



Facilities Use Request City of Belfast, Maine

EVENT: _____

DATES: _____ EVENT REPRESENTATIVE: _____

PROPOSED LOCATION/AREA TO BE USED: _____

All applications and related documents to be returned to the Parks and Recreation Office at City Hall. 338-3370 Ext 27. The City Manager's Office will act as a backup.

The City of Belfast owns Streets, sidewalks, parks, land and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public.

Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This is a planning checklist for your benefit as well as the City's. **If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.** Approvals cannot be given to individuals or groups who are uncertain of their plans.

Please attach maps, additional sheets, event outlines etc. - that help to explain your request.

If any of the following questions do NOT apply to your event simple write N/A (not applicable) in the space provided. Thank you.

1) State your name, phone number, e-mail address and identify whom you represent?

2) Describe in detail the nature of this event (What are you planning on?):

3) What facilities would you like to use or what permissions are you seeking with respect to City buildings, Parks, Lands, Streets, sidewalks? Please be specific.

4) What dates and times do you wish to have this event?

5) Are you asking to close off any City Streets? (Which ones, what dates, for how long a period of time each day?)

If yes, then who will manage these closed off Streets?

6) Are you asking the City for anything other than use of the facilities you have described above?

7) How many people do you expect?

8) Will you be selling things at this event? What and by who if not you?

9) Will any alcohol be served or consumed at this event? (If yes provide details)

Where? - Attach MAP_____

By Whom: Name and Phone contact number:

10) Does this event call for any type of open fire - including for cooking purposes? (If so describe what fire safety measures you plan on employing associated with this potential hazard?)

11) Will you be renting spaces to vendors on City Property? Yes_____No_____

If yes where do you propose they set up? (MAP Location)_____

12) Describe what type of vendor and the charges you propose to assess against them.

13) Will you have insurance in the amount of \$1,000,000 that also names the Inhabitants of the City of Belfast as an additional named insured party to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

14) Who is your insurance agent that will provide proof of this coverage to the City?

15) Noise: What kind of noise do you expect to generate at this event and during which specific period of time?

16) How do you propose to handle garbage removal?

17) How do you propose to handle parking?

18) How do you propose to handle security?

19) How do you propose to handle the need for restrooms?

20) What is your plan/need for electricity or water?

21) Have you spoken to the neighbors in the area of this event and discussed traffic, noise, parking etc. with them?

22) Who will be in charge of the event during the event and what are their home phone numbers, cell phone numbers, and email addresses - where they can be reached before and during this event?

23) Are you requesting any services from the City? Be specific on the services you are asking for

Department

Service Requested

City Manager

Police

Fire/ Ambulance

Parks

Public Works

Harbor

Other?

Remember, If any aspect of the activity you wish to conduct is not specifically listed on this checklist then there will be no permission to conduct that activity.



FACILITY USE APPLICATION CHECKLIST

- Application complete with contact names and contact information
- Specific facility or park requested
- Dates/times of the event and extra set-up time if necessary
- Specific request of City services:
 - electrical needs
 - street closures
 - police assistance
 - trash removal
- Vendor permits (necessary if serving alcohol)
- Parking plan
- Insurance Certificate (need to receive two weeks prior to event)
- Map/diagram of event layout
- Music cannot reach a volume level of more than 7 on controls
- Plan for restroom facilities
- Scheduled meeting with City Representative

My signature attests to the review of the checklist and the realistic view of the event provided to the City. Any deviation from the written request is grounds for cancellation of the event by the City of Belfast without notice.

Signature _____ Date: _____

Printed Name: _____



ADMINISTRATIVE COMMENTS
(Internal City use only)

City Manager's Office

Police Department

Fire/Ambulance Department

Parks Department

Public Works Department

Harbor Master

Boat House Rental Agent

Other Notes:
