

## Stoneham Mass Gathering Application

Persons requesting permission to hold a Mass Gathering in the Town of Stoneham must complete a "Mass Gathering Permit application" and submit four (4) copies of the application to the Town Code Enforcement Officer at least sixty (60) days prior to the requested event date. Mass Gatherings are defined in the Mass Gathering Ordinance, Town of Stoneham, Maine (the "Ordinance").

### Event Information

Date of Event \_\_\_\_\_ Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Size of Area to be used \_\_\_\_\_

Start Time of Set Up \_\_\_\_\_

Start Time of Event \_\_\_\_\_ Finish Time \_\_\_\_\_

Description of Event (attach additional pages if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated # of participants \_\_\_\_\_ Estimated Total Attendance \_\_\_\_\_

What equipment, materials, displays, etc., will you bring on site? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a need for portable restrooms? Yes \_\_\_\_\_ No \_\_\_\_\_

Who will be providing them? \_\_\_\_\_

Will you have First Aid or medical staff present? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, who and qualifications \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **Operator/Organization Information**

Name of Operator and/or Operator Organization \_\_\_\_\_

Address \_\_\_\_\_

Business Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Is this an annual event? \_\_\_\_\_ If so, how many years has it been run? \_\_\_\_\_

## **Operator Contact Information**

Operator Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cellular \_\_\_\_\_ E-mail \_\_\_\_\_

If there is a fee for your event, to whom and where the bill should be sent: \_\_\_\_\_

\_\_\_\_\_

## **Type of Mass Gathering (Circle one)**

Festival/Fair/Road Race/Walk/Bike Ride/Concert/Parade/March

Other-please clarify \_\_\_\_\_

If held in the past, is this event changing this year? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, how? \_\_\_\_\_

\_\_\_\_\_

Will there be entertainment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list location, times, who, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **General Service Questions and Submission Requirements**

1. If the event is taking place on private property, written consent from the property owner must be submitted with this application. Name of property owner: \_\_\_\_\_

2. Will there be any use of fire, such as a bonfire? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, a fire permit from the Fire Chief must be submitted with this application.

3. Are there fireworks planned for the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, a permit from the State Fire Marshall's office must be submitted with this application.

4. Is there a need for traffic control for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, you must contact the Oxford County Sheriff's Department (207-743-9554) to determine number of staff, hours needed and fees you must pay.

5. Will alcohol be served or sold? Yes \_\_\_\_\_ No \_\_\_\_\_

Who will be providing it? \_\_\_\_\_

\_\_\_\_\_  
A copy of the Off-Premise Liquor License Application must be submitted with this application.

**The Following information must be submitted with this application:**

- A map and site plan of the area drawn to scale shall be used showing the location of all proposed toilets to be used, lavatory and bathing facilities, water supply sources, refuse disposal and collection facilities, area of assemblage, camping areas, food service areas, ingress and egress of pedestrian and vehicular traffic, locations and number of off street parking spaces, and location and light level intensities of lighting, and locations of watercourses, wetlands, marshes, surface water, wooded areas, sand and gravel deposits, and other environmentally sensitive natural resources in the area.
- Details of provisions for preventing people in excess of maximum permissible number from gaining access to Mass Gathering area.
- Written description of the potable water supply to be used including, but not necessarily limited to:
  - i. The source and type of each drinking water facility and its treatment and protection from pollution.
  - ii. For water distributed under pressure, the operating pressures to all fixtures and the rate of delivery in gallons per person per day.

- iii. Where water is not available under pressure, and non-water carriage toilets are used, the gallons of water per person per day to be provided for drinking and washing purposes.
  - iv. Source of transported water.
  - v. Manner of storage and dispensing of transported water.
- Written description of sanitary waste water disposal facilities, including but not necessarily limited to:
  - i. Facilities to be provided
  - ii. Maintenance
- Written description of refuse disposal including, but not limited to:
  - i. Measures to prevent odor, insect, rodent, and other nuisance conditions.
  - ii. The number and size of refuse containers to be provided.
  - iii. Accessibility of refuse containers
  - iv. Frequency of collection of refuse.
  - v. Location of disposal of refuse.
  - vi. Plans for cleaning area of refuse following Mass Gathering.
- Written description of sanitary facilities including, but not necessarily limited to:
  - i. Number of toilets per person. (No less than 1 for each 100 persons).
  - ii. Provisions for maintenance and cleaning of fixtures.
  - iii. Measures to provide privacy of toilets.
- Written description of medical facilities and services including, but not limited to:
  - i. Names, positions, and qualification of medical personnel to be available, and a statement whether such personnel will be on site or on call.
  - ii. Onsite facilities and supplies.
  - iii. Onsite first aid vehicles.
  - iv. Communication systems availability.
  - iv. Statement that area hospitals have been advised of the gathering.
- Written description of food service activities including, but not necessarily limited to:
  - i. Facilities to be provided.

- ii. Statement whether eating places servicing Mass Gathering are permitted.
- Written description of safety precautions including, but not necessarily limited to:
  - i. Electrical system and equipment including provisions for wire and cabling.
  - ii. Onsite generator in the event of a power failure.
  - iii. Onsite fire prevention equipment.
  - iv. Internal and external security control.
  - v. A statement that both the State Police and Oxford County Sheriff's department have been notified of the date(s) and time(s) of the Mass Gathering.
  - vi. Contact information for a towing company that will promptly tow and store vehicles that are parked illegally on Town or private property at the vehicle owner's expense.
- Written description of sources, duration, and level of noise and method to control noise including, but not limited to:
  - i. Proximity and impact on closest inhabitants.
  - ii. Expected noise level in decibels at perimeters of Mass Gathering area.
- Written description of environmental and erosion controls that will be used to protect watercourses, wetlands, marshes, surface water, wooded areas, and other natural resources in the area, and what steps will be taken to protect any environmentally sensitive areas and to site the event as to not adversely impact the surrounding environment.

## **Indemnification and Release Provisions**

In consideration for the granting of a Mass Gathering Permit, the applicant agrees to defend, indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the Proposed Mass Gathering.

A general liability insurance policy shall be in effect for the event and shall include coverage for contractual liability with minimum limits of \$1,000,000 per occurrence for, bodily injury and death and \$400,000 per occurrence for property damage. The certificate of insurance, that names

the Town of Stoneham as “additional insured,” must be submitted to the Town no later than fifteen (15) days before the scheduled date of the Mass Gathering. The policy must contain a clause providing the policy may not be cancelled by either party, except upon not less than ten (10) days advance written notice to the Town.

### **Applicant’s Statement of Agreement**

Everything I have stated on this agreement is correct to the best of my knowledge and I have authority on behalf of the organization, firm or agency holding this event to commit it to the statements and agreements contained herein. This permit, if granted, is not transferable and is revocable at any time in accordance with the terms of the Ordinance. By signing below, I agree

- To comply with all State of Maine laws and regulations and all Town ordinances, including but not limited to each and every section of the Mass Gathering Ordinance, Town of Stoneham, Maine. The applicant acknowledges receipt of and that he/she or it, has read and understands the terms and conditions of the Ordinance.

### **Security Bond**

When a Mass Gathering Permit is issued the Operator shall file with the Town Clerk a surety bond in compliance with Section 4-101.3 of the Ordinance not less than fifteen (15) days prior to the event.

**When signed and completed mail or deliver to:**

**Town of Stoneham Code Enforcement Officer**

**ATTN: Derek Desanctis**

**15 Cullen Rd.**

**Stoneham, Me. 04231**

**The following must be submitted with this application:**

- \_\_\_\_\_ Certificate of Insurance
- \_\_\_\_\_ Consent from Property Owner (if on private property)
- \_\_\_\_\_ Permit from Fire Chief (if applicable for fires)
- \_\_\_\_\_ Permit from State Fire Marshall (if applicable for fireworks)
- \_\_\_\_\_ Off-Premise Liquor License Application (if applicable for alcohol)
- \_\_\_\_\_ Site Plan Sketch/Map
- \_\_\_\_\_ Evidence or certification Contact has been made with the Oxford County Sheriff's Department and the Maine State Police.

Applicant Signature: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_