

Town of Norway Outdoor Festival License Application

FOR OFFICE USE ONLY	
Date filed	_____
Fee paid	_____
Date Application Rec'd	_____
Public Hearing Date	_____
Date Approved	_____

This application must be filed with the Town clerk not less than 45 days before the date of the event. Application must be accompanied by a non-refundable application fee of \$100.00

1. Name of applicant _____
2. Name of business that will be using license (if applicable) _____
3. Nature of business of license applicant (if applicable) _____
4. Has the applicant ever had a license to conduct the business noted above revoked?
____ Yes ____ No If yes, please describe the circumstances involved

5. Has the applicant or any appropriate officers ever been convicted for a Class A, B, C or D Crime? _____ If yes, please describe the circumstances involved

6. Is applicant a not-for-profit organization? _____ (if yes, attach a copy of State of Maine and IRS tax exempt certificates)
7. Home address of applicant _____
Home telephone _____
Work address of applicant _____
Work telephone _____
8. Name of Event _____
9. Address of property and name of landowner where outdoor festival will be held

 - If this property is not owned by the applicant, attach a copy of the contract with or letter of authorization from the property owner allowing use of the property for this Event

10. Name of promoter (if different from above) _____
Address _____ Phone _____
11. Date(s) of Event _____
Time (start and finish times) _____
12. Description of Event _____
13. Will food be sold and/or served at this Event? _____
14. Will alcoholic beverages be sold and/or served at this Event? _____
15. Estimate of number of attendees _____ Basis for estimate _____
16. Number of toilets available:
Permanent _____ Portable _____
17. Number of parking spaces available: On-site _____ Off-Site _____
18. Are parking lots lighted? (Applicable only if Event runs into evening hours)
_____ Yes _____ No If no, which lots are not lighted? _____
19. Source of potable water _____
20. Refuse containers available - number and size _____
21. Name of refuse disposal company (attach copy of agreement to pick up
refuse, or describe plan for proper disposal of waste)

 - When will refuse be picked up? _____

PUBLIC SAFETY:

22. Describe first aid/medical personnel and provisions _____

23. Describe fire/emergency equipment and availability _____

24. Describe communication system _____

25. Number of Maine certified police officers _____
26. Other security personnel (provide company name and qualifications)

27. Name of liability insurance carrier (attach proof of insurance)

28. Name and telephone number of contact person who will be responsible and can be
contacted by the Town during this event:
Name _____ Telephone _____

29. Please attach the following to this application:

A written descriptive plan, showing that facilities are provided at the site of the outdoor festival, including:

- Waste disposal facilities (refuse & sewage)
- Fire fighting equipment and personnel
- Water supplies
- First aid facilities
- Communication facilities
- Parking available
- Police or security guards
- Letter of authority from landowner(s) whose property will be used for the event
- Letter(s) of approval from any landowner(s) whose property may be used for parking
- State of Maine & IRS tax exempt certificates, if applicable
- \$100 application fee (non-refundable)

I have received a copy of the Town of Norway Outdoor Festival Ordinance and hereby submit this application, which is true and complete to the best of my knowledge and ability.

Signature of applicant

Date

REVIEWED BY :

APPROVED BY:

Town Clerk Date

Town Manager Date

Code Enforcement Officer Date

Select-board member Date

Chief of Police Date

Select-board member Date

Fire Chief Date

Select-board member Date

Road Commissioner Date

Select-board member Date

Select-board member Date

Distribution to:

Police Chief;

Fire Chief;

Code Enforcement Officer;

Health Officer