

PUBLIC EVENTS CHECKLIST

Event _____

Dates(s) _____

Location _____

Contact Person _____

- 1 _____ Application has been completed and signed by the Chief of Police.
- 2 _____ Certificate of Insurance of \$1,000.000 GL naming the Town of Conway as an additional insured.
- 3 _____ Approval of Field or Park form (if town property) signed off by the Rec. Director.
- 4 _____ Application signed by property owner (if private property).
- 5 _____ Whitaker Homesite rental fee \$75.00. (\$10.00 deposit for key rental)
- 6 _____ Application for fireworks display (if applicable) by Fire & Police Chiefs.
- 7 _____ State parade permit applied through the Conway Parks & Rec. Dept. (when using state highway).
- 8 _____ Marking sprinkler heads (Schouler Park only) \$75.00.
- 9 _____ Conway/North Conway Fire Dept. approval form signed by the Fire Chief (if applicable)
- 10 _____ Deposit of \$250.00 for advertising signs (on right of way)
- 11 _____ Deposit for Town property (amount to be determined)
- 12 _____ Special event advertising form (fee for signs \$25.00 per day)
- 13 _____ Fee for event \$
- 14 _____ Conversation Commission approval if in Whitaker Woods (radair@allpointstech.com)
- 15 _____ Parks Commission approval if new event in Schouler Park
- 16 _____ Sanitation Plan (\$80.00 regular toilets: \$100.00 handicap: Pumping fees: \$30.00)
- 17 _____ Electrical fee (\$25.00 per event for outlet use) Additional fees apply for electrician.
- 18 _____ Trash removal \$175.00 per day (Schouler Park & Whitaker Woods)