

APPLICANT SHOULD PRINT ALL PAGES AND
COMPLETE FIRST TWO PAGES OF APPLICATION

Clean-up & Damage Deposit - \$50.00 – Pd _____

**TOWN OF GORHAM
APPLICATION FOR PERMIT FOR
USE OF TOWN FACILITIES**

Applications must be made to the Town Manager and a permit obtained at least **fifteen (15) days** before the event or use is to take place. The attached worksheets must be completed at the time of submission for the permit.

This procedure is instituted pursuant to the Code of the Town of Gorham, Chapter 172, Articles I & II and Chapter 119, Article III, attached.

NAME AND DESCRIPTION OF EVENT:

EVENT/PRODUCTION DATE: _____

LOCATION REQUESTED:

SPECIFIC ROOMS/SPACE REQUESTED:

COMPLETE ATTACHED SHEET TO REQUEST DATE(S) FOR:

AUDITIONS / REHEARSALS / SET UP / PRODUCTIONS / TAKE DOWN

ESTIMATED ATTENDANCE: _____

TICKET COST \$ _____ ESTIMATED INCOME \$ _____

REFRESHMENTS AVAILABLE _____

(See Gorham Code, Chapter 119, Article III re: Alcoholic Beverages)

APPLICANT AND SPONSORING ORGANIZATION:

NAME OF APPLICANT(S) _____

NON-PROFIT OR FOR-PROFIT _____

ADDRESS _____

PHONE NUMBER _____

SPONSORING ORGANIZATION _____

ADDRESS _____

PHONE NUMBER _____

PURPOSE OF THE EVENT:

CHARITABLE _____

FOR PROFIT _____

DESCRIBE OTHER PURPOSE: _____

PROMOTER OR OTHER INTERESTED PARTIES (IF NOT THE SAME AS APPLICANT OR SPONSOR)

NAME _____

ADDRESS _____

PHONE NUMBER _____

INSURANCE:

A CERTIFICATE OF INSURANCE IN AN AMOUNT TO BE DETERMINED BY THE TOWN MANAGER
MAY BE REQUIRED BEFORE THE ISSUANCE OF A PERMIT.

SIGNATURE OF APPLICANT

DATE

(FOR OFFICE USE ONLY)

PERMIT FOR USE OF TOWN FACILITIES

APPLICANT _____

SPONSORING ORGANIZATION _____

LOCATION _____

DATE(S) _____

TYPE OF EVENT _____

COST & FEES:

NON-PROFIT \$ _____ (_____ Ticket Sales @ Door x 10%)

FOR-PROFIT \$ _____

CLEANING FEE \$ _____

POLICE COVERAGE \$ _____

TOTAL CHARGE: \$ _____

The above applicant has complied with all requirements for the use of Town facilities pursuant to Chapter 172, Articles I & II of the Town Code of Gorham, and by the authority of the Gorham Board of Selectmen, is hereby issued a permit to conduct the event as described above.

Gorham Town Manager

Date

(FOR OFFICE USE ONLY)

EVENT _____ DATE(S) _____

PUBLIC SAFETY RESPONSE – WORKSHEET

POLICE:

EXTRA POLICE PERSONNEL REQUIRED _____ YES _____ NO
IF REQUIRED, EXPENSE ESTIMATED AT _____ HRS. X \$ _____ /HR = \$ _____
(TOTAL)

CHIEF OF POLICE

FIRE:

SPECIAL PERMIT REQUIRED _____ YES _____ NO
STAND-BY FIRE PERSONNEL REQUIRED _____ YES _____ NO
IF REQUIRED, EXPENSE ESTIMATED AT _____ HRS. X \$ _____ /HR = \$ _____
(TOTAL)

FIRE CHIEF

AMBULANCE:

STAND-BY FIRE PERSONNEL REQUIRED _____ YES _____ NO
IF REQUIRED, EXPENSE ESTIMATED AT _____ HRS. X \$ _____ /HR = \$ _____
(TOTAL)

AMBULANCE DIRECTOR

RECREATION:

SITE ON FACILITY AVAILABLE _____ YES _____ NO
SPECIAL REQUIREMENTS: _____

RECREATION DIRECTOR

HIGHWAY:

HIGHWAY PERSONNEL REQUIRED _____ YES _____ NO
IF REQUIRED, EXPENSE ESTIMATED AT _____ HRS. X \$ _____ /HR = \$ _____
(TOTAL)

PUBLIC WORKS DIRECTOR

(FOR OFFICE USE ONLY)

APPLICATION WORKSHEET

Date Application Received _____

Location of Event _____

Date(s) of Event _____

Purpose of Event _____

Insurance Certificate Required in the Amount of \$ _____

Damage Deposit(s) Required \$ _____

Police Expense \$ _____

Fire Expense \$ _____

Ambulance Expense \$ _____

Highway Department Expense \$ _____

Recreation Department Expense \$ _____

Permit Fee(s) \$ _____

TOTAL: \$ _____

Total to be paid at time of permit issuance.

Application checked and referred to the Gorham Board of Selectmen.

Town Manager

Date