

Town of Scarborough MASS GATHERING PERMIT APPLICATION

A Mass Gathering Permit is required for any event of 1,000 or more persons within the Town of Scarborough. This completed application must be filed with the Town Clerk's office no less than 60 days prior to the proposed gathering date. Mass Gathering Permits are granted by Town Council action based on a recommendation by staff that all requirements in the Mass Gathering Ordinance Chapter 602A have or will be met by the applicant. Failure to provide the required information or meet all the requirements of the ordinance may result in the denial to issue or revocation of a permit.

Applicant Name:		Applicant Signature:	
Mailing Address:			
City:	State:	Zip:	
Point of Contact:		Title:	
Business Telephone:		Email Address:	
Event/Performer Name(s):			
Mass Gathering Event Address/Area:			
Date(s) of Event:		Event Times:	
Maximum Attendance (including participants, patrons, spectators, staff, vendors, etc.):			

Checklist for Required Materials required to be included with Permit Application:

- This application has been submitted no later than 60 days prior to the scheduled gathering
- The insurance certificate has been included as specified in section 401 of the ordinance
- The non-refundable application fee has been included with the application

Public Costs Escrow:

- I understand the estimated public costs escrow amount must be received no later than 14 days prior to the mass gathering event.

Use the space provided on the following pages to describe in detail how the applicant plans to meet the various approval criteria as outlined in The Town of Scarborough Mass Gathering Ordinance Chapter 602A. If you have any questions during the application process contact the Town Clerk's office at 730-4020 and they will direct you to the appropriate department head for your question.

For Office Use Only: Application & Fee Received By: _____ Date: _____

1. Please provide a list of police, fire, and EMS contacts/references (including names & phone numbers) from locations where you have hosted similar events over the past two years.

2. Please provide a detailed explanation/plan to deal with pedestrian and vehicular access to the proposed mass gathering site including signage, traffic control personnel & devices, as well as emergency access/egress considerations for first responders and emergency vehicles?

3. Please provide detailed information pertaining to the mass gathering grounds including drainage, lighting, parking, and any patron assembly areas to assure adequate space and egress locations are provided.

4. Please explain how you intend to meet the potable water requirements outlined in the ordinance including the availability of hot water for any food vendors to prepare food and clean their equipment.

5. What is your sanitation plan including any contractors you will be using to meet the ordinance?

6. What is your plan for dealing with refuse disposal and vermin control including any contractors you will be using?

7. What type of electrical equipment will be required including any generation equipment, lighting, and the local licensed electrician that will be providing those services?

8. A minimum number of local law enforcement personnel are required to be on site per local ordinance. Please provide a detailed plan for security, crowd & traffic control, and whether you intend to make use of any private security firms, staff, or volunteers as part of your plan.

9. Please provide a copy of your Emergency Operations Plan including contingencies for adverse weather, coordination/communications with local authorities, mass evacuation and emergency notifications.

10. Provide a detailed medical plan including the location and staffing of a first aid station if necessary, a communication plan so EMS personnel can communicate with event staff, and a history of EMS and fire related incidents at similar previously held events at other venues.

11. Provide details of your sound management plan to meet the requirements of the local ordinance section 304.9.

12. If you are planning to sell alcoholic beverages please provide a detailed plan of how you will control the sales and consumption location, liquor sales, and licensing of the vendor providing that service to assure it meets state laws and the local ordinance.

13. Use this space to add any additional information not specifically requested above or that you feel would be helpful as the town's mass gathering committee reviews your application.