

APPLICATION FOR MASS GATHERING EVENT

Pursuant to *Town of Norridgewock Mass Gathering Ordinance*

A. DESCRIPTION OF EVENT

Name of Mass Gathering _____

Date(s) of Proposed Event _____

Name of Operator/Applicant _____

Mailing Address _____

Phone, Applicant _____

Email, Applicant _____

Location of Mass Gathering _____

Location Map/Lot _____

Name of Property Owner(s) _____

Mailing Address, Owner(s) _____

Phone, Owner(s) _____

Contact Name at Gathering _____

Mailing Address _____

Phone, Contact _____

Email, Contact _____

Date and Time of Mass Gathering

Date _____ Start Time: _____ End Time: _____

Date _____ Start Time: _____ End Time: _____

Date _____ Start Time: _____ End Time: _____

Date _____ Start Time: _____ End Time: _____

Maximum Number Tickets Available _____

Description of Mass Gathering _____

Will consumption of alcohol be allowed at the Mass Gathering? (circle one) Yes No

If yes, a copy of the "BYOB" or other appropriate permit from the Maine Bureau of Alcoholic Beverages and Lottery Operations (BABLO) must be provided.

Does the Operator own all the property being utilized by the Gathering? (circle one) Yes No

If no, list all other landowners involved and attachment statements indicating that they have read the complete application form and that they understand the scope and nature of this event.

Landowners: _____

B. EVENT LAYOUT

Total Acreage to be used: _____

Total Acreage for assembly: _____

Total Acreage for Camping: _____

Total Acreage for Parking: _____

Total Seating Capacity: _____

Total Number of Camp Sites: _____

Total Parking Spaces: _____

Written Parking Plan (attach, if necessary): _____

Layout of Food Service Area (attach, if necessary): _____

C. ACCESS

Detailed description and maps of traffic control plan (attach copies): _____

Name of Professional Traffic Control Firm: _____

Mailing Address _____

Phone, Traffic Control Firm _____

Email, Traffic Control Firm _____

Number of Professional/Trained Traffic Controllers (include proof of certification): _____

Location Prior to the Mass Gathering: _____

Description of how disabled or illegally parked vehicles will be moved from the Mass Gathering Area (include written statement from towing service): _____

Name of Towing Service: _____

Mailing Address _____

Phone, Towing Service _____

D. MEDICAL

Written description of first aid and emergency medical facilities: _____

List of Names and Qualifications of Medical Personnel (attach list, if necessary): _____

Name of Ambulance Service _____

Mailing Address _____

Phone, Ambulance Service _____

Notifications (attach letters of notification)

Has Redington Fairview Hospital been notified? (circle one) Yes No

Has Ambulance Service been notified? (circle one) Yes No

E. LAW ENFORCEMENT

Number of certified security personnel: _____

List of names and phones for personnel (attach list): _____

Number of security personnel who are certified graduates of the Maine Criminal Justice Academy (attach a list of names and phone numbers— minimum of 2 required): _____

F. FIRE PROTECTION

Has the Town Fire Chief accepted the plans for the Mass Gathering as meeting fire protection concerns? (include written statement from Fire Chief) (circle one) Yes No

Has the Regional Forest Ranger assessed the forest fire hazards of the Mass Gathering area? (include written statement from Forest Ranger) (circle one) Yes No

Will the Regional Forest Ranger allow fires of any time within the Mass Gathering Area?
(include written statement from Forest Ranger) (circle one) Yes No

G. WATER SUPPLY

Source(s) of Potable Water: _____

Total Quantity: _____

Description (location, distribution) _____

What steps will be taken to protect the Town's water supply, if applicable? _____

Attach written statement from Norridgewock Water District if using their supply.

H. SANITARY FACILITIES

Number of permanent toilets available: _____

Number of portable toilets available: _____

Company Providing Facilities _____

Mailing Address _____

Phone _____

Number of lavatory/bathing facilities: _____

I. REFUSE DISPOSAL

Number of refuse containers: _____

How will refuse be picked up? _____

When will refuse be picked up? _____

Where will refuse be picked up? _____

Refuse Disposal Company _____

Mailing Address _____

Phone _____

Contact Name _____

J. CONTAINMENT

Describe the provisions for preventing people in excess of the maximum permitted number from gaining access to the Mass Gathering area: _____

K. PROMOTION

Description of Publicity (be specific): _____

Means of publicizing the fact that the event is sold out: _____

L. LIABILITY INSURANCE

	<u>Property</u>	<u>Personal Injury</u>
Name of Company	_____	_____
Address	_____	_____
	_____	_____
Phone	_____	_____
Amount of Coverage	_____	_____
	_____	_____

Include a statement/quote from the insurance company providing the insurance policy

M. GROUNDS

Provide a written, detailed description of light locations and the light level intensities: _____

Provide a written, detailed statement identifying how sound levels will be measured throughout the event to comply with the ordinance: _____

This application must be filed with the Town Clerk no less than 120 days before the date of the proposed Mass Gathering. The application must be accompanied by the submissions listed below, as well as a non-refundable fee as set forth in Section 401 of the Mass Gathering Ordinance. Compliance with Section 602, Deposit for Town Costs, is required prior to the issuance of a permit.

Statement of Applicant

I have reviewed the Mass Gathering Ordinance for the Town of Norridgewock and am submitting this application for a permit to hold a mass gathering event. The information in this application is accurate and true to the best of my knowledge.

Signature of Operator/Applicant

Date

APPLICATION CONTENT CHECKLIST

- Description of proposed event [§501-B ¶1]
- Number of people expected to attend (including patrons, vendors, performers, vendors, etc.) [§501-B ¶1]
- Maximum number of tickets available [§501-B ¶1]
- Site Map (scaled of no more than 100' to one inch) showing the following [§501-B ¶2]:
 - Location and number of all proposed toilets
 - Location and number of all lavatory and bathing facilities
 - Location and number of water supply sources
 - Location and size of assemblage area(s)
 - Location of the food service area(s)
 - Location and size of the camping areas, number of campsites
 - Location of refuse collection/disposal facilities
 - Location and size of parking areas, number of parking spaces
 - Location of first aid facilities
 - Location of all traffic control personnel
 - Onsite ingress and egress of pedestrian and vehicular traffic
 - Offsite ingress and egress roads
- Written proof of right to title or interest [§501-B ¶3]
- Written documentation to show provisions for access for the ingress and egress of pedestrian and vehicular traffic shall be maintained [§501-C ¶1]
- Written documentation that all public roadways in the proximity of the Mass Gathering will be adequately staffed with certified personnel [§501-C ¶1]
- Detailed plan for traffic control [§501-C ¶2]
 - Description of routes which attendees are likely to take [§501-C ¶2 (1)]
 - Number and location of persons present to direct traffic at site, both before and after the event [§501-C ¶2 (2)]
 - Proof of individual certification(s) for traffic control [§501-C ¶2 (2)]
 - Written description of means to remove disabled vehicles that may obstruct the free flow of traffic; written statement by private towing company that their services will be available [§501-C ¶2 (3)]
- Written description of parking; specify location of all roads and lots [§501-C ¶2 (4)]
- Written demonstration of medical/emergency services capabilities [§501-D ¶1]
 - How will emergency medical services be provided
 - Demonstrated coordination with manager of local ambulance facility
 - First aid building, tent, or ambulance
 - Telephone and radio communications provided and available for emergency purposes
 - Demonstrated coordination with area hospitals to advise of the mass gathering date, expected attendance; must provide written acknowledgement
- Written evidence that security personnel shall be on duty and within the assembly site area, pursuant to State statute [§501-E ¶1]
 - Minimum of 2 Maine Criminal Justice Academy-certified officers (not including traffic control personnel) must be on site for each 1,000 persons in attendance [§501-E ¶1]

- Plans for fire protection [§501-F]
 - Written statement from Norridgewock Fire Chief stating that Gathering plans meet fire protection concerns [§501-F ¶1]
 - Written statement from Regional Forest Ranger stating that the site has been assessed for its forest fire hazard [§501-E ¶2]
- Impact on water supply [§501-G]
 - Written documentation provided from the Operator concerning the source(s) of potable water [§501-E ¶1]
 - Location of water distributed under pressure, if relevant [§501-E ¶1]
 - Written statement from Norridgewock Water District to affirm capacity to provide the necessary quantities of water without adversely impacting the supply to regular customers [§501-E ¶2]
- Signed contract with vendor demonstrating that sanitary facilities are provided at a minimum rate of one for each 150 persons attending the event [§501-H(1)]
- Plans for refuse disposal [§501-I ¶1]
 - Written description of the number, type, and location of facilities [§501-I ¶1]
 - Written statement as to when and how refuse will be picked up, by whom, and to what facility it will be taken [§501-I ¶1]
 - Written evidence that refuse containers will be readily available throughout the Gathering area, a minimum of one 50-gallon refuse container or equivalent provided for each 100 persons expected [§501-I ¶1] and/or where RVs or buses are parked, containers at a rate of at least one for each 25 vehicles [§501-I ¶2]
- Gathering Containment [§501-J]
 - Written statement that persons not holding valid tickets will not remain on property [§501-J (1)]
 - Written authorization for police to arrest persons not holding tickets [§501-J (2)]
 - Written authorization for police to enter upon any Gathering property in order to enforce compliance with laws [§501-J (2)]
 - Written description of the means used to publicize how the event is sold out or canceled [§501-J (3)]
- Detailed written description of methods being used to publicize event [§501-K]
- Proof of liability insurance covering the event [§601]
- Detailed written description of the location and light level intensities [§501-M (4)]
- Statement identifying how sound levels will be measured and monitored throughout the event to comply with the Ordinance [§501-N ¶2]

APPLICATION FILING CHECKLIST

- Complete application Received no less than 120 days before event [§401 ¶1]
- Non-refundable application fee of \$150.00 [§401 ¶2]
- Permit from Maine DHHS, pursuant to Title 22 M.R.S.A., Chapters 1601-1602 and regulations promulgated there under [§301 (a)]
- Permit from Maine Bureau of Alcoholic Beverages and Lottery Operations (BABLO) pursuant to Title 28-A M.R.S.A., Chapter 163, if Gathering allows the consumption of alcoholic beverages on premises. [301 (b)]
- Permit from Maine DHHS or a campground, pursuant to Title 22 M.R.S.A., Sections 2491-2501, and regulations promulgated there under [§301 (d)]

POST-APPLICATION, PRE-HEARING

- Notice of Public Hearing sent by Certified Mail with return receipt to all abutters, as determined by the Town [§402 ¶1]
- Notice of Public Hearing posted in a minimum of two public places in Norridgewock [§402 ¶1]
- Notice of Public Hearing published in at least one newspaper having general circulation in the Town of Norridgewock, at least seven days before the public hearing [§402 ¶1]
- Notice of Public Hearing published in at least one newspaper having general circulation in the Town of Norridgewock, on the day of the public hearing [§402 ¶1]

Add pages where necessary to provide full information in completing this application.

PLANNING BOARD USE ONLY

Date/Time Received: _____ Clerk: _____

REVIEW FOR APPLICATION COMPLETION

Date/Time: _____ (circle one) Complete Incomplete

Fees for Town Costs:	_____
Mailing Fees:	_____
Total Amount Due	_____
Date Paid	_____
Received By	_____

Mass Gathering/ Campground Permit	_____
BYOB Permit #:	_____

PUBLIC HEARING INFORMATION

Date/Time: _____

Date of Decision: _____ (circle one) Approved Denied

Has the District Forest Ranger assessed the forest fire hazard of the Mass Gathering Area?

(circle one) Yes No

Will the District Forest Ranger allow fires of any type during this event?

(circle one) Yes No

FINAL INSPECTION

The 24 hour compliance check has been performed and all required facilities are in place and ready for the Mass Gathering.

Chairman or Designated Agent

Date/Time