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# Town of York, Maine

## Special Event Permit Application

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A Special Event Permit will be required for any event which is proposed to occur on any public street, sidewalk or other public way which will have any potential impact on motor vehicle or pedestrian traffic, parking or other potential community impact.

Your application must be submitted to the Town Manager, Town of York, 186 York Street, York, ME 03909, at least 30 days prior to the date of the event.

Event organizers and participants will be required to adhere to any conditions specified in the special event permit application and the Town of York Special Event Guidelines.

Approved Special Event Permits will be mailed to the sponsoring organization, and will be marked to the attention of the applicant, unless otherwise requested on the application.

### **Instructions for Completing Special Event Permit Application**

**Event Applicant:** Must be the name of the person completing the form.

**Route:** The application must indicate the event route street by street. An example would be: York Street to Lindsay Road to Organug Road. You may attach a map to help show the route, but this does not replace the need to list the streets.

**Approximate Number of Persons:** This is the estimate of the number of persons who will actually participate in, or attend, the event. If this is more than 500, proof of insurance as described below will be required before the permit will be approved. You must submit a Certificate of Insurance with your application.

**Insurance:** General Liability Insurance shall include coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage. The Certificate of Insurance shall name the Town of York as "Additional Insured."

**Describe Number of Participants:** Indicate the number of participants that will be involved with the event. Indicate if any signs, banners, or other objects will be carried by participants. Also indicate how individuals will participate, i.e. walking, marching, riding bicycles or motorcycles etc.

**Explain How Group is Organized:** Explain how the participants will be supervised to insure the event runs smoothly. After reviewing the event application, the York Police Department will determine if additional police officers are necessary at the event and, if so, will advise how many additional officers are needed and where they will be used.

You may submit your completed application to the Town of York Town Manager at 186 York Street, York, ME 03909, for approval, or you may submit the form electronically from the link on our website: [www.yorkmaine.org/](http://www.yorkmaine.org/)



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## Special Event Permit Application

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This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact Name for Day of Event: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Assembly Area: \_\_\_\_\_

Dispersal Area: \_\_\_\_\_

Event Route: \_\_\_\_\_

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)

\_\_\_\_\_

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):

\_\_\_\_\_

Describe how group is organized and supervised to insure order: \_\_\_\_\_

\_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

The above information is true to the best of my knowledge and belief.

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

**For Town Use Only:**

Reviewed by:

**Department**

**Initials**

Police Department

\_\_\_\_\_

Public Works

\_\_\_\_\_

Parks/Recreation

\_\_\_\_\_

Village Fire

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York Beach Fire

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Code Enforcement

\_\_\_\_\_

York Ambulance

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Special Conditions \_\_\_\_\_

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Town Manager

\_\_\_\_\_

Date