



**PENOBSCOT COUNTY**  
**UNORGANIZED TERRITORY ADMINISTRATION**  
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Phone: 207-942-8566 Fax: 207-561-6181

## **SPECIAL EVENT PERMIT APPLICATION**

Application Date: \_\_\_\_\_

### **EVENT ORGANIZER/COORDINATOR INFORMATION**

Name of Organization: \_\_\_\_\_

Name of Contact Person for Event: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Name and Cell Phone Number DURING the Event: \_\_\_\_\_

### **EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Type of Event (walk, festival, concert, outside music and/or dancing): \_\_\_\_\_

Description of activities that will take place during the event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Times: Start Time (including set-up): \_\_\_\_\_ End Time (including clean up): \_\_\_\_\_

Actual Event Start Time: \_\_\_\_\_ Actual Event End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Location Address: \_\_\_\_\_

**TYPES OF PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE**

Permission Type	YES	NO	NOT SURE
<p><b>FOOD:</b> Will food or beverages be sold or given away? If yes, list what types of food or beverages:</p> <p align="center"><small>Note: A food service license may be required</small></p>			
<p><b>LIVE MUSIC:</b> Will there be any outdoor musical performances? If yes, please describe:</p>			
<p><b>SOUND AMPLIFICATION:</b> Will there be a microphone or speaker system to project sound?</p>			
<p><b>ALCOHOLIC BEVERAGES -</b> Will alcoholic beverages be served? If yes, describe.</p>			
<p><b>FIREWORKS:</b> Will there be a fireworks display? If yes, a permit from the fire department or Forestry Services is required.</p>			
<p><b>RUN/WALK/CYCLE:</b> Will event involve participants doing a walk-a-thon, road race, etc? If yes, describe route.</p>			
<p><b>ROAD/INTERSECTION CLOSURE:</b> Will any roads need to be closed to accommodate your event? If yes, please list.</p>			
<p><b>MAP/DIAGRAM:</b> Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, stage, parking, etc.? This is a mandatory requirement for this application and must be included with the application.</p>			
<p><b>PARKING ACCOMODATIONS:</b> Is a parking diagram attached detailing the anticipated need and plan for parking? This is also a mandatory requirement and must be included in the application.</p>			
<p><b>FEE AMOUNT OF \$50.00 ENCLOSED:</b> A check payable to Treasurer, Penobscot County shall be enclosed with this application.</p>			
<p><b>ADVERTISING FEE AMOUNT OF \$23.00 ENCLOSED:</b> A check payable to Penobscot County Unorganized Territory Administration</p>			

**TYPES OF PERMISSIONS NEEDED – PROVIDE AN ANSWER FOR EACH LINE**

**EVENT LIABILITY INSURANCE COVERAGE FOR EVENT**

For an event such as a walk-a-thon or road race, the County requires general liability insurance coverage. Penobscot County needs to be named as additionally insured in regards to the event activities on that date. Once the event is approved, the Certificate of Insurance will need to be received before the event permits can be issued. (Minimum coverage \$1,000,000).

\_\_\_\_\_  
Signature of  
Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date