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
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