



Town of Bucksport, Maine OFFICE OF THE TOWN CLERK

PO Drawer X
Bucksport, ME 04416
(207) 469-7368 * igran@bucksportmaine.gov

Thank you for your interest in holding a festival or event within the Town of Bucksport. To avoid any delay in the processing of your application and the subsequent issuance of your license, please use the following checklist to assist you in completing the application.

- The application has been completed in its entirety and is legible.
- The application is signed and dated.
- The license fee of \$20.00 has been submitted and paid. Non-profit applicants are exempt from the license fee. Checks should be made payable to "Town of Bucksport."
- A Certificate of Insurance for liability coverage for a minimum amount of \$1,000,000 per occurrence is included with the application.
- If the event is being held on private property, written permission from the property owner is included with the application.
- Your application and all required documents have been submitted to the Town Clerk at least 60 days prior to the event date.

Further guidelines for the festival application process are detailed in Chapter 6, Section 2.3 of the [Bucksport Town Code](#).

The Public Safety Department determines the amount of public safety personnel (Police, Fire, & EMS) needed to provide coverage at your event. Fees for Public Safety coverage are listed in the Town of Bucksport Schedule of Fees.

As the event organizer, you are responsible for the collection and removal of trash. Arrangements may be made with the town for the removal of bagged trash at the current rate as indicated in the Town's fee schedule. Arrangements should be well in advance of the event to ensure staff and equipment availability.

Completed applications are forwarded to the Code Enforcement Officer, Deputy Police Chief, Deputy Fire Chief, and Harbor Master (as applicable), for review. They are also forwarded to the Economic Development Committee for review and approval. Once that process has occurred, the application is forwarded to the Town Council for final consideration.

Completed application and the required documents should be sent to:

Email: townclerk@bucksportmaine.gov

or

Mail: Town of Bucksport
Attn: Town Clerk's Office
PO Drawer X
Bucksport, ME 04416

FESTIVAL & PUBLIC ENTERTAINMENT LICENSE

NAME OF EVENT ORGANIZER			NAME OF CONTACT PERSON		
MAILING ADDRESS			BUSINESS PHONE		CELL PHONE
CITY/TOWN	STATE	ZIP CODE	EMAIL ADDRESS		

APPLICANT'S LEGAL STATUS
 NON-PROFIT ORGANIZATION FOR-PROFIT BUSINESS/COMPANY

EVENT DETAILS

NAME OF EVENT	DATE OF EVENT
EVENT LOCATION	TIME OF EVENT

PROPERTY TYPE (PRIVATE REQUIRES WRITTEN PERMISSION) <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE	TOTAL ANTICIPATED ATTENDANCE
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EVENT DESCRIPTION – INCLUDE A SCHEDULE OF EVENTS, AND A DESCRIPTION OF ANY ACTIVITIES TAKING PLACE (USE A SEPARATE SHEET IF MORE SPACE IS NECESSARY)

DO YOU REQUEST TEMPORARY CLOSURE OF ANY PUBLIC WAY? IF YES, DESCRIBE BELOW:

DESCRIBE ALL MEASURES AND PROCEDURES PLANNED TO PROTECT THE SAFETY OF THOSE IN ATTENDANCE OF THE EVENT:

DESCRIBE HOW GARBAGE GENERATED FROM THE EVENT WILL BE COLLECTED AND REMOVED:

DESCRIBE THE NUMBER OF PORTABLE TOILETS THAT WILL BE INSTALLED FOR THE EVENT, AND WHERE THEY WILL BE LOCATED:

IF OUTDOOR VENDORS WILL BE PARTICIPATING IN THE EVENT, LIST THEM BELOW AND DESCRIBE WHERE THEY WILL BE LOCATED:

THE APPLICANT MUST SUBMIT DOCUMENTATION OF PUBLIC LIABILITY INSURANCE WITH THE TOWN OF BUCKSPORT NAMED AS ADDITIONALLY INSURED, SUFFICIENT IN THE AMOUNT OF NO LESS THAN \$1,000,000 PER OCCURRENCE WITH THIS APPLICATION.

APPLICANT SIGNATURE

PRINTED NAME

DATE SIGNED

OFFICE USE ONLY

LICENSE FEE PAID

APPLICATION STATUS

COMPLETE INCOMPLETE – MISSING:

**TOWN OF BUCKSPORT
HOLD HARMLESS AGREEMENT**

_____ agrees to defend, indemnify, and hold harmless the
EVENT ORGANIZER
Town of Bucksport, its officers, agents, and employees against any and all liabilities, causes of action, judgments, claims or demands, including attorney's fees and costs, for personal injury (including death) or property damage arising out of or caused by the holding of a festival or public event located within the Town of Bucksport under this Agreement by _____, its
EVENT ORGANIZER
subcontractors, agents or employees.

Event Organizer Signature

Municipal Official Signature

Printed Name & Title

Printed Name & Title

Date

Date