

Date Submitted _____

SPECIAL EVENT PERMIT APPLICATION

All special events applications will be reviewed and interpreted as a major or minor event by the City Manager, City Clerk, Police Chief and other appropriate department managers. No person may conduct a Major or Minor Special Event on City Property without a Special Events Permit issued by the Calais City Council pursuant to the Special Events Permit Ordinance.

Special Event shall mean any event, sponsored by an individual, corporation, partnership or other entity or organization intended primarily for recreational, entertainment or charitable purposes, which requires the use of City Property of the City of Calais, Maine.

- Minor Event shall mean an event not exceeding four hours in duration and/or less than 100 people affiliated with the event. (i.e. wedding ceremony with equipment such as tent, chairs, sound, etc.)
- Major Event shall mean an event exceeding four hours in duration and/or more than 100 people affiliated with the event. (i.e. community festival; carnival; street dance; charitable walk for a cause) Also, a major event clearly involves additional city services (i.e. police protection; more than one vendor needing electrical usage; etc.)

City Property shall mean any land owned by the City of Calais, Maine.

I/We hereby request from the Calais City Council to hold a special event.

Date of Event: _____ Time of Event : _____

Location: _____

Estimated number of People Attending: _____

Summary of Event:

Alcoholic Beverages ? YES NO (Circle one)

Amplified Sound ? YES NO (Circle one)

⇒
(Over)

Street Closure Requirements: *(if applicable)*

Plan for Security, Parking and Traffic: *(if applicable)*

City Services Required: (Utilities, police, cleanup, etc.) *(if applicable)*

Sanitary Facilities Plan: *(if applicable)*

List of Proposed Vendors: *(if known and applicable)*

Organization: _____

Tax Status: _____

Officers: _____

Signature of President or Event Chair: _____

Contact Person: _____

Address: _____

Telephone: _____

Date Submitted: _____

--Return completed application to Calais City Clerk, P.O. Box 413, Calais, ME 04619.

--Applications for "Minor Events" must be submitted thirty (30) days prior to event.

--Applications for "Major Events" must be submitted four (4) months prior to event.

--Applicants must attach certificate of general liability insurance with application.

--Events serving alcoholic beverages require alcohol insurance with the City of Calais listed as additional insured on liability policy of not less than \$400,000.

--Applicants to be responsible for additional costs for clean up and street closure.