



City Clerk

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___ CIRCUS LICENSE

___ CARNIVAL LICENSE

___ MASS GATHERING LICENSE

NAME OF EVENT: _____

NAME OF SPONSOR: _____

LOCATION OF EVENT: _____

***If you plan to use a City property, additional paperwork is required. Rental of City property fees and applications can be obtained from the Deputy Clerk.**

SET UP DATE OF EVENT: _____ CLEAN UP DATE OF EVENT: _____

(Setup may be required up to 24 hours in advance to allow for City inspection-when necessary)

TOTAL NUMBER OF DAYS FOR EVENT: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

The Municipal Officers hereby authorize a license to be issued to the above named applicant for the specified dates, after certification of the Police Chief, Fire Chief and Health Officer or their designee and submittal of the following attachments. This permit includes the option to have up to 5 food vendors at the event. Each vendor must obtain a written permit from the City and pay a \$15 fee to process.

___ Sketch plan for the event, not just where on the property the event will take place.

___ Signed and dated agreement with the Landowner for use of the property for that event.

___ Corporate Bond/Certificate of Insurance.

___ written descriptive plan, that adequate facilities will be provided (ex. water/wastewater)

We have inspected the above event and found it to be in compliance with City and State Codes. We hereby approve issuance of a license for _____ day(s), beginning _____ through _____.

_____ Police Department

_____ Health Officer

_____ Fire Department

Date Issued: _____