Town of Naples

OUTDOOR ENTERTAINMENT & COMMUNITY EVENT APPLICATION

EVENT

Event Name:
Maine Blues Festival

Event Description:
Live Blues music at 10 venues within Naples
8 Existing licensed premises and 2 Temporary outdoor venues
i.e. Causeway Marina and the Village Green

SPONSORING ORGANIZATION INFORMATION

Legal Business Name: Maine Blues Fest

Mailing Address: P.O. Box 548

City: Naples State/Zip: ME 04055

Phone: (207) 595-0222 Email: nassonblues@yahoo.com

CONTACT PERSON – DAY OF EVENT

Name: Michael Bray / Kevin Kimball

Mailing Address: P.O. Box 548

City: Naples State/Zip: ME 04055

Phone: (207) 595-0222 / (617) 470-7751 Email: nassonblues@yahoo.com

TYPE OF EVENT

☐ Town Department Event	☐ Political or Ballot Issue Event	☐ Road Race
☐ Non-Profit Event	☐ Sporting Event	☐ Neighborhood/Block Party
☒ For-Profit Event	☐ Video or Film Production	☐ Auto/Boat Show
☐ Other (Describe)		

EVENT INFORMATION

Event Location: 10 Venues throughout Naples - Please see attached map

Event Date(s): 6/14 in existing venues 6/16 in existing venues. Event Hours: 6/15 - Noon - 10pm

Date/Time for Set-Up: 6/15 9am

Date/Time for Clean-Up: 6/16 2pm

Describe clean up plan: Clean-up Crews w/ pickup Trucks

Estimated Attendance (per day of event): - Approx. 5,000 total Attendees Less than 1,000 outside of existing brick & mortar venues

Describe crowd control measures: Outside Stage at Causeway Marina will be fenced with Security at entrances/Exits

Describe the event's potential impacts to abutters: Music, Traffic mitigated by Free shuttle busses from Bridgton, Portland, Westbrook, Windham, Raymond and Casco

Will the event take place on Municipal Property? ☒ Yes ☐ No

If yes, please check off all event locations: ☐ Gym ☐ Singer Center ☐ Board Room

☒ Village Green ☐ Baseball Field ☐ Softball Field ☐ Town Docks

No Admission charged

SOUND/MUSIC BROADCASTING/AMPLIFICATION

Will an amplified system(s) be used to broadcast voice or music? ☒ Yes ☐ No

Will amplification be limited to indoors or outdoors? ☐ Indoor Only ☐ Outdoor Only ☒ Both

Describe the amplification activity: ☒ Live Performance ☐ Recorded Playback/DJ ☐ Loudspeakers

If other, please describe:

Time amplification will be used (beginning to end time): Noon - 10pm

Proposed location of amplification(s): Outdoors at Causeway Marina & Village Green - (others at Venues with entertainment licenses)

Describe noise control and potential impact to abutters: Close abutters may be able To hear the music

RIGHT OF WAY USE / PARKING

Will street closures be necessary? ☐ Yes ☒ No

If Yes, please attach a map (tax map, Google map) that shows all closures.

Street(s) to be closed (date, time & duration): N/A

Will parking lot closures be necessary? ☐ Yes ☒ No

If Yes, please attach a map (tax map, Google map) that shows all closures.

Parking lot(s) to be closed (date, time & duration): N/A

What arrangements have been made to accommodate the loss of parking? N/A

Will there be offsite parking locations? ☒ Yes ☐ No

If Yes, please attach a map (tax map, Google map) that shows all available locations.

If Yes, will there be a fee for parking? ☒ No ☐ Yes Fee $ _____

Will there be shuttles provide to offsite parking locations ☒ Yes ☐ No

If Yes, will there be a fee for use of shuttle? ☒ No ☐ Yes Fee $ _____

How will handicapped parking be handled/identified? Handicapped parking at each venue

CONSTRUCTION OF STRUCTURES

Will any of the following be used during the event?
No stakes of any kind are to be used in right of way pavement or municipally owned paved parking areas.

Item	Quantity	Item	Quantity
☐ Booths		☒ Stages	1
☒ Tents	5	☐ Awnings	
☐ Canopies		☒ Tables	4

A layout plan must be provided to include the locations of proposed structures.

GARBAGE / SANITATION

Describe the plan for garbage control and disposal: - Picked up on Sunday & brought to Transfer station

Will dumpsters be brought in for this event? ☒ No ☐ Yes How Many? _____

The Town of Naples requires that the number of portable toilets for the event be calculated using the chart below.

	Length of Event (Hours)									
Attendees	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
50	**1**	**1**	**1**	**1**	**2**	**2**	**2**	**2**	**2**	**2**
100	**2**	**2**	**2**	**2**	**3**	**3**	**3**	**3**	**3**	**4**
250	**2**	**2**	**3**	**3**	**3**	**3**	**4**	**4**	**6**	**6**
500	**3**	**4**	**5**	**5**	**5**	**6**	**6**	**7**	**7**	**8**
1,000	**5**	**7**	**8**	**8**	**9**	**9**	**10**	**10**	**12**	**12**
2,000	**8**	**13**	**15**	**17**	**18**	**19**	**19**	**19**	**20**	**20**
3,000	**12**	**19**	**23**	**25**	**28**	**28**	**28**	**30**	**30**	**30**
4,000	**16**	**24**	**30**	**34**	**36**	**38**	**38**	**38**	**38**	**38**
5,000	**19**	**32**	**38**	**42**	**44**	**46**	**46**	**48**	**48**	**48**
6,000	**23**	**38**	**46**	**50**	**54**	**57**	**57**	**60**	**60**	**60**
7,000	**28**	**42**	**54**	**60**	**63**	**66**	**66**	**66**	**66**	**66**
8,000	**32**	**48**	**60**	**66**	**72**	**72**	**75**	**78**	**78**	**78**
10,000	**38**	**60**	**75**	**84**	**88**	**92**	**96**	**96**	**96**	**100**

Based on your anticipated attendance, how many units will you be supplying? # 21 plus Facilities already at Venues.
A layout plan must be provided to include the locations of proposed structures.

SIGNAGE

Do you plan to have any special events signs? ☒ Yes ☐ No

Describe signs and proposed locations: Banners - approx. 2 ft x 6 ft
At Norway Savings lot between Fire House & Norway Vet.
At Maine Blues Hall of Fame & Museum
At Causeway Dairy Bar

Signs must conform to the Town of Naples Sign Ordinance.

AMUSEMENTS / VENDORS / LIQUOR SERVICE

Will the event have amusement rides, inflatables, climbing wall, dunk tank, live animals, etc.?

☒ No ☐ Yes If Yes, describe in detail the types of attractions proposed: _____

If Yes, additional insurance listing the Town of Naples as additionally insured will be required.

Will there be food, beverages, concessions, or mobile vendors? ☐ No ☒ Yes

If Yes, describe in detail the types of attractions proposed: Food vendors at Village Green and possibly Naples Fire Dept on Causeway.

If Yes, proper health department approvals and necessary state and local permits must be obtained. Please list non-local vendors approved to participate in this event

Will there be any fireworks or pyrotechnics at this event? ☒ No ☐ Yes

The Town of Naples requires that fire department personnel and apparatus be on scene anytime any pyrotechnics are to be used, and the expense to be covered by the event coordinator. Please refer the Public Safety section of this application for the fees required.

Will alcohol be served at this event? ☐ No ☒ Yes

If Yes, describe in detail the proposed locations: AT licensed Premisis only staff is Trained by licensee for appropriate liquor law enforcement.

If yes, Liquor Liability Insurance is required. Location must be identified on event layout plan and describe measures to prohibit sale of alcohol to minors or visibly impaired individuals.

If alcohol is to be served in more than one location, please list those locations by the business name, property owner's name and contact information and confirmation that the establishment has obtained the proper local and State licensure for service.

Business Name	Owners Name	Owner's Contact Number	Confirmation of Proper Licensure
Butch & Lorraines Roadhouse BBQ & Cantina		693-9075	CARL-2019-11633
Freedom Cafe & Pub		693-3700	CAR-2007-7624
Brother Fleckers		693-9633	CAR-2017-10203
Rick's Cafe		693-3759	CAR-1990-7246

Please attach additional sheet if necessary.

Business Name	Owners Name	Owner's Contact Number	Confirmation of Proper License
Songo River Queen II		693-6861	VES-2009-5867
Captain Jack's		693-5225	CARL-2012-9423
Gary's Olde Towne Tavern		693-6806	CARL-2017-9890
American Legion Post 155		693-6285	CCP-1990-3169
Causeway Marina	Darryl Murray	693-3700	pending

PUBLIC SAFETY

Any event with more than 1,000 attendees, or an event that is deemed by the Planning Board to have the potential for public safety risk, will require public safety presence at the event for the duration of the event open to the public, at the expense of the event coordinator.

The following is personnel and apparatus staffing requirements and the fee schedule for public safety coverage:

Contracted Personnel Required – Police or Security Services

	Impacted Hours				
Attendees	**4**	**8**	**12**	**16**	**24**
1,000	**2**	**2**	**2**	**2**	**2**
3,000	**3**	**4**	**6**	**6**	**6**
6,000	**10**	**10**	**12**	**14**	**14**
10,000	**16**	**16**	**16**	**18**	**18**

Contracted Personnel Required - Fire Services*
One fire apparatus is required per four (4) personnel

	Impacted Hours				
Attendees	**4**	**8**	**12**	**16**	**24**
1,000	**0 /*2**	**0 /*2**	**0 /*2**	**0 /*2**	**0 /*2**
3,000	**0 /*2**	**0 /*2**	**0 /*2**	**0 /*2**	**0 /*2**
6,000	**2 /*4**	**2 /*4**	**2 /*4**	**2 /*4**	**2 /*4**
10,000	**4 / *8**	**4 / *8**	**4 / *8**	**4 / *8**	**4 / *8**

** If pyrotechnics or open fires will be present*

Contracted Personnel Required - Emergency Medical Services*
One Ambulance always required on scene – Second Ambulance required to stand by on scene for any event greater than 3,000 or longer than 8 hours

	Impacted Hours				
Attendees	**4**	**8**	**12**	**16**	**24**
1,000	**2**	**2**	**2**	**2**	**2**
3,000	**3**	**4**	**4**	**4**	**4**
6,000	**6**	**6**	**6**	**6**	**6**
10,000	**7**	**7**	**7**	**7**	**7**

** Anticipated temperatures greater than 85°F for outdoor events shall necessitate doubling the number of personnel required*

*** Any event having special hazards (i.e. mosh pits) shall require additional personnel at one and a half times the indicated number in Table.*

Public Safety Fee Schedule

Sheriff's Department
Contact the Cumberland County Sheriff's Office for imposed fees.

Emergency Medical Services
Minimum of Two Personnel- $30.00 each / per hour
1 Ambulance - $75.00 / hour

Fire Apparatus with Staffing (if applicable for fireworks)
Minimum of Four Personnel - $30.00 each / per hour
1 Fire Truck - $125.00 / hour

Marine Safety
Each Staff - $30.00
1 Boat - $50.00 / hour

APPLICATION CHECK LIST

- [x] **Application Completed**
- [x] **Event Map Attached** ***(Including all details as required by the application)***
- [x] **Detailed Plans Attached** ***(As required by the application)***
- [ ] **Certificates of Insurance – T*o Cover the Event Dates, Naming the Town as Additionally Insured***
- [x] **Event Signage Plan Attached**

If any document is missing with this application, please explain: Certificate of Insurance is not available until a day or 2 prior to the event.

APPLICATION AGREEMENT AND AUTHORIZED SIGNATURE(S)

Please complete this application and return it, along with all the required documentation, to the Naples Town Office at least 60 days prior to the starting date of the event. Please note that a new application must be submitted for each year.

The applicant and sponsoring organization understand and agrees to provide the following:
A Certificate of Insurance, with all coverages deemed necessary for the event, naming the Town of Naples as and additionally insured on all applicable polices, and an Indemnification Agreement on the sponsoring organization's letterhead. Both documents must be provided to the Town Office not less than 14 calendars days before the event.

Compliance with all local ordinances and policies and all applicable State laws. The specific events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies.

Payment of any invoice for Town services, which may be rendered or deemed necessary as part of the event and event approval, must be received prior to the event. The approval of this event may include additional requirements and/or limitations based on the Town's review of this application, in accordance with the Town's Events Policy. It may be necessary to meet with Town staff during the review of this application and the Planning Board approval may be necessary. The applicant (or the sponsoring organization) is responsible for contacting the State of Maine Liquor Enforcement Office and/or the State of Maine Health Department to secure any and all permits required for this event. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Michael G. Bray	Michael G. Bray	04/29/19
Applicant Signature	Printed Name	Date

FEES:

Outdoor Entertainment – Requires Planning Board Approval

Public Notice: $50.00

Fee per abutter: $7.00

One-Day Event Fee: $25.00

Annual Event Fee: $200.00

Facility Rental Schedule – Requires Approval From the Community Activities Director

Indoor Facilities					
	Cleaning Deposit	Key Deposit	Resident	Non-Profit	Non-Resident
Gym	$50.00*	$10.00*	$15.00/hr	$25.00/hr	$25.00/hr
Singer Down	$50.00*	$10.00*	$20.00/hr	$25.00/hr	$25.00/hr
Singer Up	$50.00*	$10.00*	$10.00/hr	$25.00/hr	$25.00/hr
Board Room	$50.00*	$10.00*	$10.00/hr	$25.00/hr	$25.00/hr
* Indicates refundable fee if agreed upon terms are upheld (Space is cleaned and/or key is returned)					

Outdoor Facilities					
	Cleaning Deposit	Key Deposit	Resident	Non-Profit	Non-Resident
Amphitheater	$50-$250**	n/a	Free (if no admission)	$50.00/day	$50.00/day
Village Green	$50-$250**	n/a	Free (if no admission)	$100.00/day	$100.00/day
Baseball Field	$50-$250**	n/a	Free/day (if no admission)	$10.00/game - or $50.00/day	$10.00/game - or $50.00/day
Softball Field	$50-$250**	$25.00 ŧŧ	Free/day (if no admission)	$20.00/game or $100.00/day	$20.00/game or $100.00/day
** Community Activities Director will determine the Cleaning Deposit fee depending on number of participants, and length of rental ŧŧ All field rentals with keys for lights subject to additional non-refundable charge of $25/day for residents - $50.00/day for non-profit & non-resident.					

OFFICE USE ONLY

Applicant Received By: _____ **Date:** _____

Application: ☐ **Approved** ☐ **Approved with Conditions** ☐ **Denied**

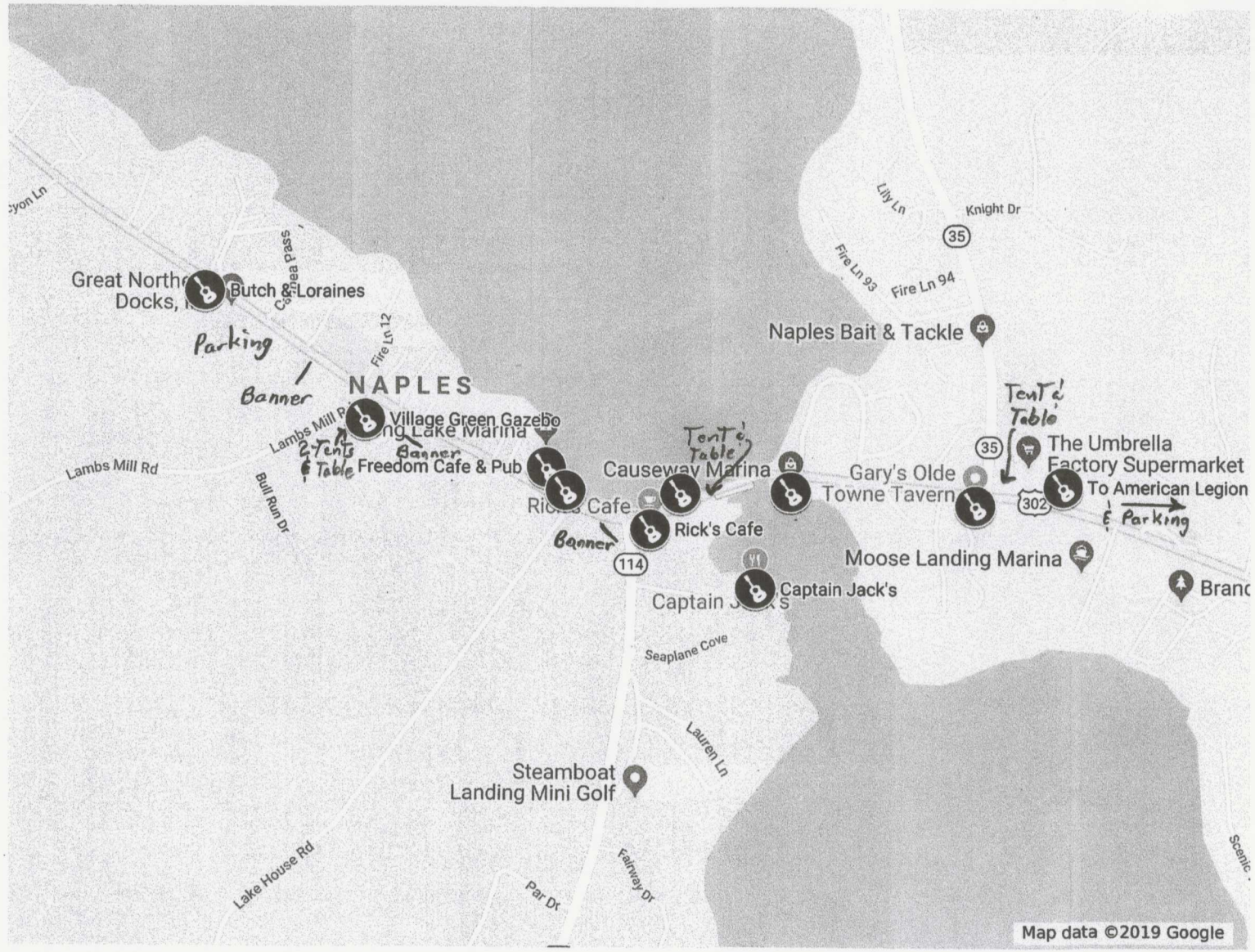
Conditions: _____

_____

_____

Maine Blues Festival

MBF2019 Venues

- Butch & Loraines
- Village Green Gazebo
- Freedom Cafe & Pub
- Brother Fleckers
- Rick's Cafe
- Captain Jack's
- Songo River Queen II
- Causeway Marina
- Gary's Olde Towne Tavern
- To American Legion

Venues