



**CITY OF BANGOR**  
**PARKS AND RECREATION**

# EVENT PERMIT APPLICATION

647 Main Street  
 Bangor, ME 04401  
 207-992-4490/FAX 207-947-1605  
 Email: parks.rec@bangormaine.gov



Events are required to adhere to all City policies and ordinances  
**MAKE CHECKS PAYABLE TO: CITY OF BANGOR**  
**\$25.00 Permit Application Fee**  
*\* additional fees may apply*

Parade/Event Applicant/Organization Name:			
Parade/Event Applicant/Organization Address:			
City:	State:	ZIP:	
Home Phone:	Office Phone:	Cell:	
FAX:	Email:		
Parade/Event Name:			
Event Type: Please Circle One			
Parade	Non-Profit	Open Public Event	Private
Brief description of your event:			
Event Location:			
Event Contact Name:			
Event Contact Address:			
City:	State:	ZIP:	
Home Phone:	Office Phone:	Cell:	
FAX:	Email:		
If you would like to request a street closure(s), please complete the following and attach a map as well. If this event is a parade, rally, or demonstration, please include map with proposed route.			
List of street(s) requested for closure:			
Street Closure begin date:	Begin Time:	End Date:	End Time:
Event sponsor must notify affected businesses and residents of street closures and provide written evidence of result.			
Estimated Event Attendance:			
<p style="text-align: center;">If you need electricity for your event, please specify voltage and what it is needed for:          (The City may require the Electrical Division to provide electrical connections. Additional fees may apply)</p>			
<p style="text-align: center;">If you are using tents, please specify type, how many, and who will provide rentals if applicable:          If not using tents, please indicate none.          (The City may require weighted anchors instead of driven stakes)          Dig Safe may need to be contacted and that contact is the responsibility of the event sponsor</p>			
<p style="text-align: center;">If using portable restrooms, please complete the following.          (The City reserves the right to require restrooms and specify number of units.)</p>			
Name of Company Providing Rentals: _____		Contact Number _____	
Number of units: _____			
Events that will have food or merchandise vendors must attach names of each vendor and contact information.			
Will alcohol be part of this event?    NO        YES    (If yes, contact the Parks and Recreation Director)			

The City of Bangor requires proof of insurance for use of City property. The type of insurance must be comprehensive general liability or public liability insurance. The insurance should be specific to the proposed event or should cover all activities of the sponsoring organization. The insurance coverage must be, at a minimum, \$400,000 per claim / \$1,000,000 annual aggregate. In an appropriate case, a higher amount of insurance may be required. IN ORDER FOR AN EVENT PERMIT APPLICATION TO BE APPROVED, A CURRENT INSURANCE CERTIFICATE MUST BE SUPPLIED BY THE APPLICANT WITH THE COMPLETED APPLICATION. THE CERTIFICATE MUST INDICATE THAT THE CITY OF BANGOR IS AN ADDITIONAL NAMED INSURED.

The applicant/event sponsor shall, indemnify and hold harmless the City of Bangor, their elected and appointed officials, employees, agents, and successors in interest from all claims, damages, losses and expenses including attorney's fees, arising out of or resulting, directly or indirectly from the sponsor's and the sponsor's event.

Only applicants in good standing with the City of Bangor shall be considered for approval. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein or failure to abide by all Federal and State laws and City of Bangor ordinances, policies, and procedures may result in the immediate revocation of the approved permit and/or refusal to issue a permit in the future.

X \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Signature of the representative or agent authorized by the Event sponsor**

*This Section for Office use only:*

**EVENT/PARADE PERMIT – Requires review, comment and authorization by the following**  
 (Except certain private events such as wedding ceremonies):  
*Please Initial & Date*

DEPARTMENT	DESIGNEE	COMMENTS WITH INITIAL AND DATE
CODE ENFORCEMENT		
POLICE DEPT.		
FIRE DEPT.		
PUBLIC WORKS		
LEGAL		
PUBLIC WORKS		



CITY OF BANGOR  
 PARKS AND RECREATION

## EVENT/PARADE PERMIT

**Event Name:** \_\_\_\_\_

**Permit Approved:**       **Permit Denied**   
**Reason(s) Denied:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_      **Event Date(s)**  
**Event Time** \_\_\_\_\_

\_\_\_\_\_  
**Director, Parks and Recreation**      **Date**