



City of Westbrook, Maine

OFFICE OF THE CITY CLERK

City Clerk's Office
2 York Street
Westbrook, Maine 04092

Phone: 207-591-8115
Email: clerk@westbrook.me.us

For uses of city property, there are typically:

1. Fees Charged for Excessive Use of City Property

2. Security Deposit is Required 3. Insurance Required

(There may be fees due and applications required from other City Departments)

Later Submissions shall be considered based on available City resources

**Must be 18 years of age or older to complete this form. Application must be filled out 45 days prior to event*

TODAY'S DATE		ORGANIZATION NAME			
ORGANIZATION ADDRESS			CITY	STATE	ZIP
CONTACT NAME(S)		TITLE			
HOME #	CELL	FAX			
EMAIL	EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED <i>*See appendix for Community Used Parks</i>					
EVENT DAY & DATE(S)		RAIN DAY & DATE(S)			
EVENT START TIME	EVENT END TIME	SETUP/BREAKDOWN			

NAME OF EVENT	EXPECTED ATTENDANCE
DESCRIPTION OF EVENT:	
IS THERE A REGISTRATION FEE COLLECTED FOR THIS EVENT?	

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
* Do you wish to set up a tent(s) ? A canopy or tent larger than 10x10 needs to be approved by the Westbrook Fire Department			
* Will you be setting up tables and/or chairs ? How many tables: _____ Chairs: _____			

*	Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:			
*	Do you wish to sell food ? A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). Applications must be submitted to the Clerk's Office with at least a 2-week notice (591-8109).			
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?			
*	Are you setting up a PA (sound) system? And/Or Amplified Music? Band? DJ? If so, your event requires a Special Amusement Permit from the City Clerk's Office (591-8115.) <i>*Please refer to City Regulations & Conditions of Use for Noise Regulations</i>			
*	Will your event require electricity ? <i>*Electricity is only available at Riverbank Park</i>			
*	Are you planning on bringing a Grill for a Barbecue ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.			
*	Will your event require street closures ? <i>*Subject to City Approval</i>			
*	Will your event require Police assistance?			
*	Will your event require Fire/EMS assistance?			
*	Will you be providing event Marshalls?			
*	Will your event require portable restroom rental(s) or need existing portable restrooms cleaned? (Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.)			

INSURANCE CERTIFICATE INFORMATION				
*	Certain events shall require liability insurance. This will be determined upon review of application. (For an event such as a walkathon, race, festival, concert, the City requires insurance coverage - General Liability. The City of Westbrook needs to be named as additional insured and the policy endorsed in regards to the event activities on that date).			
◆	If insurance is required, please have "City of Westbrook, Maine" listed as an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually is endorsed to name the City of Westbrook as an Additional Insured" and a copy of the endorsement must come to the City of Westbrook with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Westbrook is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under 'Addl Insr,' or which merely states The City of Westbrook is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is \$400,000. Please have your insurance company email a copy to City Clerks Office: clerk@westbrook.me.us			

City Regulations & Conditions For Use

ELECTRICITY
All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you not use electricity, unless all connections and equipment are covered and protected from the elements.

BARBECUES - GAS GRILLS ONLY
Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills or open burning. Barbecuing must first be approved and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children’s activities. You must bring a fire extinguisher with you to the grilling area.

PORTABLE RESTROOMS / BATHROOM FACILITIES
Portable Restrooms are required for large events and events where food is being served. Riverbank Park has two (2) portable restrooms. If over 150 people are expected to attend the event, a \$25 user fee is required (paid to City of Westbrook). The portable restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the portable restroom company (Troiano, 800-310-2070, M-F) to request and pay for a cleaning. If renting additional units, contact Troiano for rental agreements.

TRASH
All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. Do not use existing trash barrels. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

City of Westbrook has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). **Any tire ruts/damage to the grass areas shall mean a forfeit of your security deposits.**

SMOKE-FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at all City Parks & Fields: Riverbank Park, Bicentennial Park (including Ramp Park), all areas set forth in Section 23-6 of the Code of Ordinances, Saccarappa Falls Park and the Boardwalk, the skating rinks at Stroudwater Street, Bridge Street (including the ball field), and Lincoln Street, and the ball fields at Foster Street, Stevens Avenue, and Cornelia Warren Field, and the outdoor swimming pool.

NOTIFICATION

Please keep a copy of issued permit on site at all times. City staff may require proof of permit upon request.

REVOCABLE PERMIT

◆ The City reserves the unconditional right to revoke or revise an issued permit for any and all reasons.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES

INITIALS

DATE

ASSUMPTION OF RISK & LIABILITY

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Westbrook, its employees and agents, from and against all claims arising out of activities during said event.

I have read the Assumption of Risk & Liability Agreement

INITIALS

DATE

YOUR EVENT WILL BE REVIEWED BY CITY OF WESTBROOK OFFICIALS AND IF APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED:

CONDITION OF PATHWAYS/ STREETS / PARKS- ASSUMPTION OF RISK and LIABILITY:

- Users of the pathways/trails and streets/sidewalks/parks/parking lots agree to accept the areas in an "as is" condition and shall be responsible for all risk and liability in using the grounds/city property for the event.

WEATHER EMERGENCY:

- In the case of a weather emergency, the streets and sidewalks may not be usable for your event (they may be hazardous). Please call the City Clerk’s Office, to discuss canceling 591-8115.
- In case of extreme weather, please consider canceling/rescheduling.

ELECTRICITY AT RIVERBANK PARK GAZEBO:

- Electricity at the Riverbank Park Gazebo can be utilized.
- Use of electricity is prohibited during inclement weather.

MARKING OF GROUNDS / VENDOR LOCATIONS / SIGNAGE:

- You may place signage DAY OF EVENT only
- Please post a sign on the morning of your event at the entrances to Riverbank Park, that alerts the public to your event.
- Please make sure all signs are removed immediately following the event.
- Do not mark the sidewalks or Park grounds in any permanent way
- NO spray paint or spray chalk
- Do NOT nail or staple signage to trees.

PARTICIPANT PARKING:

- All vehicles need to park in legal spots, or be subject to parking tickets/towing.
- Please keep vehicles off the grass areas.

CITY CLERK'S OFFICE / LICENSES 591-8109

- You have permission to sell food items and crafts, t-shirts, etc. within City Parks, given licenses procured.
- You will need to contact the Clerk's Office (591-8109) for the temporary food service licenses or a Special Amusement Permit.
- Only licensed vendors (vendors that are approved by the Clerks Office) are permitted to vend at the park.
- An inspector may be on site in the morning hours to inspect the food vendors.

- Remember, a Special Amusement Permit does not give you permission to create a noise disturbance. If the Police Department receives complaints, they will respond accordingly.
- Please make sure you update the participating food vendors on the requirements that they will have to meet prior to an inspector issuing them the license to vend at the event.

NOISE DISTURBANCE:

- No person shall, in any street or public place, make any loud or unusual noise, either by voice or otherwise, or utter obscene, indecent or profane words, or in any unruly or boisterous manner disturb the quiet and good order of the city.
- If the Police Department receives complaints, they will respond accordingly.

INSPECTION SERVICES / TENT PERMIT – Westbrook Fire Department: 854-0644

- Small free-standing 10x10 canopies do not need a tent permit, larger size tents do.
- Please take safety precautions to ensure a safe event. Please weight down the legs of the canopies, especially if it is windy out.
- The City takes no responsibility for your items that are placed on City property.

NO ALCOHOL ALLOWED:

- There is to be no alcohol permitted on City property for the event.

FEE SCHEDULE									
Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.									
<p><i>*When the applicant is the City of Westbrook, Westbrook School Department, or a charitable organization based in Westbrook, the application fees shall not be required, and the City of Westbrook shall cover any expenses for City services required.</i></p>	<p style="text-align: center;"><u>Non-Westbrook Based Applicants</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Application fee</td> <td style="text-align: right; padding: 5px;">\$200</td> </tr> <tr> <td style="padding: 5px;">Use of electricity</td> <td style="text-align: right; padding: 5px;">\$25/day</td> </tr> <tr> <td style="padding: 5px;">Portable restroom user fee for event with 150+ attendees</td> <td style="text-align: right; padding: 5px;">\$25</td> </tr> <tr> <td style="padding: 5px;">City services (Police, Fire, Public Services and Ambulance support)</td> <td style="text-align: right; padding: 5px;">Actual expenses incurred</td> </tr> </table>	Application fee	\$200	Use of electricity	\$25/day	Portable restroom user fee for event with 150+ attendees	\$25	City services (Police, Fire, Public Services and Ambulance support)	Actual expenses incurred
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FOR OFFICE USE ONLY									
WESTBROOK OR NON-WESTBROOK BASED		DATE REC'D APPLICATION		DATE REC'D INSURANCE		PERMIT FEE AMT REC'D			
PAYMENT TYPE									
VISA	\$	MC	\$	CK #		CK AMOUNT	\$	CASH AMT	\$

ADDITIONAL NOTES ABOUT THE EVENT:

