The applicant shall furnish a plan accurately drawn that will show the actual dimensions and distances from each separate area and/or building to be used with designated locations for drinking water, toilet and sanitation facilities, waste containers, first aid facilities, parking areas, placement of any stages or entertainment areas, seating areas, food service areas and sleeping and/or camping areas if an overnight event is proposed.
- B. The applicant shall provide a detailed plan for seating the estimated number of attendees. The plan shall include methods to be used to discourage the presence of persons not holding tickets or invited to attend. The applicant shall further provide assurances that all event promotion and publicity will immediately cease when all tickets have been sold.
- C. The applicant shall provide assurances and detail methods to be used to insure that individuals not invited or holding tickets will not be permitted to use parking, toilet, or camping facilities under the control of the applicant and that no food or beverage will be sold to non-ticket holders or non-invited individuals on premises under the control of the applicant except persons employed or authorized to provide support service for the event.
- D. Applicant shall submit to the CEO in writing detailed assurances relating to each standard in Section 7 below.

#### Standards for Permit Issuance:

- A. Adequate supplies of potable water shall be available and reasonably spaced throughout the event area;
- B. Adequate toilet and sanitation facilities shall be available and reasonably spaced throughout the event area;
- C. The area to be used is adequately equipped with suitable containers for disposal of solid waste and/or garbage and that provisions are made for the removal and disposal and recycling of such waste and garbage;
- D. Adequate first aid facilities and qualified medical personnel shall be provided;
- E. Adequate parking facilities are available in the area in which event is to be held;
- F. The event will not impair the safety and orderly flow of traffic on public ways and that adequate provision has been made for the control of traffic before, during and after the event; and;

- G. Adequate police protection by state certified officers, in numbers to be determined by the Chief of Police, shall be provided;
- H. Adequate fire protection, as determined by the Fire Chief, is provided;
- I. Adequate sleeping and/or camping areas are provided if an overnight or continuous event;
- J. There will be adequate seating capacity for maximum attendance and/or number of tickets to be sold;
- K. Any other imposed conditions deemed reasonably necessary to insure that the event complies with the standards set forth above for issuance of the permit as of the date of the event.

**Liability Insurance:**

Prior to receiving a valid permit from the CEO, the applicant shall furnish to the CEO a Certificate of Insurance, issued by a company licensed by the State of Maine, with the Town of Sabattus named as co-insured. The Certificate shall provide coverage of at least \$600,000.00 with respect to the death or injury of one or more persons in connection with the event.

The Insurance Policy shall also provide coverage for property damage in the amount of at least \$100,000.00 and shall contain a provision requiring that at least a ten- (10) day notice be given to the Town prior to cancellation of all or any part of the policy. If such cancellation occurs prior to the event, the permit issued by the Town is void.

**Security Bond:**

Prior to receiving a valid permit from the Town, the applicant shall file with the CEO a surety bond issued by a company licensed by the State of Maine in an amount equal to \$50,000.00. Cash or negotiable securities acceptable to the Town Treasurer may be pledged to satisfy the provisions of this section.

The bond shall be used to satisfy any valid claims for damage to real or personal property caused by the permittee, his/her agents, employees or by persons attending the event and to reimburse expenses incurred in cleaning up or otherwise incurred as a direct result of the mass gathering for which the permit was issued.

The permittee shall make an irrevocable designation of an agent within the State of Maine to receive notices in connection with the filing of claims against the security bond or to receive notices of permit issuance or revocation. Any person, including the Town, having such a claim shall file notice of a claim upon the bond with the applicant or his/her agent within 90 days after the claim arose.

**Applicant: Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ (home) \_\_\_\_\_ (work)

**Property Owner: Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ (home) \_\_\_\_\_ (work)

**NOTE: If the applicant is not the record owner of the property, the owner must give his consent: I consent to the gathering here applied for on my property - Map \_\_\_\_ Lot \_\_\_\_ in Sabattus.**

**Date of consent:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Contact Person: Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

CONTACT DURING EVENT \_\_\_\_\_

Phone \_\_\_\_\_

Event: Location \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Purpose \_\_\_\_\_

Expected Number of Attendees \_\_\_\_\_

**SOLID WASTE**

Number of Containers \_\_\_\_\_

Size of Containers \_\_\_\_\_

**SOLID WASTE HAULER**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

**LIQUID WASTE HAULER**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

**Permit Fees:**

**The applicant must pay a non-refundable \$250.00 fee when submitting the application for permit plus all costs for advertising and technical and professional review deemed necessary by the Town.**

I, \_\_\_\_\_ CERTIFY THAT ALL THE INFORMATION SUPPLIED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I HAVE READ THE "SPECIAL AMUSEMENT ORDINANCE" OF THE TOWN OF SABATTUS AND HEREBY AGREE TO ABIDE BY THE TERMS CONTAINED THEREIN. I UNDERSTAND THAT VIOLATIONS OF THIS ORDINANCE MAY RESULT IN THE SUSPENSION/REVOCATION OF THE SPECIAL AMUSEMENT PERMIT ISSUED TO ME BY THE TOWN.

Date \_\_\_\_\_

**Recommendation of Code Enforcement Officer:**

Approval \_\_\_\_ Disapproval \_\_\_\_

CEO \_\_\_\_\_ Date \_\_\_\_\_

**Recommendation of Chief of Police:**

Approval \_\_\_\_ Disapproval \_\_\_\_

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

**Recommendation of Fire Chief:**

Approval \_\_\_\_ Disapproval \_\_\_\_

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

**Board of Selectmen**

The above application is : denied \_\_\_\_\_ granted: \_\_\_\_\_

a. If denied, the reasons are:

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

b. If granted, any additional requirements made a part of the granting are as follows: (if none, write "none")

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

The bond and insurance set forth in the ordinance are: required \_\_\_\_ waived \_\_\_\_

If any other requirements are waived, set them forth below: (if none are waived, write "none")

\_\_\_\_\_

**Chairman of Sabattus Board of Selectmen**

\_\_\_\_\_

Dated: \_\_\_\_\_ 20\_\_\_\_