



Publication Dates: _____
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Date Filed: _____
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TOWN OF OXFORD

MASS GATHERING APPLICATION

Please complete the application in full and submit 60 days prior to event with required fee to the Town Clerk's Office for compliance signatures.

Name of applicant: _____

Address: _____ Tel. # _____

E-mail: _____ Cell# _____

Location of facility where event will be held: _____

Name of promoter (if different from above): _____

Tel. # _____

Contact person (if different from above): _____

Date of event: _____ Time: _____ To: _____

Number of expected attendees for the event: 1000 – 4999 5000-14999 14999-25000

Number of tickets available: _____

1. Description of Event:

2. Safety:

A. Permanent seating capacity: _____

B. Temporary seating capacity: _____

C. Number of parking spaces on site: _____

D. Will off site facilities be used Yes No

If yes, describe and attach written property owner consents.

G. Plot Plan (*Please attach to application: to include location of facility, parking, toilets, water source, first aid, communication, refuse containers.*)

3. Description of First Aid and emergency facilities, including medical supplies on-hand: _____

4. Description of communication facilities, including phones and two-way radios: _____

5. Have area hospitals been notified of event? _____

6. Number of staff dedicated to first aid. _____ (Include list of all names with Maine EMS License.)

Signature of Fire Chief: _____ Date: _____

6. Facilities:

A. Number of portable and permanent toilets available: _____

B. Source of potable water: _____

C. Location: _____

D. How will refuse be picked up? _____

E. When will refuse be picked up? _____

F. Refuse disposal facility: _____

Signature of Code Officer: _____ Date: _____

7. Security:

A. Description of routes persons attending the event are likely to take, include number of traffic controllers and deployment descriptions.

B. Adjoining towns that have been notified of the event:

C. Describe methods used to publicize alternate means of reaching the scene of the event.

D. Is there adequate parking for the number of expected vehicles? ___Yes ___ No

E. Plan for discouraging those not holding tickets for the event and preventing them from trespassing on private property in the area. (Please attach)

F. Will all publicity promoting the event stop as soon as it is apparent the event is sold out? ___Yes ___ No

G. Description of means for publicizing the event and/or its sell out. *(Please attach)*

H. Licenses and permits as required by state and local agencies *(Please attach copies)*

Number of certified police officers required: _____

Signature of Police Chief: _____ **Date:** _____

9. Liability insurance:

A. Name of company: _____

B. Amount of coverage: _____

C. Amount of property insurance: _____

10. Security Bond:

A. Name of company: _____

B. Amount: _____

Please attach copy of certificates of insurance.

11. State Permitting: *Please attach all completed State Licensing Requirements (Catering, Racing, Etc.)*

This application must be filed with the Town Clerk not less than 60 days before the date of the proposed event. Application must be accompanied by the non-refundable fee is applicable.

| |
|--------------------------|
| \$100.00: 1000 – 4999 |
| \$250.00: 5000 – 14999 |
| \$500.00: 14999 – 25,000 |

Non Profits are exempt from fees.

Signature

APPROVED DENIED

Dated: _____

