

Event Request Application

Eastern Trail Management District

P O Box 250 Saco, ME 04072

207-284-9260 eta@easterntrail.org

The Eastern Trail Management District is pleased that you are considering hosting your event on our Trail system. Given the many competing Trail users, post-event clean-up costs, and public safety concerns of the host municipalities, we request that you complete the following application. Please be aware of the following points as you complete your application submission:

- All facility requests, permits and insurance must be submitted at least 60 days in advance so that we may better meet your needs.
- Applicant is responsible for posting notices one week before the event. Notices should be laminated and placed on the trail kiosks where the event is occurring and one kiosk on each side beyond that. Applicant will remove notices after event and ensure the facility is left in pristine condition.
- Applicant is considered the authorized representative and does agree to ensure that all ETMD (Eastern Trail Management District) and hosting municipality policies will be followed and, further, does agree to pay all costs pertaining to event use.
- Any group event must complete the necessary paperwork, permits, and have approval in writing from the hosting municipality before ETMD final approval.
- *ETMD Use Policy:* Subject to the terms and conditions of the co-location agreement between ETMD, Unitil, and all area municipalities, anyone using the trail for an event must have retained written permission from all governing bodies. The current trail acts as an active gas line corridor. No use will be granted without all permissions in place. No stakes can be used or put into the ground anywhere along the trail.
- Parking – separate approval is required for parking. The applicant must secure approval in writing for parking from the appropriate parties prior to ETMD final approval.
- Rainouts must be rescheduled through the ETMD office and participating municipalities.

Applicant Information

Name of Applicant		Name of Organization			Youth <input type="text"/>	Adult <input type="text"/>
P.O. Box (if applicable)	Street	Town	State	Zip Code		
Organization Representative	Street	Town	State	Zip Code		
E-mail Address	Home Telephone	Work Telephone	Cell Phone	Fax		

Facility Information

Activity Age Group

Eastern Trail Facility Requested Check here: Profit Non-Profit

Municipality Closest cross street to start of event Closest cross street to end of event

Fees

Application fees for Commercial events are \$2 per participant based on final registrations with an interim payment 2 weeks prior to event. Final payment 2 weeks post event. There are no fees for non-profit events, just send along your 501 © (3), application and insurance.



Dates Requested	Time		Number of Participants	Number of Spectators	Parking Spaces Needed
	Start	End			
1.					
2.					

Application Submission Checklist

Use this checklist to assist you in assembling a complete application package for the ETMD. The more complete your application, the faster we can process your request. A complete application shall consist of the following items:

- Event Request Application* form filled out completely and signed
- A brief narrative describing your proposed event. Include any promotional materials.
- Application fees for Commercial events are \$2 per participant based on final registrations with an interim payment 2 weeks prior to event. Final payment 2 weeks post event. There are no fees for non-profit events, just send along your 501 © (3) with the application and insurance.
- Attach a sketch or map showing proposed location of the following items:
 - Parking: Location, layout, and total number of proposed spaces _____
 - Sanitation: Location, layout, and total number of proposed Port-a-Potties _____
 - Refuse: Location of trash receptacles and central dumpster. Total number of trash receptacles _____
 - Temporary Structures: Exact location of temporary structures, signs, and accessory structures.
 - First Aid Tent: Location of first aid stations.
- Attach copies of *Mass Gathering Permits* or other required approvals from the governing municipality.
- Attach Permission Letter for use of public or private property hosting off-trail parking, Port-a-Potties, staging, First Aid, or any other use associated with your event.
- Letter(s) of Commitment from local police department or County Sheriff's Office agreeing to provide police coverage for road crossings, traffic, and/or crowd control.
- Letter(s) of Commitment from municipal or private Emergency Medical Services contracted to provide EMS coverage for event.
- Letters of Commitment/contracts with solid waste and sanitary waste haulers contracted to collect and remove Port-a-Potties and trash from the event site and the Eastern Trail.
- Attach Insurance Certificate naming **Eastern Trail Management District, Unitil Corporation and the municipality in which the event is being held** as co-insured parties in the amount of \$1 million per person \$100,000 limit for rented property, and a general aggregate limit of \$3,000,000.

Signature Required

I have read the above information and agree to follow all ETMD policies and procedures as noted on this form. I also agree to pay all associated costs pertaining to event use.

Signature of Applicant

Date

For ETMD Staff Only:

Written Approval Received from Hosting Municipalities (Check here) _____
Name of Municipalities _____

Date Received _____

Parking Approvals Received (Check here) _____ Parking Approvals Received From _____

Unitil Permissions Received (Check here) _____ Permissions still needed _____

Paid: \$ _____ Cash _____ Check # _____ Credit _____ Receipt to Applicant (Date) _____

Date Received _____ ETMD Staff Initials _____
Packet Complete (check here) _____ Approved _____ Denied _____