

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

\$50 processing fee due when park reservation or application is submitted.

### SECTION 1, Event Information

Activity/Event Name: \_\_\_\_\_ Requested Location: \_\_\_\_\_

Requested Date(s) \_\_\_\_\_ Rain Date (if applicable, charges apply) \_\_\_\_\_

Actual Hours of Event \_\_\_\_\_ to \_\_\_\_\_ Set-up \_\_\_\_\_ Tear-down \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ (50+ will require a Certificate of Insurance, pg. 7 for details)

**PLEASE NOTE** there are **no bathroom facilities at City parks.**

Type of Event (**describe in detail**) Park Reservation \_\_\_\_\_ Repeat Event \_\_\_\_\_ First-Time Event \_\_\_\_\_

### SECTION 2, Organizer Information

Commercial (Non-Revenue) \_\_\_\_\_ Commercial (Revenue) \_\_\_\_\_ Private-Personal \_\_\_\_\_

Non-Profit (Non-Revenue) \_\_\_\_\_ Non-Profit (Revenue) \_\_\_\_\_

NP paperwork is required and due with your application: 501C3 \_\_\_\_\_ IRS Letter \_\_\_\_\_ Form 990 \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

On-Site Manager Name (day of event): \_\_\_\_\_ Cell: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Address: \_\_\_\_\_

Contact if Different from Applicant: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

### SECTION 3, Policy Review

NAME OF POLICY	APPLICANT'S SIGNATURE	DATE
Special Events Policy <a href="http://www.lewistonmaine.gov/eventplanning">www.lewistonmaine.gov/eventplanning</a>		
Facilities & Park Use Policy <a href="http://www.lewistonmaine.gov/eventplanning">www.lewistonmaine.gov/eventplanning</a>		
<b>Parks:</b> I understand the City's policy is carry-in, carry-out and upon completion of the activity/event, the park and adjacent area must be left in the same condition it was when the permittee took occupancy. Area must be clear of all tables, chairs, booths, decorations, debris, etc.	<p>_____</p> <p><i>I have reviewed and agree to abide with the terms and conditions outlined in these policies.</i></p>	



## SECTION 4, City Parks for Your Venue

Events within the City of Lewiston require a team effort.

It is our goal to assist you with the information and services necessary for a successful event.

Select one:

### Park Name

Simard-Payne Park \_\_\_\_\_ \*

Simard-Payne Park Amphitheater Only \_\_\_\_\_ \*

Dufresne Plaza \_\_\_\_\_ \*

Kennedy Park \_\_\_\_\_

Kennedy Park Gazebo Use \_\_\_\_\_ \*

Pettingill School Park \_\_\_\_\_

Sunnyside Park \_\_\_\_\_

Veterans Park (*Vet-related only*) \_\_\_\_\_

George Ricker Park \_\_\_\_\_

Other \_\_\_\_\_

Select all that apply:

### Type of Event

Walk/Run Road Race \_\_\_\_\_ Birthday \_\_\_\_\_

Outdoor Entertainment \_\_\_\_\_ Festival \_\_\_\_\_

Concert \_\_\_\_\_ Parade \_\_\_\_\_ Vendors \_\_\_\_\_

Picnic/BBQ \_\_\_\_\_ Block Party \_\_\_\_\_

Fireworks \_\_\_\_\_ Carnival \_\_\_\_\_ Circus \_\_\_\_\_

Wedding \_\_\_\_\_ Wedding Reception \_\_\_\_\_

Vigil \_\_\_\_\_ Demonstration \_\_\_\_\_ March \_\_\_\_\_

Open to the Public \_\_\_\_\_ Age Restricted \_\_\_\_\_

Invitation Only \_\_\_\_\_ Fundraiser \_\_\_\_\_

Other: \_\_\_\_\_

**\*PARK FEES APPLY | Parks without an \* are reserved with application and \$50 processing fee.**

**SEE APPENDIX A for FEE SCHEDULE.**

**PLEASE NOTE -There are no bathroom facilities at the City's parks.**

Event organizer must contact porta-potty company to: reserve, deliver, and pick up unit(s) as part of the event expense. Advanced notice is recommended.

#### CRITERIA FOR OBTAINING A PORTA-POTTY:

- Will your event exceed three (3) hours? – **REQUIRED.** The organizer must obtain a porta-potty.
- Will you be serving alcohol? – **REQUIRED.** The organizer must obtain a porta-potty.
- Estimated Attendance: \_\_\_\_\_
- **For 0-200 attendees:**  
(1) ADA porta-potty and handwashing/sanitizing station
- **For 201-400 attendees:**  
(1) ADA porta-potty & (1) regular unit and handwashing/sanitizing stations
- **Other units are required per increments of 200 attendees, etc.**

How many ADA units \_\_\_\_\_ How many regular units \_\_\_\_\_ (*Include and indicate location on park map*)



## SECTION 5, Department Information for Your Event

The event organizer will attend a City Event Staff meeting and/or contact the staff member to discuss logistics outlined in the application.

### City Clerk's Office in conjunction with Sanitarian/Code Enforcement

**Kelly J. Brooks, Deputy City Clerk**, 513-3020; [kjbrooks@lewistonmaine.gov](mailto:kjbrooks@lewistonmaine.gov); **Louis Lachance, Sanitarian/Code Enforcement Officer**, 513-3000 ext. 3224; [llachance@lewistonmaine.gov](mailto:llachance@lewistonmaine.gov)

The Clerk's Office provides permits & licenses. **Review, check all that apply, & provide detail as needed.**

**SOUND AMPLIFICATION**-will you be amplifying sound? Yes \_\_\_ No \_\_\_

Please describe: \_\_\_\_\_

SOUND AMPLIFICATION PERMIT may be required \$17 per day \$\_\_\_\_\_

**OUTDOOR ENTERTAINMENT (live performance)** Yes \_\_\_ No \_\_\_

Please describe: \_\_\_\_\_

OUTDOOR ENTERTAINMENT PERMIT *City Council approval required* \$50 \$\_\_\_\_\_

**FOOD** Yes \_\_\_ No \_\_\_ Sold \_\_\_ Given Away \_\_\_ **Food Truck** Yes \_\_\_ No \_\_\_

Food Truck Name \_\_\_\_\_ Licensed to operate in Lewiston? Yes \_\_\_ No \_\_\_

**BBQ** Yes \_\_\_ No \_\_\_ Sold \_\_\_ Given Away \_\_\_ Is this a catered event? Yes \_\_\_ No \_\_\_

(Required to review and adhere to BBQ rules & regulations) Name of caterer if applicable \_\_\_\_\_

FOOD SERVICE LICENSE may be required \$50 up to 3 days \$\_\_\_\_\_

Sanitarian/Code inspection may apply; Fire inspection may apply.

**BEVERAGES** Yes \_\_\_ No \_\_\_ Sold \_\_\_ Given Away \_\_\_ Type \_\_\_\_\_

**Outside Alcohol** Yes \_\_\_ No \_\_\_ (restrictions apply) **Licensed Business Name** \_\_\_\_\_

FOOD SERVICE LICENSE may be required \$50 up to 3 days \$\_\_\_\_\_

OUTDOOR ALCOHOL PERMIT REQUIRED \$25 per event & other fees may apply \$\_\_\_\_\_

No discounts apply on alcohol permits.

### A PORTA POTTY IS REQUIRED FOR ALL EVENTS THAT INCLUDE ALCOHOL (See pg. 2)

**PRODUCT** Yes \_\_\_ No \_\_\_ Sold \_\_\_ Given Away \_\_\_ Type \_\_\_\_\_

PEDDLERS/FLEA MARKET PERMIT may apply

1-75 spaces \$34 per day

76+ spaces \$61 per day \$\_\_\_\_\_

**CARNIVAL** Yes \_\_\_ No \_\_\_ Rides Offered \_\_\_ Details \_\_\_\_\_

**CIRCUS** Yes \_\_\_ No \_\_\_

STATE PERMIT REQUIRED; has it been obtained? Yes \_\_\_ No \_\_\_

CARNIVAL OR CIRCUS PERMIT REQUIRED \$180 per day x \_\_\_\_\_ number of days \$\_\_\_\_\_



## Public Works (PW)

**Al Patenaude, Open Space District Team Manager**, 513-3003, ext. 3423; [apatenaude@lewistonmaine.gov](mailto:apatenaude@lewistonmaine.gov) will provide assistance with park logistics. If you have road closure or traffic disruption, contact **Steve Murch, Arborist District Team Manager**, 513-3003, ext. 3443; [smurch@lewistonmaine.gov](mailto:smurch@lewistonmaine.gov). **Review, check all that apply, & provide detail as needed.**

### EVENT LOGISTICS – how can we help?

#### ELECTRICITY

Access to Electricity Yes \_\_\_ No \_\_\_ **Key obtained by PW at site visit.**

Electricity – *Is additional wiring required?* Yes \_\_\_ No \_\_\_

If yes, the applicant must contact a licensed electrician who will be required to obtain a permit.

Name of Electrician: \_\_\_\_\_ Business Name: \_\_\_\_\_

Electric requiring a licensed electrician **must be** reviewed by City Electrical Superintendent Dan Rodrigue, 513-3078; [drodugoue@lewistonmaine.gov](mailto:drodugoue@lewistonmaine.gov). If a key is to be obtained prior to your event, contact Al Patenaude at PW, 513-3003, ext. 3423; [apatenaude@lewistonmaine.gov](mailto:apatenaude@lewistonmaine.gov) or Megan Bates, 513-3003, ext. 3440; [mbates@lewistonmaine.gov](mailto:mbates@lewistonmaine.gov)

#### WASTE MATERIAL: **Clean-up is required following the event. (Carry-in, Carry-out Policy)**

Please be sure that you have adequate containers, trash bags, etc. to pick up and dispose of recyclables and waste.

- City Trash Receptacles requested Yes \_\_\_ No \_\_\_
  - The City does not provide containers for collection of recyclables.
- City Dumpster requested Yes \_\_\_ No \_\_\_
 

Contact Bob Belanger, Solid Waste Facility; 513-3147, ext. 3445, [rbelanger@lewistonmaine.gov](mailto:rbelanger@lewistonmaine.gov)

#### OTHER

- Tents Size \_\_\_\_\_ Yes \_\_\_ No \_\_\_ See Dig Safe & Fire below
- Access to Water Yes \_\_\_ No \_\_\_
  - Inspection of water spickets needed
- Porta Potty review - (For any events lasting 3 or more hours or if serving alcohol.) See Pg. 2
- Snow Fence Yes \_\_\_ No \_\_\_
- Barricades Yes \_\_\_ No \_\_\_
- Bollards Yes \_\_\_ No \_\_\_
- Will your event disrupt traffic? Yes \_\_\_ No \_\_\_ See Road Closure section below
- Will you event require road closure? Yes \_\_\_ No \_\_\_ See Road Closure section below
- Emergency Shelter signage Yes \_\_\_ No \_\_\_
- Parking Plan Yes \_\_\_ No \_\_\_
  - Utilizing a parking garage Yes \_\_\_ No \_\_\_ Location \_\_\_\_\_
  - Utilizing a city parking lot Yes \_\_\_ No \_\_\_ Location \_\_\_\_\_
  - Non-Profit parking area – review policy
- Equipment & vehicles on property Yes \_\_\_ No \_\_\_ Logistics \_\_\_\_\_



**SITE VISIT REQUIRED- Organizer MUST contact AI at PW at least one week prior to the event.**

Please plan on having a site visit with a member of Public Works prior to your event. The logistics team takes care of many aspects of event preparation. They will review required maps, parking plans, inspection of water spickets, and coordinate other aspects of the park set up.

**ROAD CLOSURE / TRAFFIC INTERRUPTION**

**Type of Event:** Road Race/Walk \_\_\_\_ Bicycling \_\_\_\_ Parade \_\_\_\_ Street Festival \_\_\_\_ March \_\_\_\_

Affected Street Names: \_\_\_\_\_  
\_\_\_\_\_

Duration of Closure: From: \_\_\_\_\_ to: \_\_\_\_\_ Notes: \_\_\_\_\_

**GROUND DISTURBANCE- Organizer MUST contact DIG SAFE, 8-1-1 (72-hour notice)**



**DIG SAFE**

“For all installations that require a disturbance or penetration of the ground such as, but not limited to, tents.”

The City of Lewiston requires vendors to call Dig Safe (dial 811) for any installation that results in disturbance or penetration of the ground whether by hand or mechanical method.

State law requires you **give at least 72 hours’ notice**, not including weekends or holidays. Pre-mark the area before you call. [www.digsafe.com](http://www.digsafe.com) offers detailed information.

**The event organizer is responsible for notifying vendors of their requirement to call Dig Safe.**

**PARKING LOGISTICS**

**FREE PARKING is available in City-owned lots and garages from Friday 6:00 PM to Monday 6:00 AM.**

Parking accommodations/anticipated need \_\_\_\_\_

Will you be utilizing City-owned parking garages or parking lots? List name/location below.

**Parking Garage** location(s) \_\_\_\_\_ **Parking Lot** location(s) \_\_\_\_\_

Will **equipment** be driven and/or parked in City-owned parking garages or parking lots? If yes, list the location, \_\_\_\_\_ and materials/supplies that will be used: \_\_\_\_\_  
Will it be stored there? Yes \_\_\_ No \_\_\_

**If a Private Lot is to be utilized, the event organizer must contact the lot owner.**

List the name of the owner and location of lot. Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Lot Location: \_\_\_\_\_



## Recreation

**Nicole Welch, Recreation Director**, 513-3005, ext. 3700, [nwelch@lewistonmaine.gov](mailto:nwelch@lewistonmaine.gov)

Lewiston Recreation accepts event applications taking place on the City's athletic fields, Kennedy Park basketball courts and pool and events taking place at the Lewiston Memorial Armory.

**Lewiston Recreation has TABLES & CHAIRS available for rent. (See Appendix A)**

For more information, contact the Department at 207-513-3005, or email at: [recdept@lewistonmaine.gov](mailto:recdept@lewistonmaine.gov)

## Police Department

**Lt. Carly Conley**, 513-3000 ext. 3303; [cconley@lewistonmaine.gov](mailto:cconley@lewistonmaine.gov) will review all events to determine public safety, the need for security, and review all road closures.

*Please check all that apply*

**Review of Road Detours/Closures** \_\_\_\_\_

For any events that will disrupt, detour, or close any traffic routes.

**Map Review** \_\_\_\_\_ **Event Security** \_\_\_\_\_ **Cruiser Needed** \_\_\_\_\_ **Parade Review** \_\_\_\_\_

## Fire Department

**Assistant Chief Mark Anderson**, 513-3002 ext. 3601; [manderson@lewistonmaine.gov](mailto:manderson@lewistonmaine.gov) will review events with road detours/closures, review safety of cooking equipment, tents, first aid plans, incident plans, emergency evacuation plans, issue fireworks permits and burn permits.

*Please check all that apply*

**Review of Road Detours/Closures** \_\_\_\_\_

For events that will disrupt, detour, or close any traffic routes; Fire will notify United Ambulance & 9-1-1.

**BBQ Review** *if cooking in a city park* \_\_\_\_\_ **Cooking Equipment** \_\_\_\_\_ **Fire Extinguishers** \_\_\_\_\_

**Propane Tanks** \_\_\_\_\_ **Tank Over 20 lbs.** \_\_\_\_\_ PERMIT REQUIRED **Map Review** \_\_\_\_\_

**Fireworks** \_\_\_\_\_ PERMIT REQUIRED (30 days in advance) & STATE FIRE MARSHAL PERMIT REQUIRED

**Tents** \_\_\_\_\_ Size \_\_\_\_\_ x \_\_\_\_\_ How many \_\_\_\_\_ (Flame-retardant certification required)

**Review of First Aid** \_\_\_\_\_ **Incident Plan** \_\_\_\_\_ **Emergency Evacuation Plan** \_\_\_\_\_

**Rallies, Assemblies, Gatherings, or Mass Gathering** – Fire inspection and review required

## Administration

**Deputy City Administrator Brian O'Malley** oversees events and can be reached by calling 513-3121 or by email: [bomalley@lewistonmaine.gov](mailto:bomalley@lewistonmaine.gov). **Janet Labbe, Executive Assistant**, manages events, gathers and processes all necessary paperwork, receives payments, etc. prior to the event. She can be reached by calling 513-3121; [jlabbe@lewistonmaine.gov](mailto:jlabbe@lewistonmaine.gov). Please reach out with any questions.



## MAP-DIAGRAM REQUIREMENTS

To be submitted with application (if applicable). Maps are reviewed by PW, Police, & Fire.

- **PARK/VENUE MAP:** *Include placement of tents, stage, tables, porta-potties, hand sanitizing stations, and first aid.*
- **ROUTE MAP: (Run/Walk/Cycle)** *Include staging area, actual route, and end point*
- **PARADE ROUTE MAP:** *Include staging area, actual route, and end point*
- **ROAD CLOSURE/DETOUR MAP:** *Contact Steve Murch at Public Works (contact info. pg. 4)*
- **PARKING PLAN MAP:** *Event parking, use of garages, city lots, vehicles transporting material and supplies, location and storage*

## BUSINESS OWNER CONTACT PLAN **Organizer must contact businesses when applicable.**

**Due when application is submitted.** *If your event is in an area where businesses are present, i.e. Lisbon Street, larger events at Simard-Payne Park, etc., you will need to submit your plan for contacting business owners prior to your event, ESPECIALLY if a road closure or detour will impact their business.*

## Certificate of Insurance (COI) Requirements:

**MANDATORY FOR EVENTS WITH 50 or more people expected to attend. Administration will review events with attendance between 25-49 attendees.**

*Submit Certificate of Insurance (COI) to Administration 30 days prior to your event unless otherwise authorized by the Office of the City Administrator.*

### WHAT IS A COI?

A COI is event comprehensive liability insurance and is necessary for an event/activity with 50 or more people in which a person/group wishes to reserve any City-controlled/owned property such as a park or street. **The COI shall be issued naming the City of Lewiston as “additional insured,” specifying the event/activity, the dates, and any other pertinent information and shall provide comprehensive general liability coverage with a minimum of \$1,000,000 per occurrence.**

FMI and a sample document: [www.lewistonmaine.gov/eventplanning](http://www.lewistonmaine.gov/eventplanning)

## Liability Statement

- A. The event organizer/permittee shall be liable for any damages to the park or to any contents owned by the City during the period of use, whether such damage is caused by permittee or its agents, servant or employees, or by any invitees, permittees, or trespassers.
- B. The City of Lewiston shall not be liable for any damage or loss to any property of the permittee or any other person from any cause whatsoever while said property is located on the premises for storage purposes or for any other purpose, nor shall the City be liable for any injuries resulting from the use of the park.



- C. The permittee agrees to defend, indemnify, and hold harmless the City of Lewiston, its departments and their representatives, officers, agents or employees from and against all claims of any nature whatsoever for damages, including damages or loss to personal property, personal injuries and death resulting there from the use of the park in connection with the event for which the permit is granted. However, nothing contained herein shall be construed as rendering the permittee liable for acts of the City of Lewiston, its departments, or their agents or employees.
- D. When a permittee provides a certificate of insurance, the permittee shall provide comprehensive general liability insurance with minimum limits of liability for bodily injury in the amount of \$1,000,000 for each occurrence and minimum limits of liability for property damage in the amount of \$1,000,000 for each occurrence. The City shall be named addition insured under this policy. Additional coverage may be requested when deemed necessary due to the risks posed by the permitted activity.

### **Festival Zone Designation** (annual renewal required)

Establishment of a Festival Zone requires City Council approval. **You must submit a map** clearly showing what City-controlled areas are to be set aside and provide a written explanation as to why and how such a designation will be used by the event/activity. *See Special Events Policy "G" for more detail.*

Will you be requesting a Festival Zone designation? **Yes** \_\_\_\_ **No** \_\_\_\_

The City Clerk's Office can assist with this if needed.

### **Applicable fees**

**\$50 processing fee due at the time the application is submitted.**

All events that result in the use of City staff, services, or assets to support an event or activity on City-owned and/or controlled property may require the organization or individual to pay fees that include, but are not limited to:

- Applicable park-use fees and/or amphitheater fees, and permitting and/or licensing fees obtained by the City Clerk's Office are due 30-days prior to your event.
- Staff time/labor cost fees will be billed by Public Works and Police. Advance payment and/or a performance bond may be requested by the City Administrator's Office.

### **NON-PROFIT REQUESTS FOR IN-KIND SERVICES**

In-kind requests shall mean funding any request that requires the utilization of any municipal service, property, program, asset or employee to support the event/program that the non-profit is either sponsoring or participating in. **SCHEDULE A (Pg. 11) is to be submitted to Administration with the detailed request between January 1 and March 1 for budget consideration by the Lewiston City Council for events that will happen in the new fiscal year beginning July 1.**



## APPENDIX A – FOR SPECIAL EVENTS APPLICATION

### Facility and Park Use Policy & Special Events Policy

PARK / FACILITY Use Fees	COMMERCIAL Revenue (Rev)	COMMERCIAL Non-Rev NON-PROFIT Revenue PRIVATE (Personal Use)	NON-PROFIT Non-Revenue	GOVERNMENT Exempt
<b>SIMARD-PAYNE PARK</b> <b>46 Beech Street</b>	\$500 day \$350 up to 4 hours	\$400 day \$250 up to 4 hours	\$300 day \$200 up to 4 hours	No Charge (NC)
Amphitheater (ONLY)	\$175 up to 4 hours	\$150 up to 4 hours	\$100 up to 4 hours	NC
<b>DUFRESNE PLAZA</b> <b>72 Lisbon Street</b>	\$400 day \$200 up to 4 hours	\$300 day \$150 up to 4 hours	\$200 day \$100 up to 4 hours	NC
<b>KENNEDY PARK</b> <b>120 Park Street</b>	No Charge (NC) Call to Reserve \$50	NC Call to Reserve \$50	NC Call to Reserve \$50	NC
Gazebo	\$200 day \$100 up to 4 hours	\$175 day \$85 up to 4 hours	\$150 day \$75 up to 4 hours	NC
Splash Pad (REC)	\$250 up to 4 hours	\$250 up to 4 hours	\$250 up to 4 hours	NC
Skate Park	\$75 per hour	\$60 per hour	\$20 per hour	NC
Basketball Courts	\$75 per hour	\$60 per hour	\$20 per hour	NC
<b>PETTINGIL SCHOOL PARK</b> <b>411 College Street</b> <i>Friends of Pettingill</i>	NC Call to Reserve \$50	NC Call to Reserve \$50	NC Call to Reserve \$50	NC Call to Reserve \$50
Pergola & Picnic Tables	Call to Reserve \$50	Call to Reserve \$50	Call to Reserve \$50	NC
<b>GEORGE RICKER PARK</b> <b>POTVIN PARK</b> <b>SUNNYSIDE PARK</b>	Call to Reserve \$50	Call to Reserve \$50	Call to Reserve \$50	NC
<b>LEWISTON ARMORY</b> <b>65 Central Avenue</b>				
Gymnasium	\$465 1 <sup>st</sup> day \$345 2 <sup>nd</sup> day \$290 3 <sup>rd</sup> day \$60 hour up to 3 hours	\$345 1 <sup>st</sup> day \$290 2 <sup>nd</sup> day \$230 3 <sup>rd</sup> day \$60 hour up to 3 hours	\$175 1 <sup>st</sup> day \$145 2 <sup>nd</sup> day \$115 3 <sup>rd</sup> day \$25 hour up to 3 hours	NC
Meeting Rooms	\$60 up to 4 hours	\$45 up to 4 hours	\$35 up to 4 hours	NC
Activity Room 1	\$115 up to 4 hours	\$90 up to 4 hours	\$75 up to 4 hours	NC
Senior's Room	\$145 up to 4 hours	\$115 up to 4 hours	\$100 up to 4 hours	NC
Concession Stand	\$30 up to 4 hours	\$20 up to 4 hours	\$10 up to 4 hours	NC
<b>PUBLIC LIBRARY</b> <b>200 Lisbon Street</b>				
Callahan Hall 3 <sup>rd</sup> floor	\$465 day \$60 hour up to 3 hours	\$345 day \$60 hour up to 3 hours	\$175 day \$25 hour up to 3 hours	NC
Jeanne Couture Room 1 <sup>st</sup> floor	\$70	\$60	\$35	NC
Conference Room 3 <sup>rd</sup> floor	\$65	\$55	\$30	NC
Computer Lab 2 <sup>nd</sup> floor	\$315	\$210	\$160	NC

#### ADDITIONAL FEES AND CHARGES FOR THE ARMORY & PUBLIC LIBRARY

Public Address System	\$50 per session	After Hours Staff/Library	\$40 per hour or part thereof
Building Monitor/Armory	\$20 per session	Floor Covering/Armory	\$325
Table(s) Rental Fee/Armory	\$5 per table	Delivery of Tables/Chairs	\$25
Chair(s) Rental Fee/Armory	\$1 per chair		

**PARKS/ADMINISTRATION:** 513-3121

**ARMORY:** 513-3005

**PUBLIC LIBRARY:** 513-3004

\*The City will reserve the right to include custodial, maintenance, or other applicable fees in addition to the fees outlined above and/or exempted fees.

\*\*The City will reserve the right to assess supplemental charges when needed, i.e. turf damage, electricity, use of Police-security, or Public Works.



## Declaration and Signature

- I have read the Special Events Policy and all applicable guidelines and requirements that are outlined in the application or on the City’s web page.
- I will attend an event team meeting and/or contact each department to discuss requirements outlined in the application and reach out to Public Works a week in advance for a site visit.
- I have included my non-refundable \$50 processing fee, map/diagrams, non-profit status documentation and all other requested documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*The City of Lewiston shall reserve the right to deny any application if the requested information is incomplete; conflicts with City policies, ordinances, events or City services; contains information that is inaccurate or fraudulent; or appears to violate local, state, or federal law. In some instances, a background check may be required with the associated fee paid by event organizer.*

### Return completed application and documentation either by mail, PDF, or in person to:

Janet Labbe  
27 Pine Street, Lewiston, ME 04240

**Call 513-3121 with credit card payment**  
Checks made payable to: **City of Lewiston**

EMAIL: [jlabb@lewistonmaine.gov](mailto:jlabb@lewistonmaine.gov)  
FAX: 795-5069

In-person: ground floor of City Hall, 27 Pine St.  
City Administrator’s Office

## At-A-Glance / Staff Use Only

Calendar \_\_\_\_ E-Folder \_\_\_\_ DB \_\_\_\_ EM Staff \_\_\_\_

**\$50 Processing Fee:** CK# \_\_\_\_ CC \_\_\_\_ CASH \_\_\_\_ **Park Fee(s)** \_\_\_\_ **Clerk Fee(s)** \_\_\_\_ **Date** \_\_\_\_

**NP Paperwork:** *on file* \_\_\_\_ 501C3 \_\_\_\_ IRS Letter \_\_\_\_ Form 990 \_\_\_\_ **COI:** \_\_\_\_ **Date** \_\_\_\_

**In-Kind Request** \_\_\_\_ **Schedule A** \_\_\_\_ **Fundraiser** \_\_\_\_ **Maps Submitted** \_\_\_\_

Outdoor Entertainment \_\_\_\_ Detour/Road Closure \_\_\_\_ Fire Review \_\_\_\_

Sound Amplification \_\_\_\_ EMR Group Notification \_\_\_\_ Electrical Access \_\_\_\_

Outside Alcohol \_\_\_\_ Business Contact Plan \_\_\_\_ Dig-Safe \_\_\_\_

FSE Class G \_\_\_\_ PW Logistics Site Visit \_\_\_\_ Date \_\_\_\_

Vendor/Flea Market Permit \_\_\_\_ Police Assistance \_\_\_\_ Water Access \_\_\_\_

**Event Staff-Organizer Meeting Date** \_\_\_\_

NOTE(S):



## SCHEDULE A NON-PROFITS ONLY (FY24) July 1, 2023 – June 30, 2024

### IN-KIND SERVICES REQUEST FOR NON-PROFITS Submitted to City Council for Review and Consideration.

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ New \_\_\_ Repeat \_\_\_  
Non-Profit Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Does your organization receive CDBG funds from the City? Yes \_\_\_ No \_\_\_  
Does your organization receive social service agency funding? Yes \_\_\_ No \_\_\_

If in-kind services are requested, the application and \$50 processing fee MUST be submitted between the dates of **January 1 to March 1 for events that will occur in the next fiscal year beginning July 1.**

PLEASE DESCRIBE IN DETAIL THE CITY-DONATED SERVICES AND/OR SUPPORT:  
Services and support relative to City properties, resources, assets, or departments  
(i.e. Public Works road closures, Police intersection control, etc.)

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### FINANCIAL INFORMATION/BUDGETS

\*The City reserves the right to request financial information of the event and/or organization.

### FUNDRAISING (for repeat events only)

Was a non-employee hired to organize and/or manage the event? Yes \_\_\_ No \_\_\_

Name of organization or individual: \_\_\_\_\_

Were event services provided by you to raise money for one or more Non-Profit agency?

Yes \_\_\_ No \_\_\_ Name of Organization(s) \_\_\_\_\_

Return completed Schedule A and required documentation with your event application to: Janet Labbe,  
City Hall, 27 Pine Street, Lewiston, ME 04240; [jlabb@lewistonmaine.gov](mailto:jlabb@lewistonmaine.gov) or FAX 795-5069