Special Event / Mass Gathering Application

Persons requesting to hold a Special Event or Mass Gathering in the Town of Kennebunkport must complete and submit a "Special Event / Mass Gathering Application" and submit the application to the Town Clerk preferably at least sixty (60) days prior to the requested event date. The Town requires a minimum of thirty (30) days to process the application.

For purposes of this application, a "Special Event" shall be defined to mean: Any activity which occurs upon public or private property that will affect the standard and ordinary use of Town-owned property, public streets, rights-of-way or sidewalks, and/or which requires additional levels of town services. This includes, but is not limited to, fairs, festivals, carnivals, sporting events, foot races/walks, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming. Special Events do not include: regular park activities, functions held on school properties that are sponsored by the school district, or regular work or functions being performed by Town agencies. A "Mass Gathering", according to the Town of Kennebunkport Mass Gathering Ordinance, is defined as "any commercial or non-commercial gathering or special event held outdoors or in a tent with the intent to attract the attendance of 250 or more persons."

1) Event Information

Date of Event Oct 3, 2015 Name of Event Ride for Autism

Location of Event Trust - Gravelly Brook Rd

Start Time of Set Up Oct 2, 2015 NOON

Start Time of Event 7:00 AM Oct 3 Finish time 4:00 PM Oct 3

Description of Event 10 - 25 - 50 mile road cycling ride

Estimated # of Participants 150 Estimated Total Attendance 200

Will food be served or sold? Yes ✓ No ___ If yes what? Burgers and Dogs and Mom's homemade baked beans

Will anything else be distributed or sold? Yes ✓ No ___

If yes what? Stickers and trinkets like buttons from Autism Society of ME

What equipment, materials, displays etc. will you bring on site?

10x10 Tent, large grill, banners

Will you use signs or banners? Yes ✓ No ___ Who will set them up? Nathan Poore

Where will you place the banners? Inside KCT building

If yes, how many? 6 Size(s) 1.5' x 3'

Is there a need for portable restrooms? Yes ✓ No ___

2) Organization Information

Name of Organization Autism Society of ME Address 72B Main St

Winthrop ME 04364 Business Telephone 800-273-5200

Fax N/A E-mail asm@asmonline.org

Is this an annual event? ✓ If so, how many years has it been run? 9

Are you a non-profit organization? Yes ✓ No ____

Do you have a 501(c)(3)? Yes ✓ No ____ 501(c)(3) Number 01-0407346

3) Contact Person/Event Coordinator

Name Nathan Poore

Address 59 Whitten Hill Rd N'port

Telephone 917-9801 Cellular 468-2384 E-mail npoore@roadrunner.com

4) Type of Event

Festival / Fair
Race / Walk / Bike Ride
Concert
Parade / March
Other-please clarify _____

If the event is taking place on private property you must attach written consent from the property owner to this document.

If held in the past, is this event changing this year? Yes ____ No ✓

If so, how? _____

_____

Will there be entertainment? Yes ____ No ✓ If yes, please list location, times, who, etc.:

_____

5) General Service Questions

5.A - Department of Public Works

Is the use of barricades necessary/requested for this event? Yes ____ No ✓

If yes, number needed _____ Who will set them up? _____

Will it be necessary to cover street and/or parking signs or post No Parking signs for this event?
Yes ✓ No ____ I usually obtain signs from PD and personally install them.

If yes, please note on diagram to be attached or shown on the reverse side of this page. What is your plan for cleanup and debris disposal for this event? Carry in Carry out

Is any other Public Works assistance anticipated? Yes ____ No ✓

If yes, please describe _____

5.B - Parks and Recreation Department

Will this event take place in a Town park or on Town property? Yes __ No ✓

If yes, where? _____. Who have you spoken with in the Recreation Department? _____

Is any Parks and Recreation assistance needed? Yes ____ No ✓ If yes, please describe the assistance needed.

5.C - Fire Department

Will the Fire Department have access to all sites at all times in the event of an emergency?
Yes ✓ No ____

Will any fire hydrants be obstructed during the event ? Yes ____ No ✓

Will there be any use of fire such as a bonfire? Yes ____ No ✓

If yes, the applicant must obtain a fire permit from the Forestry Warden and attach a copy of the permit to this application.

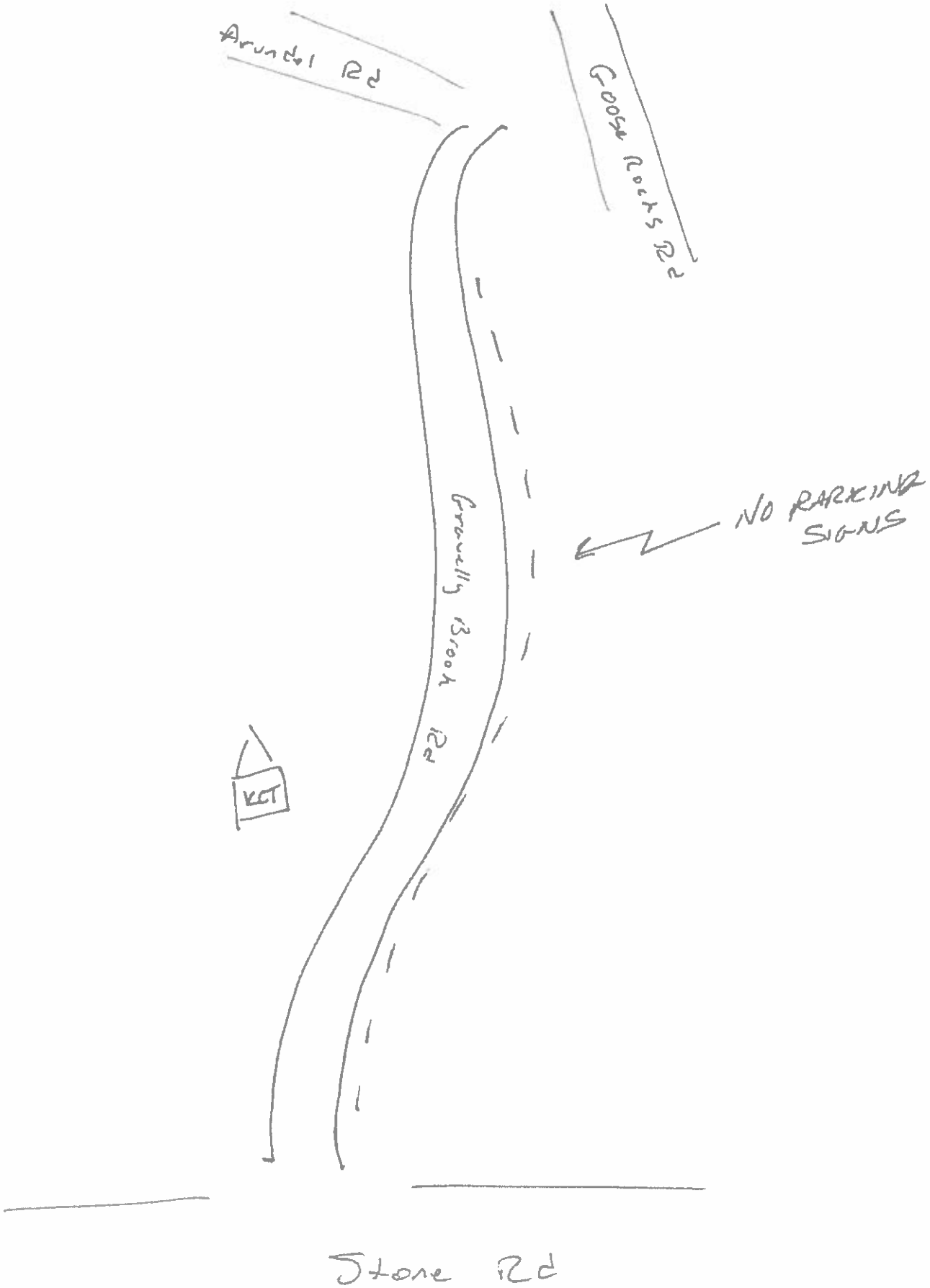
Are there fireworks planned for the event? Yes____ No ✓ If yes, please submit the State Fire Marshalls' office approved application.

5.D - Kennebunkport Emergency Medical Services

Will the Emergency Medical Services have access to all sites at all times in the event of an emergency? Yes ✓ No ____

Will you have First Aid or medical staff present? Yes ____ No ✓

If so, who and qualifications But several local MDs ride the event.


Arundel Rd
Goose Rocks Rd
Granelly Brook Rd
NO PARKING SIGNS
KCT
Stone Rd

5.E - Police Department

Is there a need for traffic control for this event? Yes ___ No ✓

Is there a need for crowd control for this event? Yes ___ No ✓

If you answered yes to either of the above questions from 5D (Police Dept), you must contact the Deputy Chief or Chief of Police at 207-967-2454 to determine number of staff and hours needed.

6) Site Plan Sketch of Special Event (Completed by Event Coordinator)

Please provide the following information, if applicable: (attach a separate map if necessary)

- General Map of Vendor Locations
- Street Closures/Parking Information Locations
- Location of Event Coordinator's Booth
- Location of trash receptacles.
- Location of Water/Electricity Source
- Location of Loudspeakers/Rest Facilities'
- Location of Tents/Stages/Grandstands

7) Indemnification and Release Provisions

In consideration for being permitted to use any Town of Kennebunkport's facility(ies) and/or rights-of-way, the applicant agrees to defend, indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Town facilities and/or rights-of way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

A general liability insurance policy shall be in effect for the event and shall include coverage for contractual liability with minimum limits of $1,000,000 per occurrence for bodily injury and property damage. The certificate of insurance shall name the Town of Kennebunkport as "additional insured". Written verification must be submitted to the Treasurer's office 3 days prior to the event.

→ will be submitted Sept 14, 2015

8) Municipal Services and Materials

The Town reserves the right to require municipal services as reasonably deemed necessary by Town staff. If Town materials/equipment, other than motorized vehicles, are needed for the event, a deposit will be required, with the deposit based on the cost of materials/equipment

borrowed (up to $250). Any services required from the town either before, during, or after an event may be billed to applicant, as well as any damage to facilities or infrastructure.

Applicant's Statement of Agreement:
Everything I have stated on this agreement is correct to the best of my knowledge and I have authority on behalf of the firm or agency holding this event to commit it to the statements contained herein. This permit, if granted, is not transferable and is revocable at any time at the discretion of the Town of Kennebunkport. By signing below, I agree

- to comply with all State of Maine and Town ordinances
- to use sidewalks and crosswalks where appropriate
- to collect any trash generated during the event and dispose of it in a proper manner. vent .

Applicant Signature: _____ Date: 8/11/2015 Title: Event Chair

When signed and completed <u>mail to</u>:

Town of Kennebunkport

ATTN: Town Clerk

P.O. Box 566

Kennebunkport, Me 04046

Town of Kennebunkport, Maine

Special Event / Mass Gathering Approval

Event Name: Ride for Autism Event Date: Oct. 3, 2015

Date Received: Sept. 11, 2015

Are there any other events occurring on this date? Yes____ No ✓

If yes, please list event name _____

Event start time 7:00 AM Event end time 4:00 PM # of people expected 200

Police: Is the electronic message board needed for this event? Yes____ No ✓

If yes, Date to go up _____ Date to take down _____

Special Event / Mass Gathering Permit Approval Signatures

Rec. Director_____ Date_____ Conditions Attached: Yes / No

Police Chief _____ Date_____ Conditions Attached: Yes / No

PW Director_____ Date _____ Conditions Attached: Yes / No

Town Clerk _____ Date _____ Conditions Attached: Yes / No

Code Officer_____ Date _____ Conditions Attached: Yes / No

Fire Chief _____ Date_____ Conditions Attached: Yes / No

KEMS Chief Notified Date 09-14-15 Conditions Attached: Yes / No

Town Manager_____ Date_____ Conditions Attached: Yes / No

From: Nathan Poore <npoore@roadrunner.com> Fri, Sep 11, 2015 3:44:01 PM

Subject: Fwd: KCT Property Use

To: **April Dufoe**

Hi April,

This is our permission to use property email.

I will send you the application next.

Thanks

Nathan

Begin forwarded message:

From: Tom <tom@kctoffice.org>
Date: September 11, 2015 at 3:29:50 PM EDT
To: 'Nathan Poore' <npoore@roadrunner.com>
Subject: KCT Property Use

Nathan Poore has our permission to use the Emmons Preserve property for the Ride for Autism on October 2nd & 3rd, 2015. Tom Bradbury

Notes

AT		FOR	NOTES
0.17 mi.		3013ft	Turn left at Stone Rd
0.74 mi.		1128ft	Slight left at Stone Rd
0.95 mi.		1mi 496ft	Turn right at Gooserocks Rd
2.05 mi.		3602ft	Continue onto Dyke Rd
2.73 mi.		3751ft	Turn left at Kings Hwy
3.44 mi.		4445ft	Turn left at New Biddleford Rd
4.28 mi.		175ft	Slight right to stay on New Biddleford Rd
4.31 mi.		3789ft	Turn right at ME-9 E/ Mills Rd
5.03 mi.		2mi 1807ft	Turn left at Oak Ridge Rd
7.37 mi.		1mi 1144ft	Turn left at Guinea Rd
8.59 mi.		1mi 1966ft	Continue onto Whitten Hills Rd
9.96 mi.		1128ft	Turn right at Gooserocks Rd

10 mile route

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Find this route online at http://www.mapmyride.com/ride/united-states/me/biddeford/572128352079746381

MapMyRide

ROUTE: 05/05/2010 Route

DISTANCE: [1]10.82 mi LOCATED: Biddeford, Maine

ROUTE DESCRIPTION:
No Description Provided

Notes

AT	FOR	NOTES
0.17 mi.	3013ft	Turn left at Stone Rd
0.74 mi.	1128ft	Slight left at Stone Rd
0.95 mi.	1mi 496ft	Turn right at Gooserocks Rd
2.05 mi.	3602ft	Continue onto Dyke Rd
2.73 mi.	3751ft	Turn left at Kings Hwy
3.44 mi.	4445ft	Turn left at New Biddleford Rd

Notes

AT	FOR	NOTES
4.28 mi.	175ft	Slight right to stay on New Biddleford Rd
4.31 mi.	3789ft	Turn right at ME-9 E/ Mills Rd
5.03 mi.	2mi 1807ft	Turn left at Oak Ridge Rd
7.37 mi.	1mi 1144ft	Turn left at Guinea Rd

Notes

AT	FOR	NOTES
8.59 mi.	1mi 1966ft	Continue onto Whitten Hills Rd
9.96 mi.	1128ft	Turn right at Gooserocks Rd
10.18 mi.	3013ft	Slight left at Stone Rd
10.75 mi.	628ft	Turn left at Stone Rd
10.87 mi.	-	Stop

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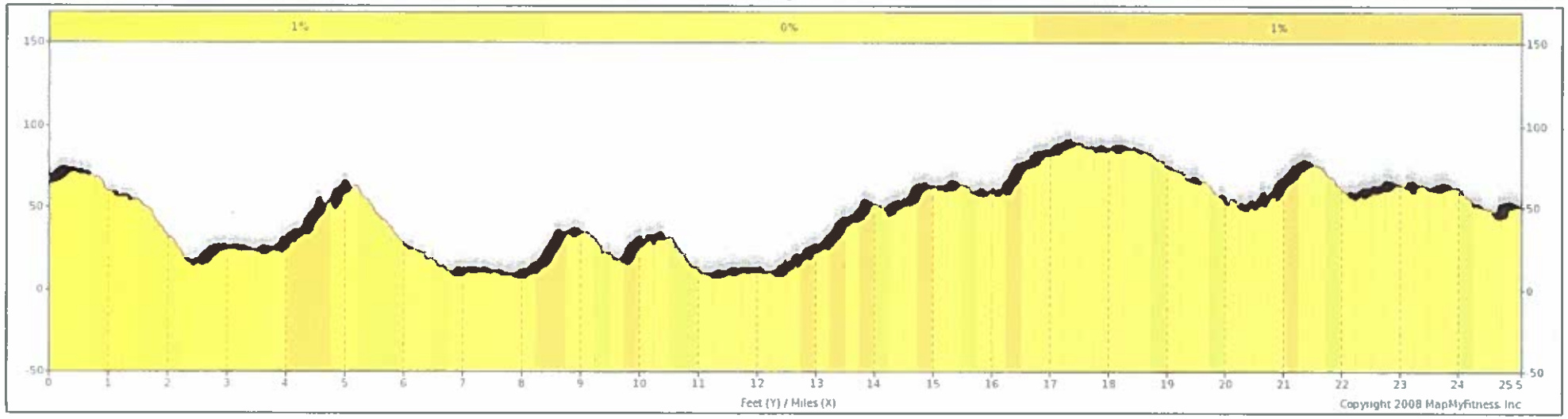
Distance values on this map may differ slightly from values reported on the route engine.

MapMyRide

ROUTE: Break The Cycle - 25 Mile Ride

DISTANCE: [1]25.37 mi LOCATED: Kennebunkport, Maine

ROUTE DESCRIPTION:
No Description Provided



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Find this route online at http://www.mapmyride.com/ride/united-states/me/kennebunkport/1681275619517607 02
Distance values on this map may differ slightly from values reported on the route engine.

MapMyRide

Break The Cycle - 25 Mile Ride

DISTANCE: [1]25.37 mi LOCATED: Kennebunkport, Maine

ROUTE DESCRIPTION:
No Description Provided

Notes

AT	FOR	NOTES
0.15 mi.	3040ft	Turn left at Gravelly Brook Rd
0.72 mi.	1mi 1645ft	Slight right at Goose Rocks Rd
2.03 mi.	3583ft	Continue on Dyke Rd
2.71 mi.	3749ft	Turn left at Kings Hwy
3.42 mi.	4609ft	Turn left at New Biddeford Rd
4.3 mi.	1mi 3875ft	Turn right at ME-9/ Mills Rd
6.03 mi.	1mi 3813ft	Turn right at Fortunes Rocks Rd
7.75 mi.	1mi 3907ft	Continue on Fortunes Rocks Rd
9.49 mi.	2998ft	Lester B Orcutt Blvd/ ME-208 turns right and becomes Ocean Ave

Notes

AT	FOR	NOTES
10.06 mi.	159ft	Ocean Ave turns right and becomes Bay St
10.09 mi.	1211ft	Turn left at 7th St
10.32 mi.	1mi 2779ft	Turn left at 1st St
11.85 mi.	1mi 3812ft	Continue on Fortunes Rocks Rd
13.57 mi.	2508ft	Turn right at Fortunes Rocks Rd
14.04 mi.	2mi 4112ft	Turn right at West St
16.82 mi.	2mi 1564ft	Turn left at Guinea Rd
19.12 mi.	1mi 311ft	Turn right to stay on Guinea Rd

Notes

AT	FOR	NOTES
20.18 mi.	3020ft	Slight left at Goose Rocks Rd
20.75 mi.	2mi 1260ft	Turn right at Arundel Rd
22.99 mi.	190ft	Continue onto North St
23.02 mi.	1807ft	Turn left at Springer Hill Rd/ Walkers Ln
23.36 mi.	1mi 3282ft	Turn left at Beachwood Rd
24.99 mi.	2210ft	Turn left at Stone Rd
25.41 mi.	298ft	Turn left at Gravelly Brook Rd
25.46 mi.	-	Stop

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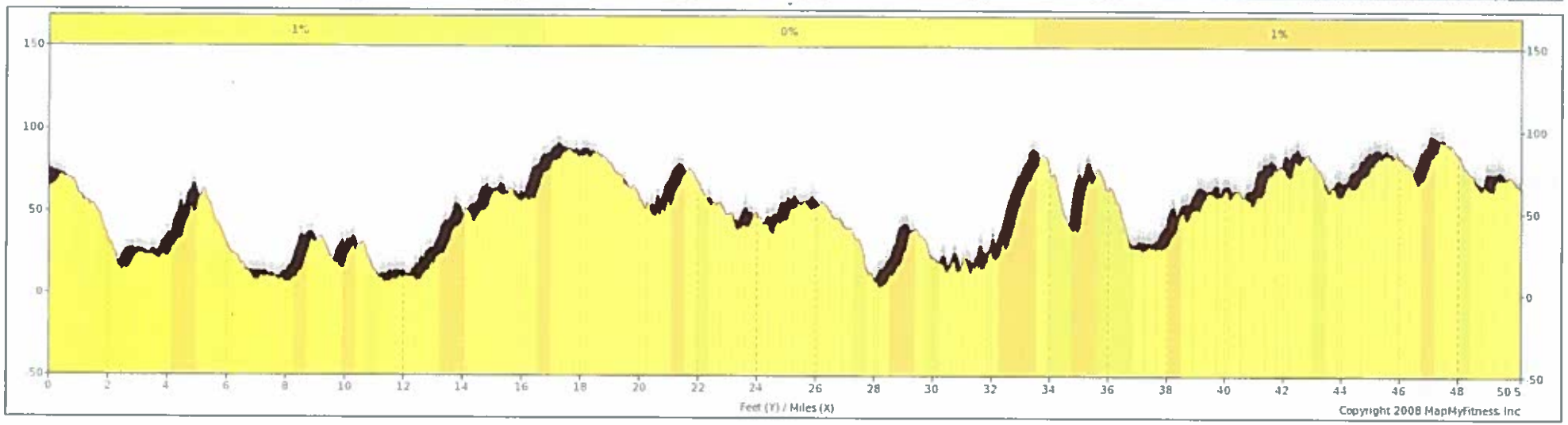
MapMyRide

DISTANCE: [1]50.27 mi LOCATED: Kennebunkport, Maine

ROUTE DESCRIPTION:
Description Provided



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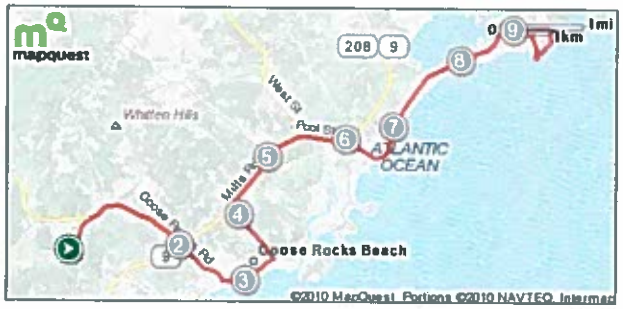
Distance values on this map may differ slightly from values reported on the route engine.

MapMyRide

DISTANCE: [1]50.27 mi LOCATED: Kennebunkport, Maine

ROUTE DESCRIPTION:
Description Provided



Notes

AT	FOR	NOTES
0.17 mi.	3013ft	Turn left at Stone Rd
0.74 mi.	2001ft	Slight right at Gooserocks Rd
1.12 mi.	4903ft	Turn right at Gooserocks Rd
2.05 mi.	3601ft	Continue onto Dyke Rd
2.73 mi.	3751ft	Turn left at Kings Hwy
3.44 mi.	4445ft	Turn left at New Biddleford Rd
4.28 mi.	175ft	Slight right to stay on New Biddleford Rd
4.31 mi.	1mi 1360ft	Turn right at ME-9 E/ Mills Rd
5.57 mi.	2469ft	Turn right at West St
6.04 mi.	1mi 3802ft	Turn right at Fortunes Rocks Rd
7.76 mi.	1mi 797ft	Continue onto Mile Stretch Rd
8.91 mi.	1200ft	Continue onto Lester B Orcutt Blvd
9.14 mi.	1920ft	Turn left at Lester B Orcutt Blvd
9.5 mi.	2990ft	Turn right at Ocean Ave
10.07 mi.	164ft	Ocean Ave turns right and becomes Bay St
10.1 mi.	1204ft	Turn left at 7th St
10.33 mi.	780ft	Turn left at 1st St
10.47 mi.	1200ft	Turn left at Lester B Orcutt Blvd
10.7 mi.	1mi 796ft	Continue onto Lester B Orcutt Blvd

This segment shows [2]11.85 mi. (62,580 ft.) of your route.

Notes

AT	FOR	NOTES
11.85 mi.	1mi 3802ft	Continue onto Mile Stretch Rd
13.57 mi.	2469ft	Turn right at Fortunes Rocks Rd
14.04 mi.	2mi 4092ft	Turn right at West St
16.82 mi.	2mi 1575ft	Turn left at Guinea Rd
19.11 mi.	1mi 131ft	Turn right to stay on Guinea Rd
20.14 mi.	196ft	Slight left at Guinea Rd
20.18 mi.	3005ft	Continue onto Gooserocks Rd
20.74 mi.	2mi 1136ft	Slight right at Arundel Rd/ Lester Wildes Rd
22.96 mi.	84ft	Continue onto Log Cabin Rd
22.98 mi.	2574ft	Continue onto Arundel Rd
23.46 mi.	1mi 45ft	Continue onto River Rd
24.47 mi.	1587ft	Turn left at Durrell's Bridge Rd
24.77 mi.	505ft	Turn left at Maine 9A E/ Summer St
24.87 mi.	1mi 26ft	Turn right at Heath Rd
25.87 mi.	1mi 4960ft	Turn left at Kennebunk Beach Rd/ Sea Rd
27.81 mi.	2mi 615ft	Continue onto Beach Ave
29.93 mi.	1486ft	Turn right at ME-9 E/ Western Ave
30.21 mi.	274ft	Turn right at Ocean Ave
30.26 mi.	3mi 675ft	Turn right to stay on Ocean Ave
33.39 mi.	2419ft	Continue onto Turbatts Creek Rd
33.85 mi.	3539ft	Slight left at Wildes District Rd

This segment shows [2]22.09 mi. (116,623 ft.) of your route.

Notes

AT	FOR	NOTES
34.52 mi.	1808ft	Wildes District Rd turns slightly right and becomes Maine St
34.86 mi.	2mi 189ft	Turn right at School St
36.9 mi.	1mi 3766ft	Turn left at ME-9 E/ Mills Rd
38.61 mi.	2049ft	Turn left at Beachwood Ave
39 mi.	1mi 3282ft	Turn left to stay on Beachwood Ave
40.62 mi.	1807ft	Turn right at Springer Hill Rd/ Walkers Ln
40.96 mi.	190ft	Turn right at North St
41 mi.	84ft	Continue onto Arundel Rd
41.01 mi.	1mi 4133ft	Continue onto Log Cabin Rd
42.8 mi.	1mi 2744ft	Turn right at Gooserocks Rd
44.32 mi.	1mi 131ft	Slight left at Guinea Rd
45.34 mi.	1mi 1144ft	Turn right to stay on Guinea Rd
46.56 mi.	4141ft	Turn right at Oak Ridge Rd
47.34 mi.	2mi 243ft	Turn right at Fox Farm Rd
49.39 mi.	2001ft	Turn right at Gooserocks Rd
49.77 mi.	3013ft	Slight right at Gooserocks Rd
50.34 mi.	704ft	Turn left at Stone Rd
50.47 mi.	-	Stop

This segment shows [2]16.62 mi. (87,768 ft.) of your route.

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