

**TOWN of WINDHAM**  
**Mass Gathering License Application (§168)**  
**(Minor, 500-999 persons; Major, 1000 or more persons)**

---

**For office use only**

Date filed: \_\_\_\_\_  
Fee paid: \_\_\_\_\_  
Date Ordinance received: \_\_\_\_\_  
Publication dates: \_\_\_\_\_  
Publication names: \_\_\_\_\_  
Public Hearing date: \_\_\_\_\_  
Issued/Denied: \_\_\_\_\_

Application Fees:  
Non-profit, minor.....\$1.00  
Non-profit, major.....\$1.00  
For-profit, minor.....\$100.00  
For-profit, major.....\$250.00

---

This application must be filed with the Town Clerk not less than sixty (60) days before the date of the event. Application must be accompanied by a non-refundable application fee as indicated above.

Name of applicant (or name of organization and authorized agent): \_\_\_\_\_  
\_\_\_\_\_

Is applicant a not-for-profit organization?    Yes    No (If yes, attach of copy of State of Maine and IRS tax exempt certificates).

Address of applicant: \_\_\_\_\_ Home Telephone # \_\_\_\_\_  
Work Telephone # \_\_\_\_\_

Name of event: \_\_\_\_\_

Location where event will be held: \_\_\_\_\_

Is this property owned by the applicant?    Yes    No (If no, attach a copy of the contract with or letter of authorization from the owner allowing use of the property for the event.)

Name of promoter (if different from above): \_\_\_\_\_

Telephone #: \_\_\_\_\_ Address: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Time (start and finish times): \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Description of event (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_

Will food be sold and/or served at this event?    Yes    No

Will alcoholic beverages be sold and/or served at this event?    Yes    No

**Description of property:**

- A. Seating Capacity: \_\_\_\_\_permanent \_\_\_\_\_temporary \_\_\_\_\_other
- B. Standing room: \_\_\_\_\_(square feet)
- C. Number of toilets available: \_\_\_\_\_permanent \_\_\_\_\_portable
- D. Number of parking spaces available: \_\_\_\_\_on site \_\_\_\_\_off site
- E. Are all parking lots lighted (applicable only if event runs into evening hours).  
Yes      No.      If no, which lots are not lighted? \_\_\_\_\_

\_\_\_\_\_

- F. Source of potable water: \_\_\_\_\_
- G. Refuse containers available – number and size: \_\_\_\_\_
- H. Name of refuse disposal company (attach copy of agreement to pick up refuse or describe plan for proper disposal of waste.)  
\_\_\_\_\_
- I. When will refuse be picked up? \_\_\_\_\_

**Public Safety:**

- J. Describe first aid/medical personnel and provisions: \_\_\_\_\_  
\_\_\_\_\_
- K. Describe fire/emergency equipment and availability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- L. Describe communications system: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- M. Number of certified police officers: \_\_\_\_\_
- N. Other Security personnel (provide company name and qualifications): \_\_\_\_\_  
\_\_\_\_\_

**Other:**

O. Name of liability insurance carrier (attach proof of insurance) \_\_\_\_\_  
\_\_\_\_\_

P. Type of performance guarantee (i.e. escrow account, letter of credit) \_\_\_\_\_  
\_\_\_\_\_

I have received a copy of the Mass Gathering Ordinance of the Town of Windham, and hereby submit this application, which is true and complete to the best of my knowledge and ability.

\_\_\_\_\_  
**(Signature of Applicant)**

**Reviewed by: (name and date)**

_____	_____ <b>(Town Clerk)</b>
_____	_____ <b>(Code Enforcement Officer)</b>
_____	_____ <b>(Fire Chief)</b>
_____	_____ <b>(Police Chief)</b>
_____	_____ <b>(Public Works Director)</b>

**Approved by: (Town Manager or Town Councilor name(s), as appropriate, and date)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____