



Pre Event application

Between the Town of Phillips and _____ (Entity)

Regarding: _____ (Event)

1. Purpose

This application establishes an information-gathering framework to identify whether the Event requires a temporary road closure or other specific Town services.

2. Parties

- Town of Phillips, Maine, 124 Main Street

• _____ (Entity Name)

_____ (Entity Address)

3. Event Needs Assessment

Please complete and return this section so the Town can prepare the appropriate approvals and support.

- **Road Closure Required?**

- ☐ Yes
- ☐ No
- If yes, specify:
- Route or segment of [State Route/Main Street/etc.]: _____
- Closure dates and times: _____

- **Traffic Control Support**

- ☐ Law enforcement detail
- ☐ Barricades & signage
- Additional instructions: _____

- **Site Infrastructure**

- Power/Electrical hookups needed? ☐ Yes ☐ No
 - If yes, location and amperage: _____
- Staging area (size/location): _____
- Trash/recycling receptacles: quantity and placement: _____

- **Public Safety & Emergency Services**

- EMS on standby? ☐ Yes ☐ No
- Fire department access lanes required? ☐ Yes ☐ No
- First-aid station(s): quantity and location: _____

- **Signage & Publications**
 - Directional & informational signs: number, dimensions, placement: _____
 - Public notice distribution (flyers, website, social media) planned by: _____
- **Participant & Vendor Information**
 - Participant rules and guidelines attached: [] Yes [] No
 - Vendor list (food, crafts, exhibitors) attached: [] Yes [] No
 - Estimated attendance: _____
- **Other Special Requests:** _____

4. Insurance & Indemnification

- _____ [Entity Name] must carry general liability insurance (minimum \$1,000,000 per occurrence) and name the Town of Phillips as additional insured.
- A certificate of insurance is due to the town office no later than _____ [Certificate Due Date].
- _____ [Entity Name] agrees to indemnify and hold harmless the Town against any claims arising from the Event.

5. Next Steps & Timeline

1. Return this completed application by fifteen days prior to the event.
2. Final confirmation of all services and permits, if applicable by: _____ [Final Confirmation Date]

7. Amendments & Addendums

Upon approval by the Select Board a Memorandum of Agreement will be completed for signatures.

[Entity Name] Representative:
 Name: _____
 Title: _____
 Signature: _____
 Date: _____

An activity is considered an "event" if it includes, but is not necessarily limited to, one or more of the following:

Use of tents, stages, sound systems, or generators
Expected attendance of 25 or more people
Involves vendors, food service, or alcohol
Requires road closures, traffic control, or public safety coordination
Is advertised publicly or involves ticketing or registration
Requests use of town equipment or staff support
Includes fundraising, commercial activity, or sponsorship
Requires insurance or liability coverage