

TOWN OF TOPSHAM

APPLICATION FOR SPECIAL EVENTS PERMIT

This application is for special events in accordance with chapter 225-59 (C) of the Town Code. *Do not complete this form for fair or non-fair activities subject to chapter 225-59 (A) or (B) of the code.*

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

Name of Applicant: \_\_\_\_\_

Applicants Contact Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Event Promoter/Organizer: \_\_\_\_\_

Address of Promoter/Organizer: \_\_\_\_\_

Contact Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fairgrounds contact person in charge of event: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Describe the nature of the proposed event:

From the list below, please choose the event type that describes the event you propose. If your event is not specifically listed but is similar to one or more of the listed activity types, please check all activities similar to the event you propose and describe the similarities below or attach a separate sheet:

- Outdoor concerts.
- Outdoor motor vehicle racing events.
- Overnight activities.
- Activities scheduled to last later than 11:00 p.m.



## 1. Performance Standards (from section A (1))

- a. All parking area travel lanes and internal vehicular circulation routes shall be kept clear at all times to maintain emergency vehicle access. All fire lanes, as determined by the Fire Chief, shall be kept clear of vehicles, vendors, awnings, or any other obstructions at all times.
- b. The owners shall provide an appropriate number of parking and security staff to assure the safety of those attending any fairground activities.
- c. It shall be the responsibility of the owners to coordinate all access to and egress from the fairgrounds for any event with the local authorities.
- d. The owner shall provide dust control measures that will be available on an as-needed basis.
- e. The owners shall contact the Fire Chief, EMS Director, Police Chief and Codes Enforcement Officer (CEO) no later than 30-days prior to the start of the event to schedule any necessary inspections and to submit Emergency Actions Plans. Emergency Action Plans shall include arrangements for emergency response, contact information, schedules of events, emergency service coverage proposals, and insurance requirements related to public safety. The applicant shall provide the Fire Chief any State permits when received.
- f. The Fire Chief and CEO shall be contacted at least 48 hours prior to the start of the event to conduct inspections for compliance with the standards in this chapter.
- g. Nothing in this section shall prevent the Fire or Police Chief, or EMS Director from requiring additional measures in order to meet an anticipated safety issue.

## 2. Special Event Performance Standards

- a. All performance standards applicable to the Annual Fair shall be applicable to Special Events (see #1 a-g above).
- b. The Board of Selectmen, or the CEO, has the authority to attach conditions to any license issued under this section.
- c. Off-site parking cannot be utilized without written approval of landowners, and any such arrangements must be part of the license application.
- d. The application for license shall include a full site plan, illustrating fire lanes, structures, parking areas, areas of use and types of usage proposed for each area.
- e. All activities shall cease by 11:00 p.m., unless the Board of Selectmen permits different closing times during its approval of the annual license.

I ATTEST THAT THE SPECIAL EVENT APPLIED FOR WILL BE RUN IN COMPLIANCE WITH THE CODE OF THE TOWN OF TOPSHAM CHAPTER 225-59. I FURTHER ATTEST THAT THE INFORMATION IN THIS APPLICATION IS COMPLETE AND CORRECT AND I AGREE TO COMPLY WITH ALL TOWN ORDINANCES AND LAWS APPLICABLE TO THIS EVENT; I AM OR LEGALLY REPRESENT THE OWNER OF THE SUBJECT PROPERTY FOR THE PURPOSE OF OBTAINING THIS PERMIT

APPLICANT SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**FEE: \$30**

This special event application has been reviewed by the Topsham:

- Fire Chief  
Signature: \_\_\_\_\_ Comments ARE//ARE NOT attached
- EMS Director  
Signature: \_\_\_\_\_ Comments ARE//ARE NOT attached
- Police Chief  
Signature: \_\_\_\_\_ Comments ARE//ARE NOT attached

This special event application:

- Has been determined by the CEO to be sufficiently similar to the uses listed in 225-59 (C-1) and considered a Special Event. **The applicant is directed to obtain a license for the event from the Board of Selectman in accordance with 225-59 (C)**
- Has been determined by the CEO to be substantially the same as a prior Selectmen approval and is **APPROVED** // Has been **REFERRED** by the CEO to the Board of Selectman for a new permit
- Has been **DENIED** (see comments below)

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments / Conditions: