Date Received: _____

Date Approved: _____

Town of Lisbon

APPLICATION FOR SPECIAL EVENT PERMIT

The purpose of this policy is to outline the issuance of permits for Special events in excess of 100 people that occur on Town of Lisbon property or involve road closures, and any ticketed event on private property in excess of 250 people for 2 hours or longer, in order to protect the public health, safety, welfare and peace of the inhabitants of the town. (This excludes ARTICLE VI. - AFTER HOURS ENTERTAINMENT EVENTS, which is the issuance of licenses for after hours entertainment events. Please reference that Ordinance for events between 12:00 am and dawn.)

Please complete this application and submit to the Town Clerk with your $35.00 deposit fee. This application will be reviewed by applicable staff and departments within 3 business days to provide you with an estimate of the total cost that will be due to the town.

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Application must be submitted to the Clerk at least 45 days prior to the event if the gathering is expected to attract up to 500 people, and at least 90 days prior to the event if the gathering is expected to attract more than 5,000 people.

SPECIAL EVENT FEE SCHEDULE

Event Fees and Number of Police Officers

MINOR	100 to 250 attendees	$ 50.00	0-1*
	251 to 500 attendees	$ 100.00	2*
	501 to 1,000 attendees	$ 150.00	3*
MAJOR	1,001 to 5,000 attendees	$ 250.00	4*
	Over 5,000 attendees	$ 500.00	2 per 500*

** At the discretion of the Police Chief or their designee. The Police Chief may require additional officers beyond the requirements above if alcohol is served at the event or there are circumstances which he determines require additional police protection in order to ensure the safety of the attendees and/or the health, safety, welfare and peace of the community. All costs associated with the police presence at the event are the responsibility of the applicant.*

SPONSOR INFORMATION

Name of Event: _____

Type of Event (Walk, Festival, Concert, etc.): _____

Name of Sponsoring Organization: _____

Name of Contact Person for Event: _____

Mailing Address (Street or Box): _____

City/Town _____ State _____Zip Code _____

Email Address: _____

Date(s) of Event: _____ Time Begin: _____

Time End: _____ Attendance Expected: _____

Property for event is publicly/privately owned by: _____

Location Address of Event: _____

If private property you MUST have written permission from landowner or their representative.

Business Name: _____

If Event is recurring, LIST specific dates and expected attendance (if different from above):

_____

_____

_____

Have you held an event at this location within the last 12 months? Yes / No

If the location is a Town park or property, or at a School property, have you applied for use of the property with the Recreation Department or School, and has your request been approved? Yes / No / Pending

Date submitted to the School or Recreation Department: _____

Contact Person DURING the Event:

Name: _____ Phone: _____

Email Address: _____

Fees & Additional Permits

Permit Fee	Permission/Permit Type	YES	NO
N/A	**ADA ACCOMMODATIONS** – Please describe how you will accommodate for ADA compliance:		
N/A	**ANIMALS/PETS** – Will animals/pets be allowed? Y / N Briefly describe how they will be accommodated:		
Yes	**CROSS-STREET BANNERS** Please note that banners are allowed *by permit only* in designated areas.		
Separate fee & permit may be required	**FOOD** – Will food or beverages be sold? If yes, a food/ victualer's permit may be required and should be submitted 30 days prior to the event. Other requirements and/or restrictions may apply.		
Separate fee & permit may be required	**NON-FOOD ITEMS** – Will products be sold such as t-shirts, crafts, souvenirs, etc? If yes, list what items: An Itinerant Vendor permit may be required and should be submitted 30 days prior to the event.		
N/A	**LIVE MUSIC** – Will there be outdoor musical performances? If yes, please describe:		
N/A	**SOUND AMPLIFICATION** – Will there be a microphone or speaker system to project sound?		

Business Name: _____

Permit Fee	Permission/Permit Type	YES	NO
Separate fee & permit may be required	**ALCOHOL** – Will alcoholic beverages be sold? Y / N Vendor must hold a valid State of Maine liquor license and submit an Off Premise Catering Event application at least 14 days prior to the event.		
Separate fee & permit may be required	**CARNIVAL** – Will carnival rides be offered? If yes, attach a copy of the state permit.		
Separate fee & permit may be required	**SPECIAL DISPLAYS** – Will there be a fireworks, light show, drones, or other special display? If yes, permits may be required per Lisbon Ordinances. Copies of any State permits will be required.		
N/A	**PARADE** – Will there be a parade? If yes, describe route:		
N/A	**RUN/WALK/CYCLE** – Will event involve participants doing a walk-a-thon, road race, etc.? If yes, describe route:		
Separate fee & permit may be required	**BURN PERMIT** – Will there be any open flame such as a bonfire? If yes, a permit from the Fire Department is required. If yes, describe activity:		
Separate fee & permit may be required	**TENT/CANOPY** – Will you be setting up a tent or canopy? If yes, list number and sizes:		
Separate fee & permit may be required	**ELECTRICAL POWER/EQUIPMENT** – Will electrically powered equipment be utilized? Y / N If so, briefly describe the equipment and the entity responsible for the installation of the electrical equipment:		
Requires Town Manager approval	**ROAD/INTERSECTION CLOSURE** – Will any roads need to be closed to accommodate your event? If yes, please list: *Public Works fees may apply.* *The town reserves the right to require a crossing guard.*		
Separate fee & permit may be required	**HAZARDOUS OR CONTROLLED ITEMS OR MATERIALS** – Please list if applicable:		
N/A	**MAP/DIAGRAM** – Please attach a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, food service areas, etc. This is a **MANDATORY** for this application and must be included and a digital map may be requested and/or required.		

Business Name: _____

Permit Fee	Permission/Permit Type	YES	NO
N/A	**PARKING ACCOMODATIONS** – What is the anticipated need for parking and what is your parking plan?		
N/A	**TOILETS** – Please list amount at event and/or nearest location:		
N/A	**WASTE DISPOSAL** – Please list process and location:		
N/A	**HAND WASHING FACILITIES** – Please list amount at event and/or nearest location:		
Additional fees may apply	**FIRST AID FACILITIES** – Please list location at event, including EMS & Fire: *Please contact Fire & Police Departments for additional information.*		
$ 35.00	**DEPOSIT REQUIRED – Checks payable to "Town of Lisbon"**		

DESCRIPTION OF EVENT

Please attach a detailed description of your event.

I ATTEST THAT MY EMPLOYEES HAVE BEEN BACKGROUND CHECKED AND REMAIN FREE OF FELONY CONVICTIONS, CRIMES AGAINST A PERSON, AND DRUG TRAFFICKING.

The Town of Lisbon reserves the right to request and perform additional background checks where deemed necessary by the Chief of Police.

Signature of Applicant: Printed Name: Date Submitted:

_____ _____ _____

The applicant agrees to the terms of this application and the permits required and agrees to abide by local ordinances and town policies; and does hereby acknowledge a public records check may be conducted. The applicant will provide an update of expected attendance and any other changes or additions at least two weeks prior to the event. The Town Council reserves the right to waive fees.

NOTE: The Town Clerk's office will contact you with any additional information you may need for your event, including any additional permits that may be required by ordinance and policy. The Town of Lisbon reserves the right to request a deposit of town fees equal to up to 50% of the estimated fee cost. All non-town fees are the responsibility of the applicant. All town fees are due upon receipt of bill, application fees are non-refundable.

Business Name: _____

Department Approval of Compliance:

DEPARTMENT	DATE	SIGNATURE
Health Inspector:		
Fire Chief:		
Police Chief:		
Code Enforcement Officer:		
Public Works Director:		
Economic Development Director:		
Town Clerk:		
Town Manager:		
School Department:		