



Town of Falmouth
Application for Temporary Events
www.town.falmouth.me.us

Applicants – Please read carefully before completing and returning your application. If you have any questions regarding any of the information requested please contact the appropriate staff person.

- ☛ If you are planning to hold a temporary event or function that is either on private property or within a public right-of-way you are required to obtain a permit from the Town using this application.
- ☛ For events using town schools, parks or lands please contact the Parks & Community Programs Department or visit their webpage for an application. These events are governed starting at Section 14-121 of the Code of Ordinances.
- ☛ Any proposed gathering held outdoors with the intent to attract one thousand (1,000) or more persons is governed starting at Section 8-341 of the Code of Ordinances. That ordinance is available online or at the Town Hall. You will apply using this application.
- ☛ When preparing the application, please be as detailed as possible to ensure that we have the information we need to process the application without delay. If you have questions, please feel free to contact the staff person responsible for reviewing that subject matter.
 - ◆ Public Safety, Rescue, Medical, Traffic Control, emergency vehicle access – Fire and Police
 - ◆ Streets, traffic disruption, garbage disposal, temporary lighting – Parks and Public Works
 - ◆ Water supply, wastewater discharge - Wastewater
 - ◆ Food, sanitary facilities, parking, health codes, signs, noise – Code Enforcement

Falmouth Temporary Event License Application

Name of Event: _____

Type of Event: _____

Applicant: _____

Contact Person: _____

Address _____

Email: _____ Cell Phone : _____

Dates and Times of Event to occur (please attach schedule if multiple dates):

Parcel Address or Location of Event (if location is on a street, please note the beginning and end points): _____

Application Requirements

APPLICATIONS MUST BE SUBMITTED A MIMIMUM OF THIRTY (30) DAYS PRIOR TO THE DATE OF THE EVENT. All department forms must be completed and attached to this application. Please review the attached Large Outdoor Events Ordinance.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

Application Authorization

I hereby make application to the Town of Falmouth for the above-referenced property(ies) and the event as described. To the best of my knowledge the information provided herein is accurate. The Town of Falmouth employees are authorized to enter the property(ies) for purposes of reviewing this proposal.

I understand that the event shall not commence until such time as approval has been granted by the Town Manager.

Signed: _____ Date: _____

Printed name: _____

Please identify yourself (check one): Agent* _____ Property Owner _____

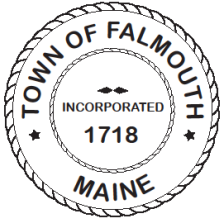
*(If you are an agent, written authorization from the property owner must be attached to this form.)

5. Parking – effect on any permanent uses of the property and how parking will be accommodated for all uses _____
6. Signage - Include size, location and duration of posting. _____
7. Sanitary Facilities – indicate type _____

Applicants must submit a drawing of the property where the event will occur which will indicate the location of the items below and return said drawing with this completed application to the Town Clerk prior to review by the following departments.

8. Trash Disposal – Facilities shall be returned to their original condition _____
9. Electrical Service – How will service be provided? _____
10. Security Lighting – location of any temporary lighting _____
11. Water Supply – How will water be provided? _____
12. Wastewater Disposal – Where will disposal take place _____
13. Emergency and handicap vehicle access – Ensure that proper access is maintained to provide access _____
14. Pedestrian Safety – What methods will be used to ensure safety of pedestrians and cyclists?

15. Proof of Insurance certificate of insurance naming the Town of Falmouth must be submitted with the application



Falmouth Public Works Department
101 Woods Road Falmouth, ME 04105 tel. (207) 781-3919

Traffic Control *Detail* Agreement

I understand that the rate for details is \$16.00/hr. per employee (for regular/straight time) with a minimum of three hours. The rate for traffic control details is \$24.00/hr. per employee (for overtime situations) with a minimum of three hours. If a Public Works employee is not requested and you wish to borrow any materials such as cones, barricades, or signs, you may do so by filling out the loan agreement on page two of this agreement.

Signed & agreed by: _____ Date: _____

Print name: _____

Group name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phones: H _____ C _____ W _____

Function date: _____ Start time: _____ End time: _____

Event: _____

Event location: _____

Details of event: _____

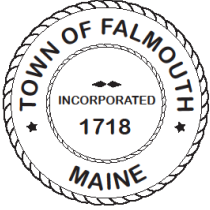
Locations where a detail is being requested (intersections, etc.): _____

Number of locations where traffic control device setup is being requested: _____

Billing Information: To: _____

Address: _____

City: _____ State: _____ Zip: _____



Falmouth Public Works Department
101 Woods Road Falmouth, ME 04105 tel. (207) 781-3919

Equipment Loan Agreement

Any materials on loan from the Falmouth Public Works Department will be the responsibility of the undersigned.

Any lost or damaged materials will be billed at the current prices.

All materials must be returned to the Public Works Department on Woods Road within two working days after the event.

MATERIALS REQUESTED FOR RENTAL: *(quantity and type)*

- Cones (\$1/Each): _____
- Barricades – (Fold Up Style) (\$2/each): _____
- Barricades – (saw-horse style) (\$2/each): _____
- Signs (\$2/each): _____
- Other (cost varies): _____

Date of event: _____

Pick up date: _____

Responsible person's name: _____

Phone numbers: H _____ W _____ C _____

Signature: _____

For Office Use

Authorized by: _____ Date: _____

Return date: _____



Falmouth Police Department

2 Marshall Drive Falmouth, Me 04105 tel: (207)781-2300

Detail Agreement

I understand the hourly rate for outside details is \$90 per hour with a minimum of four (4) hours (\$360) and that an administrative fee of \$10 per day per detail will be added to my bill to defray the cost of processing. I also understand that any function serving alcohol with more than 100 participants or attendees requires the presence of a second officer at the above rates.

Details cancelled with less than two (2) hours notice require that a minimum of two hours be paid. Also, 24 hour notice is required for any changes in start or end time.

As we are a small department, rendering us somewhat limited in the availability of our officers, there is a possibility that we may not be able to fill your request. In that instance, we will notify you within 24 hours of the start time in which case there will be no fees incurred.

Print name: _____

Group name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phones: H _____ C _____ W _____

Function date: _____ Start time: _____ End time: _____

Event: _____

Event location: _____

Details of event: _____

Billing information: To _____

Address: _____

City: _____ State: _____ Zip: _____

Will liquor be served or allowed on the premises? Yes No

Any special needs or requirement? Yes No

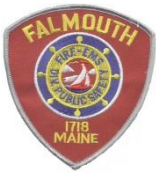
If your requested police detail requires the use of a police cruiser, there will be an additional cost of \$25 per event.

Signed & agreed by: _____ Date: _____

For Office Use

Date received: _____ Confirmation: _____ Officer: _____

Comments: _____



Falmouth Fire Department

Bucknam Road Falmouth, ME 04105 tel. (207) 781-2364

Detail Agreement

I understand the hourly rate for outside details is \$50 per hour with a minimum of two (2) hours (\$100). I also understand that any sporting event with more than 500 participants or attendees may require the presence of more EMS providers at the above rates.

The cost for an ambulance to stand by on scene is \$50/hour with a minimum of 2 hours (\$100). Determination on whether or not an ambulance is needed is at the discretion of the fire chief or designee.

Details cancelled with less than two (2) hours notice require that a minimum of two hours be paid. Also, 24 hour notice is required for any changes in start or end time.

As we are a small department, rendering us somewhat limited in the availability of our personnel, there is a possibility that we may not be able to fill your request. In that instance, we will notify you within 24 hours of the start time in which case there will be no fees incurred.

Print name: _____

Group name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phones: H _____ C _____ W _____

Function date: _____ Start time: _____ End time: _____

Event: _____

Event location: _____

Details of event: _____

If sporting event: # of participants: _____

Billing information: To _____

Address: _____

City: _____ State: _____ Zip: _____

Is this rain or shine? Yes No

Will liquor be served or allowed on the premises? Yes No

Any special needs or requirement? Yes No

If your requested detail requires the use of an ambulance, there will be an additional cost of \$50 per event.

Signed & agreed by: _____ Date: _____

For Office Use

Date received: _____ Confirmation: _____ Officer: _____

Comments: _____

