



Town of York, Maine

Special Event Permit Application

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/



Town of York, Maine

Special Event Permit Application

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

York Beach Fire

Code Enforcement

York Ambulance

Water District

Sewer District

Special Conditions:

Town Manager

Date