

City of Bangor
Waterfront and Park Facility Event Permit Policy

1.0 Purpose

The City of Bangor recognizes and values the importance of special events, whether public or private. When public, they can enhance the quality of life through offering cultural, recreational, or educational opportunities as well as providing economic benefit to the community. These events are typically organized by dedicated volunteers or community groups, and may be sponsored by organizations or individuals. Private events can encourage a broad and varied use of public facilities and promote those facilities.

The City of Bangor Waterfront and Park Event Permit Policy covers defined areas of the Waterfront and certain facilities in City parks, excluding Bass Park and the Bangor Municipal Golf Course. This policy is designed to ensure effective coordination of events throughout the year.

2.0 Policy

It is the policy of the City of Bangor to accommodate events on the Waterfront or in Public Parks where such events are determined to meet the purpose of this policy while permitting the general public to either participate in the event or to continue to use the park or, at minimum, sufficient areas within the park for the normal purposes for which they are intended.

3.0 Definitions

- 3.1 Event: An organized activity that has a predetermined start and end, a duration of 3 days or less, and that takes place no more than once per year.
- 3.2 Non Profit/Community Open Event: These are events that include, but are not limited to, festivals, performances, competitions, or other organized public events where public property will be used. These events do not benefit an individual or a “for profit” organization, although they may raise funds for a charitable purpose. Such events may be sponsored by a for-profit entity; however, proceeds of the event, if any, must be used for a non-profit purpose. A non-profit organizer may be required to provide confirmation of that group’s non-profit status.
- 3.3 For Profit Open Event: An event held for the purpose of profiting a business or individual or for promoting a product or service provided by or associated with a for-profit entity.

- 3.4 City Open Event: An event sponsored solely or in combination by the City, a City department, an organization sponsored by the City, or an organization on whose Board the City is represented.
- 3.5 Private Events: Events where attendance is limited to specific invitees or identifiable groups such as family members, employees of an organization, or members of a club. They include, but are not limited to, wedding ceremonies, family gatherings, company picnics, or other similar events that are not intended for the public.
- 3.6 Waterfront: For purposes of this policy, the waterfront shall include all land owned and controlled by the City as follows: along the Penobscot River from its confluence with the Kenduskeag Stream to Dutton Street; adjacent to Railroad Street; and bounded by Railroad and Main Street. Area also includes a parcel west of the railroad tracks which is bounded by Railroad Street and Main Street. See Appendix A for a map detailing the above definition.
- 3.7 Park Facility: Those facilities located within City Parks available for scheduled exclusive use to include: special purpose athletic fields such as baseball, softball, and soccer fields; the Bandstand at Paul Bunyan Park; the bridge and Gazebo at Cascade Park; and such other facilities as may be designated for such use by the Director of Parks and Recreation based on the level of demand.

4.0 Permit Required.

Any event which will make use of any area of the waterfront or any park facility covered by this policy or which will significantly limit the ability of the general public to use the waterfront or any significant area within it must be permitted by the Bangor Department of Parks and Recreation. In considering whether a permit shall be granted, the Director of Parks and Recreation or designee shall take into consideration the following:

- 4.1 whether the event is appropriate for the requested area or facility;
- 4.2 the health, welfare, and safety of event participants and the general public;
- 4.3 the impact of the event on City staffing and the ability of such staff to continue to provide normal daily services;
- 4.4 whether the requested event conflicts or is incompatible with other events already permitted for that park or area;
- 4.5 The limitations the event will place on public use of the area, if any.

Permits are not required for events sponsored by the Department of Parks and Recreation including such activities as scheduled athletic events and tournaments.

5.0 Permit Procedure

Applications for a permit shall be submitted to the Department of Parks and Recreation on an application form provided by the Department. Applications for a permit cannot be submitted prior to December 1st of the year prior to the year the event will be held. Events that recur each year must submit an application each year.

- 5.1 Applications for any event must be received by the Parks and Recreation Department 30 calendar days prior to the first day of the event.
- 5.2 Applications must be accompanied by a \$25 non-refundable fee payable to the City of Bangor.
- 5.3 When applicable and available, event promotional material and sponsor information should be submitted with the application.
- 5.4 The permit application must be complete, including any supporting documentation requested. Incomplete applications will be returned and not considered until they are complete.
- 5.5 Any event that is not open to the public or for which an entrance fee or donation is expected must clearly set forth in the permit application the park facility or area of the waterfront to be used for the event
- 5.6 Upon receipt of an event application, the Department of Parks and Recreation may notify other City Departments, as appropriate, and request that they provide review and comment prior to approval.
- 5.7 If necessary, the Parks and Recreation Department may request that the applicant provide any additional information required to adequately review the request.
- 5.8 The applicant will be notified no later than 30 working days after receipt of the application, or 15 days prior to the date of the event where the application is received within 45 days of the event, of the status of the request, any conditions that the Department will require, and an estimate of the amount of reimbursement that will be necessary for the City to provide staff and services to support the event, if any. These deadlines may be waived at the discretion of the Director of Parks and Recreation where the nature of the event allows for a more rapid review and where the facility or waterfront area requested is available.
- 5.9 Where more than one application is received for an event and the events are incompatible, permits shall be processed in the order in which they are received.

6.0 Other Requirements

- 6.1 Any event on the Waterfront must either be open to the public or located in an area defined by the permit which will limit public access to the event while allowing the public access to other areas of the park. Any areas designated for the use of only event participants shall be clearly defined on any permit application, including the specific time period during which the area will be closed to the public.
- 6.2 Proof of insurance must be provided for all open events. Coverage shall include comprehensive general liability insurance or public liability insurance either specific to the proposed event or covering all activities of the sponsoring organization and must provide coverage of at least \$400,000 per claim/\$1,000,000 annual aggregate. The City may require a higher amount if it deems it necessary. The City may require insurance for private events at the discretion of the Parks and Recreation Director or designee. A current certificate of insurance indicating that the City of Bangor is an additional named insured must be provided no later than ten days prior to the date of the event. When insurance is required, this certificate must be provided before the actual event permit is issued.
- 6.3 The permit holder is responsible for clean up during and at the end of the event, including removal of all event equipment and trash and restoring the area to its pre-event condition within 48 hours after completion of the event. The permit holder is responsible for any damage to public property resulting from the event. At the sole discretion of the Director of Parks and Recreation or designee, a cleaning deposit and/or damage deposit may be required prior to permit issuance.
- 6.4 Applicants are strongly discouraged from promoting any proposed event to the public until the permit has been approved.
- 6.5 Any refreshments provided during open events must be served in plastic containers.
- 6.6 Open event organizers must provide the number of portable restroom facilities required by the event permit, such number to be based on expected attendance.
- 6.7 The permit holder shall be solely responsible for ensuring that any vendors associated with the event have the appropriate permits and licenses required by City ordinances. Information regarding permits and licenses may be obtained from the City Clerk.
- 6.8 Events shall comply with current noise ordinances. Noise, including live music, recorded music, public address systems, etc. shall be limited to levels and times allowed under the City of Bangor Code.
- 6.9 Alcoholic beverages are generally not permitted. Approval may, however, be granted for alcoholic beverages at events on the Waterfront upon a showing by applicant that appropriate safeguards, including the

possession of a valid liquor license issued by the State of Maine, are in place to ensure public safety and welfare.. Where serving or selling alcoholic beverages is requested, the permit will be subject to review and approval by the Bangor Police Department and any requirements placed on the permit by the Police Department shall be adhered to throughout the event. Non-compliance will result in the immediate revocation of the event permit. The permit holder agrees to specifically indemnify the City against any and all claims which are in any way related to alcohol consumption.

- 6.10 Any disturbance of the surface of an area or facility required to erect a tent, other structure, or for any purpose whatsoever, must be specifically approved by the Director of Parks and Recreation or designee. This may include the requirement of weighted supports rather than stakes. Permit holders shall be responsible for any damage caused to in-ground utilities or installations should a surface be disturbed at any non-approved location.
- 6.11 The permit holder agrees to abide by all other applicable City ordinances not specifically mentioned in this policy.

7.0 Miscellaneous

- 7.1 Events lasting longer than three days may be considered but shall be subject to approval by the City Council Committee with jurisdiction over the Parks and Recreation Department.
- 7.2 Any area covered by this policy shall otherwise be available to the public when not in use for a permitted event or otherwise closed to the public by the Director of Parks and Recreation.
- 7.3 The City of Bangor Parks and Recreation Department is responsible for the administration of this policy and for its periodic review and revision.