

## **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 \$100.00. (\$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/Set up (Schouler Park only) \$100.00.
- 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 \_\_\_\_\_ Fee for event \$
- 13 \_\_\_\_\_ Conservation Commission approval if in Whitaker Woods (radair@allpointstech.com)
- 14 \_\_\_\_\_ Sanitation Plan (\$95.00 regular toilets: \$120.00 handicap: Pumping fees: \$30.00)
- 15 \_\_\_\_\_ Electrical fee (\$25.00 per event for outlet use) Additional fees apply for electrician.
- 16 \_\_\_\_\_ Trash removal \$200.00 per day (Schouler Park & Whitaker Woods)
- 17 \_\_\_\_\_ Parks & Recreation Director Signature