

City of Rockland Special Events Application

Date of Event: _____ Type of Event: Parade Walk
Start Time: _____ Foot Race Bike Race
Completion Time: _____ Demonstration Other
Rain Date: _____ # Participants: _____

SECTION I. APPLICANT

Title of Event: _____ Name of Applicant Organization: _____

Address: _____

Telephone: _____ Type of Organization: for profit / non-profit / other: _____

Representative of the Organization (at least one name required - must be the applicant):

Name: _____ Position: _____ Telephone: _____ Business: _____

SECTION II. CITY PROPERTY

Proposed Use of City Owned Property (specify whether admission to be charged, and how much)
Building / Park / Street Closure / Use of Public Way / Other City Owned property

(City Council or Harbor Management Commission approval required for street/sidewalk closure or exclusive use of park)

SECTION III. LOGISTICS (Attach additional pages if needed.)

Parking: _____ Location(s): _____

Liquor Service ? _____ (license required) Type of License (attach copy): _____

Food Service ? _____ (attach copy of state license) Describe arrangements for food
storage, preparation, and type and storage of cooking fuels: _____

Sanitary facilities: Type: _____ # Available: _____

Contractor / Contact Info: _____

Signage ? Location(s): _____ Number: _____

(City Council approval is required for off-premises signs in ROW / on City property)

Electrical Installations ? Type: _____ Location(s): _____ Contractor: _____

Tents ? Number: _____ Location(s): _____ Contractor: _____ Dates: _____

Insurance: Agent: _____ Contact: _____ Limits: _____

(Attach copy of insurance rider / declaration page)

SECTION IV. EVENT INFORMATION

A. Assembly Area Prior to Event: _____

B. Will the Event Disrupt Traffic Patterns? Yes _____ No _____

C. Traffic Detours Needed? Yes _____ No _____

D. Are Street Closures Necessary? Yes _____ No _____

E. Traffic Control Equipment (signs, barricades, etc.) Needed? Yes _____ No _____

F. Who Will Provide Traffic Control? _____

G. Will the Event Disrupt Retail Businesses? Yes _____ No _____

(If yes, you must notify those affected businesses)

H. Type of Crowd Expected to Attend?

SECTION V. CITY SERVICES REQUESTED and / or REQUIRED

The following services are available from, or may be required by, the City of Rockland. The applicant must determine the requested and/or required services prior to submission of the application. Whether City services are required shall be determined by the applicable department. All fees and costs associated with these services will be the responsibility of the applicant unless a waiver of such fees and costs is sought and obtained from the City Council, or Harbor Management Commission, where applicable.

POLICE DEPARTMENT SUPPORT
(Contact (207) 594-0317)

Yes _____ No _____

FIRE DEPARTMENT / EMS SUPPORT
(Contact (207) 594-0318)

Yes _____ No _____

DEPARTMENT OF PUBLIC WORKS SUPPORT
(Contact (207) 594-0320)

Yes _____ No _____

I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable laws of the State of Maine and the City of Rockland, and adhere to the conditions granted by this permit. **It is the responsibility of the applicant to obtain the requisite approvals from the departments listed below prior to submission of this application for final approval.**

Signature of authorized representative: _____
Date: _____ Print: _____

SECTION VI. CITY OF ROCKLAND USE ONLY

POLICE: Approved as submitted: _____
Chief of Police / Designee
Approved with conditions: _____
Chief of Police / Designee
Conditions: _____

FIRE: Approved as submitted: _____
Fire Chief / Designee
Approved with conditions: _____
Fire Chief / Designee
Conditions: _____

PUBLIC WORKS: Approved as submitted: _____
Public Works Director / Designee
Approved with conditions: _____
Public Works / Designee
Conditions: _____

HARBOR & WATERFRONT
(for Buoy, Harbor, or Snow Marine Park)
Approved as submitted: _____
Harbor Master
Approved with conditions: _____
Harbor Master
Conditions: _____