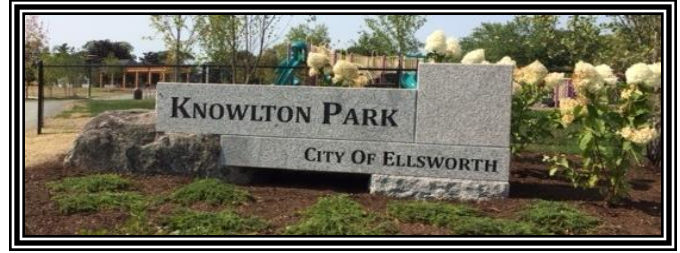


Knowlton Park Event Form

Please send your request to the address below:

City of Ellsworth
Attn: Marcia Monk, Administrative Program Coordinator
1 City Hall Plaza, Ellsworth, ME 04605
Phone: 207-669-6619 / Fax: 207-667-4908
Email: mmonk@ellsworthmaine.gov



PLEASE READ ATTACHED Park Rules and Use Codes AND Smoke/Tobacco Free Recreation Policy carefully.

****HELP KEEP THE PARK CLEAN AND LEAVE IT IN AS GOOD AS, IF NOT BETTER, CONDITION THAN WHEN ****
****YOU ARRIVED. PLEASE TAKE LARGER TRASH, i.e. PIZZA AND CAKE BOXES, WITH YOU WHEN YOU LEAVE****

Due to underground irrigation system, no vehicles may be driven onto park premises and no stakes may be driven into the ground anywhere on Knowlton Park property. Freestanding and block weighted tents will be allowed.

NOTE: Events of 250 people or more will require a Mass Gathering Permit in addition to this event form. Parking is limited – Consider asking event attendants to park at City Municipal lot or EEMS parking lot.

Music/Theatre types of events (particularly amplified events) must adhere to the City’s Noise Ordinance which is available on the City’s Website at: <http://ellsworthmaine.gov/pdfs/ords/ord23.pdf> and may require additional permitting. Please contact the City Clerk for details.

Date of Event: _____ Approximate Number of People Attending: _____

Time (from when to when): _____

Type of Event (please give detailed description of event; such as; live band or theatrical, food available, games, etc.): _____

Access to Electricity/Outlets Needed?: _____ Tents being used – see note above? _____

***Key to unlock access to outlets may be picked up from Marcia in the Clerk’s Office at City Hall on the last business day before event. *Key must be returned the next business day.**

Contact Person (Responsible Parties): _____

Contact Person Phone # _____

Contact Person Address: _____

Signature: _____ Date: _____

(Office Use Only)

Date request was received: _____

Mass Gathering Permit Required: _____

Electricity Required: _____ Electricity/Outlet Key Issued: _____

Key Pick Up Date: _____ Sign Out Signature: _____ Key Return Date: _____