



## Town Council - Meeting Agenda

**May 20<sup>th</sup>, 2025 @ 6:30pm**  
**Council Chambers - 1 Portland Avenue**

*[www.oobmaine.com/town-council](http://www.oobmaine.com/town-council)*

*\*Members of the public wishing to view the meeting from home may tune into Local Access TV (Channel 3 or 1301 - check with your provider) or by clicking the Meeting Videos link on [oobmaine.com](http://oobmaine.com).)*

### **PLEDGE OF ALLEGIANCE:**

### **ROLL CALL:**

### **ACKNOWLEDGEMENTS:**

2024 Annual report dedication

Corporal Sheehan swearing in – Chief Chard

Margaret Bayles acknowledgement - Council

### **GOOD & WELFARE:**

### **PRESENTATION:**

**ACCEPTANCE OF MINUTES:**

Accept the minutes from the 5/6/2025 Regular Town Council Meeting and the 5/7/2025 Budget Workshop.

Chair: Shawn O'Neill

**PUBLIC HEARING – ORDINANCE AMENDMENTS:**

**Public Hearing:** Shall the Town amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, Section 54-187, adding one handicap space on Atlantic Avenue, and no parking on Cascade Road, Portland Avenue and Ross Road.



Memories Start *Here*

Town Of Old Orchard Beach  
1 Portland Ave, Old Orchard Beach, ME 04064  
207.937.5626  
tfleury@oobmaine.com  
www.oobmaine.com

Chapter 54, Traffic and Vehicles, Section 54-187

This agenda item adds a handicap parking space on Atlantic Avenue at the beach head as well as prohibits parking on Cascade Road, Ross Road, and Portland Avenue.

It was brought to the Police Chief's attention that there are no restrictions on parking on the aforementioned roads. This is a safety issue rectified by this ordinance amendment.

Thank you,

Tim Fleury

Executive Assistant to the Town Manager.

NOTICE OF PUBLIC HEARING  
MUNICIPAL OFFICERS OF THE TOWN OF  
OLD ORCHARD BEACH

The Municipal Officers of the Town of Old Orchard Beach, Maine hereby give Public Notice that there will be a Public Hearing held at the Town Hall, Council Chambers, on May 20<sup>th</sup>, 2025 at 6:30 p.m. to consider the following:

Shall the Town Council of the Town of Old Orchard Beach amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, Section 54-187, adding one handicap space on Atlantic Avenue, no parking on Cascade Road, Portland Avenue and Ross Road by adopting the underscored language and deleting the strikethrough language below:

**Sec. 54-187. - Restrictions and prohibitions.**

*Atlantic Avenue.* No vehicle shall be parked on Atlantic Avenue from West Grand Avenue to First Street; only diagonal parking at designated parking spaces between West Grand Avenue and the seawall (right side facing the ocean). There will be one handicap space in front of 3 Atlantic Avenue, MBL 313-4-1. No vehicle shall be parked on either side of Atlantic Ave. from First St. northwesterly for 100 feet.

*Cascade Road.* No vehicle shall be parked on either side of Cascade Road from the intersection of Portland Avenue to the Saco line.

*Portland Avenue.* No vehicle shall be parked on Portland Avenue from ~~Cascade Road to Old Orchard Street.~~ the intersection of Old Orchard Street to the Saco line. No vehicle, except emergency or municipal vehicles, having a registered gross weight in excess of 30,000 pounds shall be operated or caused to be operated on or over Portland Avenue, from the Scarborough line to the Cascade Road.

*Ross Road.* No vehicle shall be parked on Ross Road from the Saco Line to the Scarborough Line.

Per Order of the Municipal Officers this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

A True Copy  
Attest:

\_\_\_\_\_  
Kim M. McLaughlin, Town Clerk

**Public Hearing:** Shall the Town amend the Code of Ordinances, Chapter 42, Parks and Recreation, Section 42-256, Required, by allowing events at the Ballpark to be administratively approved.



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Chapter 42, Parks and Recreation, Section 42-256

This agenda item removes references to the Ballpark Commission and removes the cap of 1000 people for administrative approval only.

The Recreation Department runs the Ballpark and organizes the events that draw more than 1000 people. This item streamlines the process. The Town Council retains the right to review events before a contract or agreement is signed.

Thank you,

Tim Fleury

Executive Assistant to the Town Manager.

NOTICE OF PUBLIC HEARING  
MUNICIPAL OFFICERS OF THE TOWN OF  
OLD ORCHARD BEACH

The Municipal Officers of the Town of Old Orchard Beach, Maine hereby give Public Notice that there will be a Public Hearing held at the Town Hall, Council Chambers, on May 20<sup>th</sup>, 2025 at 6:30 p.m. to consider the following:

Shall the Town Council of the Town of Old Orchard Beach amend section 42-256, Required under Special Events, by adopting the underscored language and deleting the strikethrough language:

**Sec. 42-256. Required.**

No person may conduct a special event on public property without a special events permit issued by the town council pursuant to this subdivision. The application must be received at least 30 calendar days prior to the event.

Applications may be approved for up to three-years prior to the event; however, the applicant must meet with the department heads at least 60 days prior to the event for that year.

Bonfires, small gatherings, including weddings (less than 25 people), will require administrative approval only.

Events at the ballpark will require an approved contract or agreement with the ballpark commission Town of Old Orchard Beach and with final administrative approval only; ~~for events of less than 1,000 people~~; however, the town council reserves the right to place the application on the town council agenda before a contract or agreement is signed.

A change in date may be granted administratively due to a cancellation because of rain, snow, piping plovers, conflict with another event, or other needs that may arise.

Per Order of the Municipal Officers this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

A True Copy  
Attest:

\_\_\_\_\_  
Kim M. McLaughlin, Town Clerk

**Public Hearing:** Shall the Town amend the Code of Ordinances, Chapter 54, Section 54-187, Restrictions and Prohibitions, by allowing for two free 30-minute parking spaces in front of 49 East Grand Avenue, MBLU 305-4-3.

Chair: Shawn O'Neill



Memories Start *Here*

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1 Portland Ave, Old Orchard Beach, ME 04064  
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Chapter 54, Traffic and Vehicles, Section 54-187

This agenda item adds two (2) free 30 minute parking spaces in front of 49 East Grand Avenue, MBLU-305-4-3.

There was a request from a business owner on East Grand Avenue for 30 parking similar to the spaces on Old Orchard Street to allow customers to park temporarily to pick up orders without paying for parking.

Thank you,

Tim Fleury

Executive Assistant to the Town Manager.

NOTICE OF PUBLIC HEARING  
MUNICIPAL OFFICERS OF THE TOWN OF  
OLD ORCHARD BEACH

The Municipal Officers of the Town of Old Orchard Beach, Maine hereby give Public Notice that there will be a Public Hearing held at the Town Hall, Council Chambers, on May 20<sup>th</sup>, 2025, at 6:30 p.m. to consider the following:

Shall the Town Council of the Town of Old Orchard Beach amend section 54-187, Restrictions and Prohibitions, East Grand Avenue, by adopting the underscored language:

**Sec. 54-187. - Restrictions and prohibitions.**

*East Grand Avenue.* No parking will be permitted on either side of East Grand Avenue from Old Orchard Street to the Scarborough line. Except that parking shall be allowed on the ocean side of East Grand Avenue from Kinney Avenue to Walnut Street. Loading and unloading only will be permitted at the locations defined by the chief of police and designated by proper signage. 15-minute parking spaces will be permitted on the west side (non-ocean side) of East Grand Avenue from the intersection of Walnut Street in a southerly direction for 85 feet. Three five free 30-minute parking spaces will be allowed on the East Side (Ocean Side) of East Grand Avenue in front of the following addresses; Two spaces in front of 13 East Grand Avenue MBLU 306-3-2, and one space in front of 19 East Grand Avenue MBLU 306-4-3, and two spaces in front of 49 East Grand Avenue MBLU 305-4-3.

Per Order of the Municipal Officers this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

A True Copy  
Attest:

s/Kim M. McLaughlin  
Kim M. McLaughlin, Town Clerk

**PUBLIC HEARING – BUSINESS LICENSE & APPROVALS:**

Dylan Doughty, (311-8-3), 36 Fifteenth Street, one (1) year-round short-term rental.

Nancy Sjoblom, (312-9-1), 38 West Old Orchard Avenue, one (1) year-round short-term rental.

James Skelton and Stacey Ladley, (322-3-1), 19 Massachusetts Avenue, one (1) year-round short-term rental.

J Fields Properties, Jason Field, (315-5-2), 27-33 Odessa Avenue, eight (8) year-round short-term rentals.

J Fields Properties, Jason Field, (315-5-4), 28 Reggio Avenue, one (1) year-round short-term rental.

James and Brian Fitzsimmons, (315-12-9), 30 Seaview Avenue, one (1) year-round short-term rental.

SJP LLC, Stan Corwall, (309-2-6-1, 309-2-6-2, 309-2-6-3), Washington Avenue units 1, 2 and 3, three (3) year-round short-term rentals.

Ocean Path Properties LLC, Matthew Atienza, three (3) year-round rentals.

Sarah Wolf, (314-9-1), 50 Park Avenue, one (1) seasonal short-term rental.

Robert Courville, (104-2-14-906), 135 Portland Avenue Unit #906, one (1) year-round short-term rental.

Brian Davis, (313-3-4), 95 West Grand Avenue, parking lot.

Norman and Denise Minor, (319-14-3), 2 Reggio Avenue, two (2) year-round short-term rentals.

Peter Beyther, (210-2-6-57), 18 Smithwheel Road Unit #57, one (1) year-round rental.

Emmanuel Sungubele, (207-2-13-305), 161 Saco Avenue Unit #305, one (1) year-round rental.

James and Stacey Skelton, (322-3-1), 19 Massachusetts Avenue, one (1) year-round short-term rental.

Sarem Al-Shawk, Istanbul Restaurant and Bakery, (206-31-9), 41 Old Orchard Street, victualer with prep and no alcohol.

Sarem Al-Shawk, (206-31-9), 41 Old Orchard Street, one (1) year-round short-term rental.

Chair: Shawn O'Neill

# **TOWN MANAGER REPORT**

**NEW BUSINESS:**

**AGENDA ITEM # 8773**

**Discussion with Action:** Authorize the Town manager to enter in a contract with Pine Tree Waste, Inc. d.b.a Casella Waste Services for municipal solid waste disposal services for a term of ten (10) years, effective July 1<sup>st</sup>, 2025 through June 30<sup>th</sup>, 2035, at a rate of \$107 per ton for year one of the contract and increasing annually by a percentage equal to the greater of (a) 5.0% or (b) the year-over-year percentage change in the Consumer Price Index for Garbage and Trash Collection from account #20163 – 50340 Waste Tipping Expense with a proposed FY 26 budget of \$365,000.

Chair: Shawn O'Neill

**AGENDA ITEM # 8774**

**Discussion with Action:** Approve the line item transfer of \$16,529.99 from account #20151-50452 Operating Equipment with a balance of \$64,945.76 to account #20151-50455 Electrical Repairs with a balance of \$3,210.01 for the purchase of Downtown Light Poles from Speclines in the amount of \$19,740.

Chair: Shawn O'Neill



DATE: April 11, 2025

TO: Town of Old Orchard Beach

ATTN: April O'Neal

PROJECT: Replacement Decorative Light Pole

PROJECT NO.:

We are pleased to offer the following quote:

**Pole Only**

Mfg: Spring City Electrical Mfg

Qty: 4

Desc: **#ISBWSH-18-CB/SSH2F-G11-07.50-12.00-TN3.50-3.00-CB**

12' Washington Iron/Steel Lamp Post, painted black with anchor bolts

Price Each: \$4,935.00 delivered

**NOTES:**

1. Pricing valid for orders entered and released within 30 days of quotation.
2. Allow 2-3 weeks for submittals, 16-18 weeks for fixtures and 24-26 weeks for poles
3. If anchor bolts pre-shipped, please add freight

PREPARED BY: [Peter Beane](#)

**AGENDA ITEM # 8775**

**Discussion with Action:** To accept a Drainage and Access Easement from Stephan T. Earle for the purposes of installing a drainage pipe and for the collection, diversion, and flow of storm and surface waters on property located at 84 Seaside Avenue.

Chair: Shawn O'Neill

## **DRAINAGE AND ACCESS EASEMENT DEED**

**Stephan T. Earle**, of Old Orchard Beach, County of York, Maine (hereinafter "Grantor") does hereby grant and convey unto the **TOWN OF OLD ORCHARD BEACH**, a Maine municipal corporation with a principal place of business and mailing address of 1 Portland Avenue, Old Orchard Beach, Maine 04064, its successors and assigns forever (hereinafter "Grantee"), the perpetual right and easement across that portion of the Grantor's land located at 84 Seaside Avenue, Old Orchard Beach, Maine ("the Property"), and being more particularly described as follows:

The easement shall be centered over the proposed drainage pipe, extending ten (10) feet from the centerline of the pipe in both directions, creating a total easement width of twenty (20) feet. The easement shall follow the alignment of the drainage pipe as it may be aligned within the easement area as depicted as "Drainage & Access Easement to Benefit the Town of Old Orchard Beach" (the "Drainage & Access Easement Area") on a plan entitled "Town of Old Orchard Beach, Sandpiper Road Drainage Improvements" made for The Town of Old Orchard Beach by Wright Pierce, dated \_\_\_\_\_ and attached hereto as Exhibit A for the foregoing purposes:

1. Drainage and Access: The perpetual right and easement to Grantee for the collection, diversion and flow of storm and surface waters, and the construction, maintenance, repair and replacement of any storm water infrastructure and drainage pipes, with all necessary fixtures and appurtenances, from Sandpiper Road, together with a right of entry on foot or in vehicles, with all the equipment necessary or reasonably required to accomplish the purposes of this easement, over, on, across and under the "Property"

TO HAVE AND TO HOLD, the aforegranted rights and easements, with all the privileges and appurtenances thereof to the Grantee, its successors and assigns, to its and their use and behoof forever. And the Grantor does covenant with the Grantee, its successors and assigns, that Grantor is lawfully seized in fee of the premises; that they are free of all encumbrances; that it has good right to convey the easement to Grantee to hold as aforesaid; and that it and its successors and assigns shall and will warrant and defend the same to Grantee, its successors and assigns, forever against the lawful claims and demands of all persons.

IN WITNESS WHEREOF, \_\_\_\_\_ has caused this instrument to be signed and sealed  
on \_\_\_\_\_, 20\_\_.

NAME OF GRANTOR

\_\_\_\_\_  
Witness:

By: \_\_\_\_\_  
Name:  
Its:

STATE OF MAINE  
COUNTY OF YORK, ss.

\_\_\_\_\_, 20\_\_

Personally appeared before me, the above named \_\_\_\_\_ and acknowledged  
the foregoing to be his/her free act and deed.

\_\_\_\_\_  
Notary Public/Maine Attorney-at-Law  
Printed Name:  
Commission Expiration:

# Exhibit A



PLAN  
SCALE: 1" = 10'



PROFILE  
SCALES  
VERT: 1" = 2'  
HORIZ: 1" = 10'

MAX. HIGH TIDE: 4.54

MIN. HIGH TIDE: 1.97

MAX. LOW TIDE: -4.43

MIN. LOW TIDE: -5.45

NOTE:  
TIDAL ELEVATIONS OBTAINED FROM NEW SALT ROAD  
SELF-REGULATED TIDE GATE OPERATION PROTOCOL MEMO  
DEVELOPED BY WRIGHT-PIERCE DATED 9/5/2023

NO	REVISIONS	APPD	DATE
1			
2			
3			
4			

PROJECT NO: 2021	DESIGNED: B. SPRINGER
CAD COORD: M. VACHON	CHECKED: B. SPRINGER
DATE: 2/6/2025	APPROVED: J. WALLACE
SUBMISSION: PRELIMINARY	DATE:

**WRIGHT-PIERCE**  
 207.725.8721 | www.wright-pierce.com  
 11 BOWDOIN MILL ISLAND, SUITE 140, TOPSHAM, ME 04086

TOWN OF OLD ORCHARD BEACH  
 SANDPIPER ROAD  
 DRAINAGE IMPROVEMENTS  
 OLD ORCHARD BEACH, MAINE

DRAINAGE IMPROVEMENTS  
 PLAN AND PROFILE

## AGENDA ITEM # 8776

**Discussion with Action:** Approve the Special Event Permit application for OOB365 to hold a Scottish Festival on Saturday, June 7th, 2025, June 6th, 2026 and June 5th, 2027; Set-up in the Park Friday starting at 6 a.m. Parade at 8:45 a.m. each Saturday from Town Hall, down Old Orchard Street, First Street to Memorial Park; event in Memorial Park on Saturday from 8 a.m. to 8 p.m., to include takedown. Four Downeaster parking spaces are to be provided; access available to Chamber of Commerce; accommodations for Shuttlebus riders by assisting them with passage through the event; First Street closed on each Saturday from 8 a.m. to 8 p.m. Any liquor must be on the library property, with permission from the library—Liquor Liability insurance, listing Town as additionally insured, to be provided by the liquor provider, as well as the Liquor provider providing private door security; Applicant to work with Flag Raising Committee for Flag Raising at 6:30 p.m. each night there is a flag raising. One week before each event applicant to walk the area with Public Works.

Chair: Shawn O'Neill

APPLICATION FOR 2025, 2026, AND 2027

**APPLICATION INFORMATION**

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant OOB 365 - Sharri MacDonald

Address of applicant PO Box 1124, Old Orchard Beach, ME 04064  
City State Zip

Phone number of applicant ( ) 207-590-4201 Fax ( )

Cell phone ( ) E-mail smacdonald@maine.rr.com

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

OOB 365

Website address (if an Organization, Firm or Corporation) oob365.com

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

OOB 365 Scottish Festival, first Saturday in June, to help spark the economy in the offseason with a cultural and fun event for all ages.

Will you be using tents? X YES \_\_\_\_\_ NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

EZ Ups

Will you be using staging?  YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Sharri MacDonald Work Phone (\_\_\_\_) \_\_\_\_\_

Address 23 Ross Road, OOB, ME 04064  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone (\_\_\_\_) 207-590-4201 Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

4. SET-UP Date for Event First Week in June Day of Week FRI from 6AM to 9PM

Date of Event 6/7/2025 Day of Week SAT from 8am to 8pm

Date of Event 6/6/2026 Day of Week SAT from 8 am to 8 pm

Date of Event 6/5/2027 Day of Week SAT from 8 am to 8 pm

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_

(if rain date listed, insurance must list rain date)

5. Location of the Event Memorial Park and First Street  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

\_\_\_\_ 0-150; \_\_\_\_ 150-500;  500-1000; \_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

Pipe band parade from behind Town Hall to the event on Saturday. Old ORchard Street will be closed for one hour max. Parade leaves Town Hall at 8:45 am and the pipers march to First Street.

8. Will the sale of food and/or beverages occur at the event?  YES  NO If yes, describe the commodities to be sold.

Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)  Pot Luck Items  
 Professional Catering  Non-Profit Food Vendors  Retail Food Vendors

Scottish foods will be on the menu: scones, haggis, scotch eggs, etc. We will also be having Scottish whisky tasting Tent, as has been done in the past, so people can sample traditional Scottish whisky.

9. Will there be merchandise sold at the event?  YES  NO

Description of merchandise Scottish artisans will fill the park.

10. Is the event a Charitable event?  YES  NO

Is this event co-sponsored by the Town of Old Orchard Beach?  YES  NO

If this event a Regional School Unit #23 event?  YES  NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

OOB 365

12. List any Event Sponsors:

Past sponsors include: Alouette Beach Resort, Aquaboggon, Crown Nest Resort, MacDonald's Excavation  
MacDonald's Garage, Seacoast RV, Seacliff House, The Brunswick, and Dickinson's Candy

Will admission be charged for the event?  YES  NO

Will participants be charged for parking?  YES  NO



Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

\_\_\_\_\_  
Stage will have amplified music

Where will the event attendees/participants park? \_\_\_\_\_

Approved Town parking areas

Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

\_\_\_\_\_  
\_\_\_\_\_

Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

Town trash barrels already in park and would appreciate if more were available.

Is the use of barricades necessary/requested for this event?  Yes

If yes, number needed and location  Close First Street and for parade Saturday morning

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Is any other public works assistance needed? Put up orange snow fencing like in years past.

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? Yes.

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event *leaving no residue or noticeable impact*; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. **Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 cash deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.**

YES  NO

If yes, explain: Grill for hotdogs, burgers, and haggis

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

We put up Scottish and OOB 365 flags in the park along the street. Request the event to be placed on Town owned and operated digital signs for two weeks prior tot he event to help spread the word.

Will this event be posting a banner on public property?  YES  NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):  YES  NO

Will the alcohol be:  Sold;  Given away;  Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

Scottish whisky tasting tent. No issues in years past and will continue to operate it exactly the same way.

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark?  Yes, it's attached  No

20. Will the event involve professional fireworks?  YES  NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_  
(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.)  YES  NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach?  YES  NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. ***However, projects must be reviewed by MDIFW before Town approval.***

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

*The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.*

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

On File Yes, it has been provided with the application; \_\_\_\_\_ No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)? \_\_\_\_\_ YES \_\_\_\_\_  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

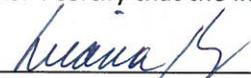
I, Sharri MacDonald on behalf of OOB 365  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. SM **(initial)**
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature:   
(authorized representative)

Date: 5/12/2025

Print name: Sharri MacDonald

Print Organization Name (if applicable): OOB 365

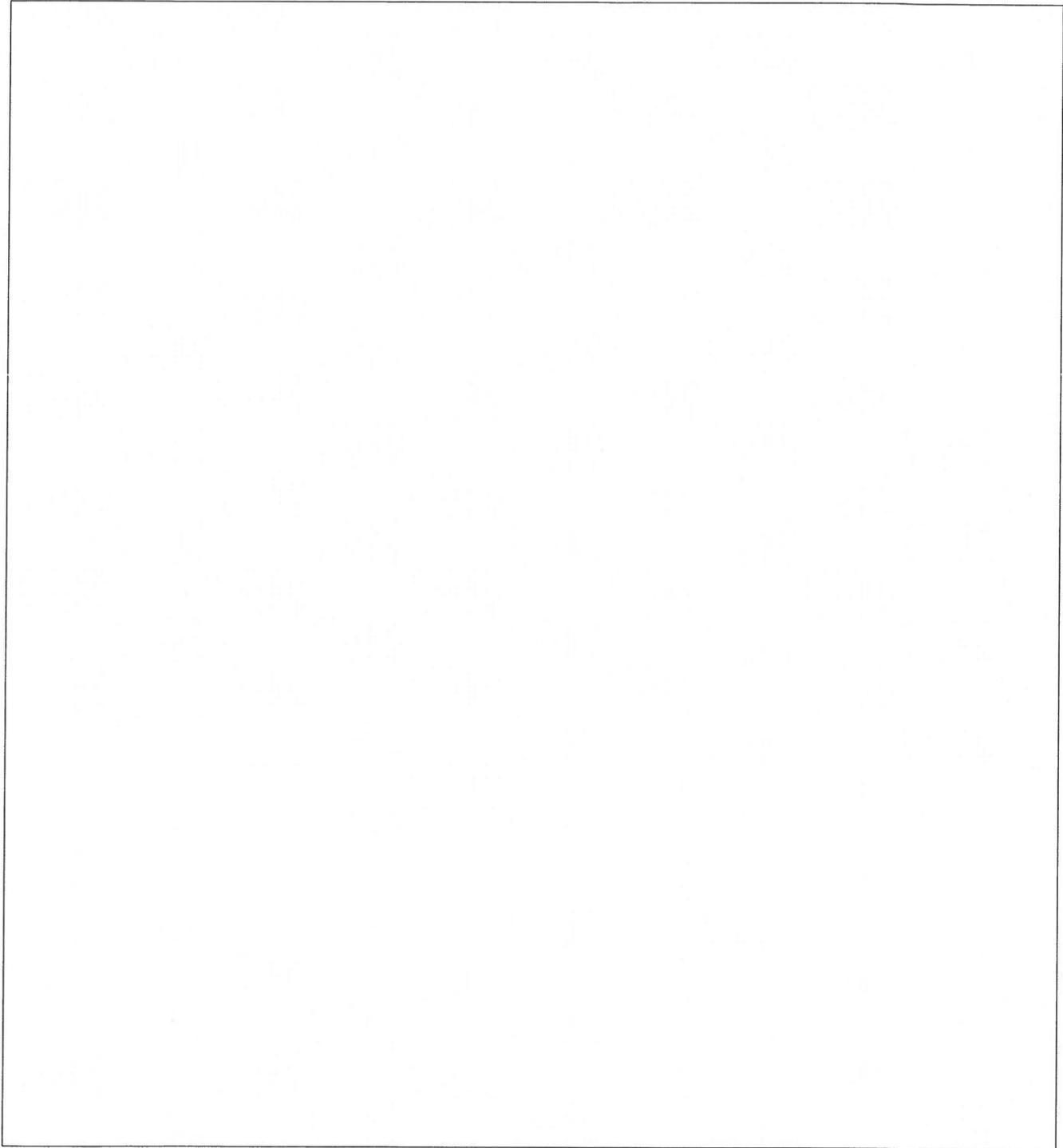
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers





OOB3650-01

JBENNETT

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Maury, Donnelly & Parr, Inc. 24 Commerce St. Baltimore, MD 21202	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(410) 685-4625</b>		FAX (A/C, No): <b>(410) 685-3071</b>	
	<b>E-MAIL ADDRESS:</b>			
<b>INSURED</b>  OOB365 P.O. Box 1124 Old Orchard Beach, ME 04064	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
	<b>INSURER A : Continental Casualty Company</b>		<b>20443</b>	
	<b>INSURER B :</b>			
	<b>INSURER C :</b>			
	<b>INSURER D :</b>			
	<b>INSURER E :</b>			

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		4025932652	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is listed as an additional insured

### CERTIFICATE HOLDER

### CANCELLATION

The Town of Old Orchard Beach  
1 Portland Ave  
Old Orchard Beach, ME 04064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**AGENDA ITEM # 8777**

**Discussion with Action:** Approve the Special Event Permit Application for OOB365 to hold “Back to the Beach” Corvette Weekend, Saturday, June 14th, 2025, June 13th, 2026 and June 12th, 2027 to include closing Old Orchard Street from 9 a.m. to 1 p.m., with a parade to follow. A 20-foot fire lane must be provided down the center of Old Orchard Street for fire apparatus. Fire pits on the beach in front of the Atlantis Motel on each Friday, June 13th, 2025, June 12th, 2026 and June 11th, 2027, from 7 p.m. to 10 p.m. Burn permit must be obtained from the Fire Department on the day of each bonfire. Insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided to the Town Clerk’s Office one month before each event. Insurance for 2025 already provided.

Chair: Shawn O’Neill

# APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant Sharri MacDonald

Address of applicant PO Box 1124, Old Orchard Beach, ME 04064  
City State Zip

Phone number of applicant ( ) 207-590-4201 Fax ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_ E-mail smacdonald@maine.rr.com

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

OOB 365

Website address (if an Organization, Firm or Corporation) oob365.com

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

Corvette Rally

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

Back to the Beach Corvette Weekend - Old Orchard Street Corvette lineup Saturday, 9am to 1pm

2 fire pits in front of Atlantis Motel on Friday from 7pm to 10pm

Will you be using tents? \_\_\_\_\_ YES  NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

\_\_\_\_\_  
\_\_\_\_\_

Will you be using staging? \_\_\_\_\_ YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Sharri MacDonald Work Phone (\_\_\_\_) \_\_\_\_\_

Address 23 Ross Road, OOB, ME 04064  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone (\_\_\_\_) 207-590-4201 Fax (\_\_\_\_) \_\_\_\_\_

E-mail smacdonald@maine.rr.com

4. SET-UP Date for Event Saturday after Scottish Fest Day of Week SAT from 9 am to 1 pm

Date of Event 6/14/2025 Day of Week SAT from 9 am to 1 pm

Date of Event 6/13/2026 Day of Week SAT from 9 am to 1 pm

Date of Event 6/12/2027 Day of Week SAT from 9 am to 1 pm

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_

(if rain date listed, insurance must list rain date)

5. Location of the Event \_\_\_\_\_  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

\_\_\_\_\_ 0-150;  150-500; \_\_\_\_\_ 500-1000; \_\_\_\_\_ 1,000+





Will audible devices be used at this event? \_\_\_\_\_ YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

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Where will the event attendees/participants park? \_\_\_\_\_

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Will a shuttle service be provided from parking areas to the event site? \_\_\_\_\_ YES  NO

If yes, please describe shuttle plan, and name of company provided service:

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Will you require special parking (RV's, trailers, trucks)? \_\_\_\_\_ YES  NO

If yes, give details: \_\_\_\_\_

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15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

No trash is generated at this event.

Is the use of barricades necessary/requested for this event? Yes

If yes, number needed and location Close Old Orchard Street at the Top and Bottom

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES \_\_\_\_\_ NO If yes, please describe:

PD places signs on the Old Orchard Street closing the street from 9am to 1pm.

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Is any other public works assistance needed? \_\_\_\_\_

Assist PD in closing down Old Orchard Street

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? \_\_\_\_\_.

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event *leaving no residue or noticeable impact*; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 cash deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.

YES  NO

If yes, explain: 2 small fire pits on the beach in front of the Atlantis Motel on Friday night of the event.

This has been the tradition for the last 3 years. The Atlantis Motel sponsors this event.

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

\_\_\_\_\_  
\_\_\_\_\_

Will this event be posting a banner on public property?  YES  NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

\_\_\_\_\_  
\_\_\_\_\_

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):  YES  NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached  No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES  NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_

(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES  NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach?  YES \_\_\_\_\_ NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. *However, projects must be reviewed by MDIFW before Town approval.*

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

*The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.*

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

On File Yes, it has been provided with the application; \_\_\_\_\_ No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)? \_\_\_\_\_ YES \_\_\_\_\_  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

I, Sharri MacDonald on behalf of OOB 365  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. SMD **(initial)**
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature:  Date: 5/12/2025  
(authorized representative)

Print name: Sharri MacDonald

Print Organization Name (if applicable): OOB 365

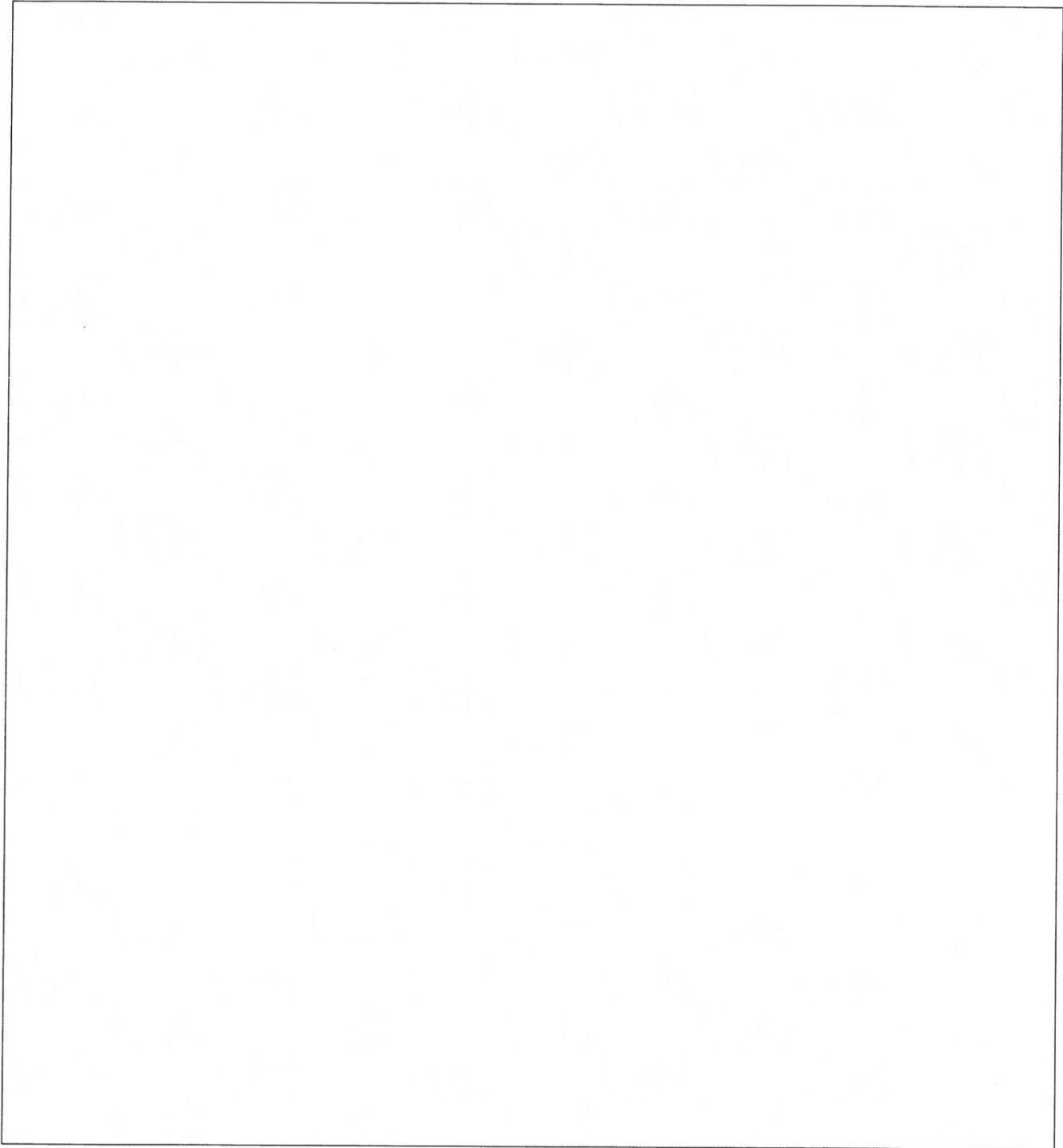
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers





OOB3650-01

JBENNETT

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/21/2024

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<b>PRODUCER</b> Maury, Donnelly & Parr, Inc. 24 Commerce St. Baltimore, MD 21202	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(410) 685-4625</b>		FAX (A/C, No): <b>(410) 685-3071</b>	
	<b>E-MAIL ADDRESS:</b>			
<b>INSURED</b>  OOB365 P.O. Box 1124 Old Orchard Beach, ME 04064	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
	<b>INSURER A : Continental Casualty Company</b>		<b>20443</b>	
	<b>INSURER B :</b>			
	<b>INSURER C :</b>			
	<b>INSURER D :</b>			
	<b>INSURER E :</b>			

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		4025932652	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is listed as an additional insured

### CERTIFICATE HOLDER

### CANCELLATION

The Town of Old Orchard Beach  
1 Portland Ave  
Old Orchard Beach, ME 04064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## AGENDA ITEM # 8778

**Discussion with Action:** Approve the Special Event Permit application for the Chamber of Commerce to hold their Annual Beach Olympics on Thursday, August 14th, 2025, delivery of flatbed to square after midnight, and the event from 4:00 p.m. to 9:00 p.m., Friday, August 15th, 10:00 a.m. to 9:00 p.m., and Saturday, August 16th, 10:00 a.m. to 9:00 p.m., 2025, to include activities and music on the beach, the Square, and Memorial Park Basketball Courts. Request to close the Square for the event, and to have voluntary tolls at the intersection of East and West Grand Avenues. Insurance, listing the Town as additionally insured, to be submitted to the Town Clerk's Office at least one month prior to the event. Applicant to check with Public Works before the event, reference federally protected Piping Plovers.

Chair: Shawn O'Neill

# APPLICATION INFORMATION

PLEASE SUBMIT A COMPLETE APPLICATION A MINIMUM OF 30 CALENDAR DAYS PRIOR TO THE EVENT.

1. Name of applicant Kim Howard - Old Orchard Beach Chamber of Commerce

Address of applicant 11 First St, Old Orchard Beach, ME 04064  
City State Zip

Phone number of applicant (207) 934-2500 Fax (207) 934-4994

Cell phone (477) 743-3605 E-mail kimh@oldorchardbeachmaine.com

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

Special Olympics Maine

Website address (if an Organization, Firm or Corporation) www.oldorchardbeachmaine.com

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other - Please specify

Events in Town Square, on the beach & basketball courts - Veteran Memorial Park

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

- Opening Ceremony w/ torch lighting, juggling act & voluntary tolls - 8/14/25
- Children's activities, live music & voluntary tolls - 8/15/25
- Children's activities on the beach, Town Square & basketball courts & voluntary tolls - 8/16/25

Will you be using tents?  YES  NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

One canopy in Town Square For 8/14-8/16/25 - to be set up by Special Olympics Maine.

Will you be using staging?  YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music
- Bleacher(s)
- Dance Floor(s)
- Live Entertainment
- Loud Speaker(s)
- Microphone(s)
- Stadium(s)
- Stage(s) - Flatbed truck

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

Town Square - 8/14 - 8/16/25

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Kim Howard Work Phone (207) 934-2500

Address 11 First St, Old Orchard Beach, ME 04064  
City State Zip

Cell phone (347) 743-3605 Fax (207) 934-4994

E-mail kimh@oldorchardbeachmaine.com

4. SET-UP Date for Event 8/14/2025 Day of Week Thursday from after 12:00 to \_\_\_\_\_  
*Delivery of Flatbed*

Date of Event 8/14/2025 Day of Week Thursday from 4:00 pm to 9:00 pm

Date of Event 8/15/2025 Day of Week Friday from 10:00 am to 9:00 pm

Date of Event 8/16/2025 Day of Week Saturday from 10:00 am to 9:00 pm (\*)

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
*will work w/ MAPS Breakaway Race*

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_

(if rain date listed, insurance must list rain date)

5. Location of the Event O.O.B. Town Square, Beach, East & West Grand Ave  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

*Basketball Courts - Memorial Park*

0-150; \_\_\_\_\_ 150-500; \_\_\_\_\_ 500-1000; \_\_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

Will occupy Town Square

8. Will the sale of food and/or beverages occur at the event? No If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)     Pot Luck Items
- Professional Catering     Non-Profit Food Vendors     Retail Food Vendors

9. Will there be merchandise sold at the event?  YES add  NO

Description of merchandise Silent Auction Items

10. Is the event a Charitable event?  YES  NO

Is this event co-sponsored by the Town of Old Orchard Beach?  YES  NO

If this event a Regional School Unit #23 event?  Yes  NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

Special Olympics Maine

12. List any Event Sponsors:

Saes & Bidd Savings  
various businesses in OOB

Will admission be charged for the event?  YES  NO

Will participants be charged for parking?  YES  NO

13. Has this event been held previously in Old Orchard Beach?

YES (if yes, please list dates): past 41 years  
 NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

OOB Police presence in Town Square, barricade for entrance to Town Square

Additional Uniformed presence provided by:  Off-Duty Police Officers;  Private Security;  
 Volunteers

Times: 8/14-8/16/25 How many? ≈ 30 volunteers

If you have already made contact with someone about security, provide the contact name and number:

Name: ~~891-891-8915~~ N/A Phone Number: \_\_\_\_\_

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

Flatbed truck for stage w/ canopy: tables & chairs

Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

Speakers & microphones for Opening Ceremony on 8/14,  
live music on 8/15

Where will the event attendees/participants park? Public lots & side streets  
volunteers will need parking passes.

Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

\_\_\_\_\_

\_\_\_\_\_

Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: Flatbed stage in Town Square

\_\_\_\_\_

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

Is the use of barricades necessary/requested for this event? Yes

If yes, number needed and location Entrance & exit of Town Square - barricade  
4 PW cones on basketball courts for 8/16/25

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

No parking in Town Square beginning @ 12 am on  
8/14/25 through 8/18/25 @ 8am (Flatbed truck  
removal)

Is any other public works assistance needed? Cones at basketball courts;  
barricades at entrance/exit in Town Square

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? N/A

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 cash deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.

YES  NO

If yes, explain: Olympic butane torch in Town Square on  
8/14/25

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

Chamber & Special Olympics ME banners in Town  
Square on Flatbed. A-frame signage on East &  
West Grand Ave.

Will this event be posting a banner on public property?  YES  NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):  YES  NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

N/A

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached \_\_\_\_\_ No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES  NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_  
(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES  NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach?  YES \_\_\_\_\_ NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. *However, projects must be reviewed by MDIFW before Town approval.*

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

*The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.*

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

\_\_\_\_\_ Yes, it has been provided with the application;  No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)? \_\_\_\_\_ YES  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

\_\_\_\_\_  
\_\_\_\_\_

## **SPECIAL EVENT PERMIT AGREEMENT**

I, Kim Howard on behalf of Old Orchard Beach Chamber of Commerce  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. KH (initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature:   
(authorized representative)

Date: 05/09/2025

Print name: Kim Howard

Print Organization Name (if applicable): Old Orchard Beach Chamber of Commerce

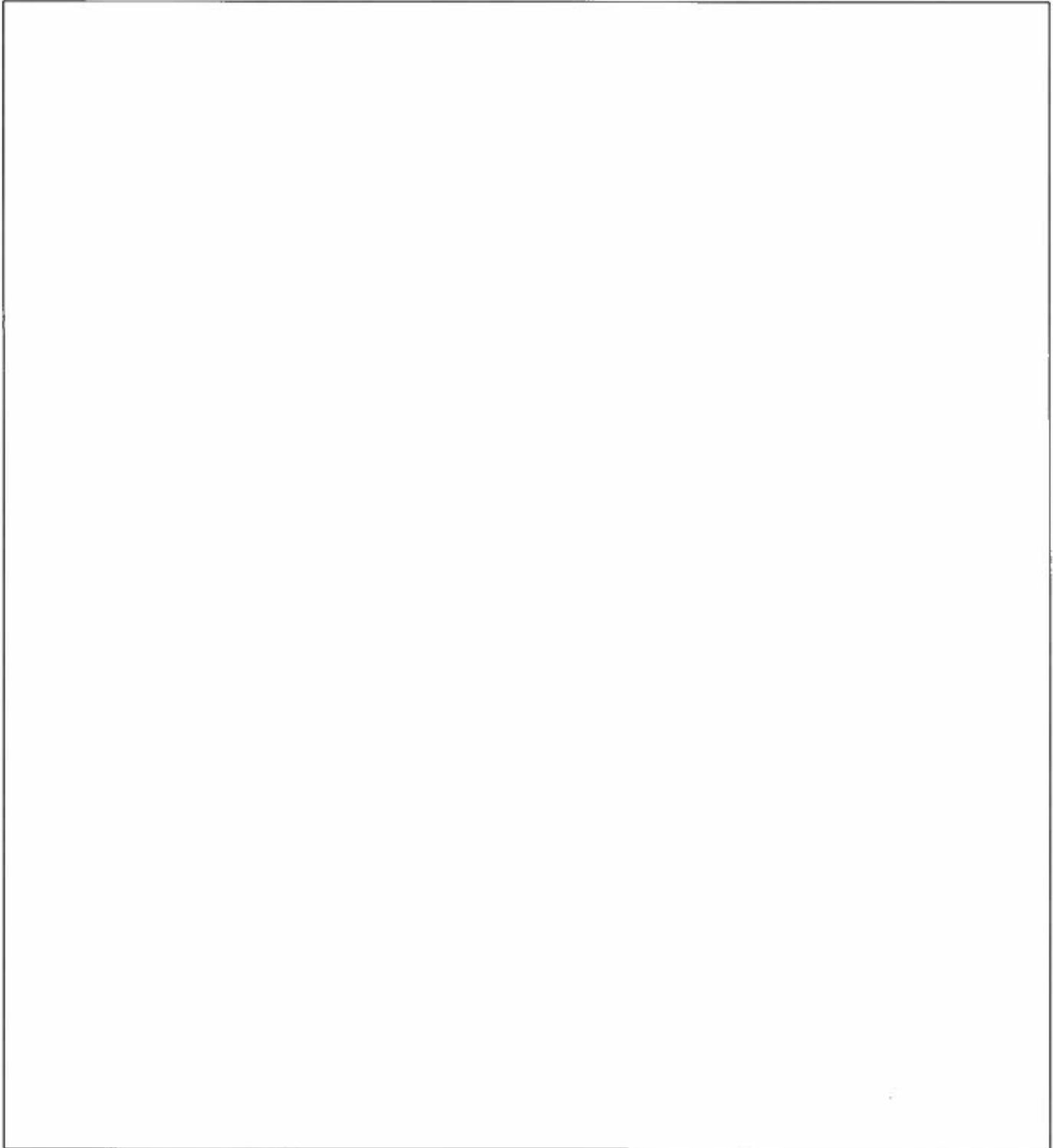
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



## AGENDA ITEM # 8779

**Discussion with Action:** Approve the Special Event Permit applications for the 2025 annual Ocean Park Association events, as follows: 1) a sand sculpture contest on the beach between Randall and Winona Avenues on Thursday, July 3rd, set up from 12-1 p.m., event and takedown 1-4 p.m.; 2) an Independence Day Parade , starting on Temple Avenue, on Friday, July 4th, set up from 9-10 a.m., event and take down 10-noon, pending police officer availability for traffic control; 3) Square and Line Dancing on Temple Avenue between West Grand Avenue and Seaside Avenue, Friday, July 4th from 5-9 p.m., including set-up and takedown, request to close that section of Temple Avenue; 4) Ocean Park 5k Race on Friday, July 25th, set up from 3-5 p.m., event and take down from 5-8 p.m. in Ocean Park; 5) Illumination Night, Saturday, August 2nd, event set-up 2-5 p.m., event and takedown, 5-10:30 p.m., candles removed from beach early morning of August 3rd; 6) Kids Fun Run, back streets of Ocean Park, Saturday, July 26th, set-up from 9-10 a.m., event and takedown from 10-11 a.m.

Chair: Shawn O'Neill

# APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant Ocean Park Association

Address of applicant 14 Temple Ave Ocean Park ME 04063  
City State Zip

Phone number of applicant (207) 934-9068 Fax ( )

Cell phone ( ) E-mail director@oceanpark.org

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

Ocean Park Association

Website address (if an Organization, Firm or Corporation) www.oceanpark.org

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

Road Race

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

Ocean Park 5K Race

Will you be using tents? \_\_\_\_\_ YES X NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

\_\_\_\_\_  
\_\_\_\_\_

Will you be using staging? \_\_\_\_\_ YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Scott Belanger Work Phone ( ) \_\_\_\_\_

Address PO Box 7088, 27 Mass Ave. Ocean Park ME 04063  
City State Zip

Cell phone (207) 233-8982 Fax ( ) \_\_\_\_\_

E-mail Sbelange@maine.vr.com

4. SET-UP Date for Event 7/25/2025 Day of Week Friday from 3pm to 5pm

Date of Event 7/25/2025 Day of Week Friday from 5pm to 8pm

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_  
(if rain date listed, insurance must list rain date)

5. Location of the Event See attached map  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

\_\_\_\_\_ 0-150; \_\_\_\_\_ 150-500;  500-1000; \_\_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

See attached map.

8. Will the sale of food and/or beverages occur at the event? No If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)  Pot Luck Items
- Professional Catering  Non-Profit Food Vendors  Retail Food Vendors

9. Will there be merchandise sold at the event? \_\_\_\_\_ YES X NO

Description of merchandise \_\_\_\_\_

10. Is the event a Charitable event? X YES \_\_\_\_\_ NO

Is this event co-sponsored by the Town of Old Orchard Beach? \_\_\_\_\_ YES X NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes X NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

Ocean Park Association

12. List any Event Sponsors:

Ocean Park Association

Saco Biddford Savings

Will admission be charged for the event? \_\_\_\_\_ YES X NO

Will participants be charged for parking? \_\_\_\_\_ YES X NO



Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

A portable megaphone will be used during the event.

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Where will the event attendees/participants park? Many of the participants and spectators are from Ocean Park and walk to the race. Others use on-street parking or public transportation.

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Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

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Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: \_\_\_\_\_

---

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

We clean up any items associated with the event and OPA-supplied trash receptacles are located throughout the village square. 8 cans are located as follows: Two at Temple Ave. with the remaining six on Temple Ave. between West Grand Ave and Seaside Ave. and on Seaside Ave. between Colby Ave. and Randall Ave.

Is the use of barricades necessary/requested for this event? No

If yes, number needed and location \_\_\_\_\_

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

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Is any other public works assistance needed? No

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If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? N/A

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 **cash** deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.
- YES   X   NO

If yes, explain: \_\_\_\_\_

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17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

Simple posters announcing the event in our kiosks, privately owned sign boards (to be placed on the Library lawn and at the entrance to Ocean Park on Temple Ave at the edge of Guild Park near the railroad tracks - both OPA properties. An a-frame sign will be placed in front of the administration building. We request that day of event signage be allowed to be posted on selected telephone poles near the village square on the day of the event.

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Will this event be posting a banner on public property?        YES   X   NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

\_\_\_\_\_

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18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):        YES   X   NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached \_\_\_\_\_ No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES  NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_  
(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES  NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES  NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. **However, projects must be reviewed by MDIFW before Town approval.**

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

***The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.***

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

Yes, it has been provided with the application;  No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?  YES  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

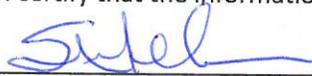
I, Stuart MacMillan on behalf of Ocean Park Association  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach **MUST** be listed as an Additional Name Insured with the proper endorsement included. \_\_\_\_\_(initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature:   
(authorized representative)

Date: April 29/2025

Print name: JA MACMILLAN

Print Organization Name (if applicable): OCEAN PARK ASSOCIATION

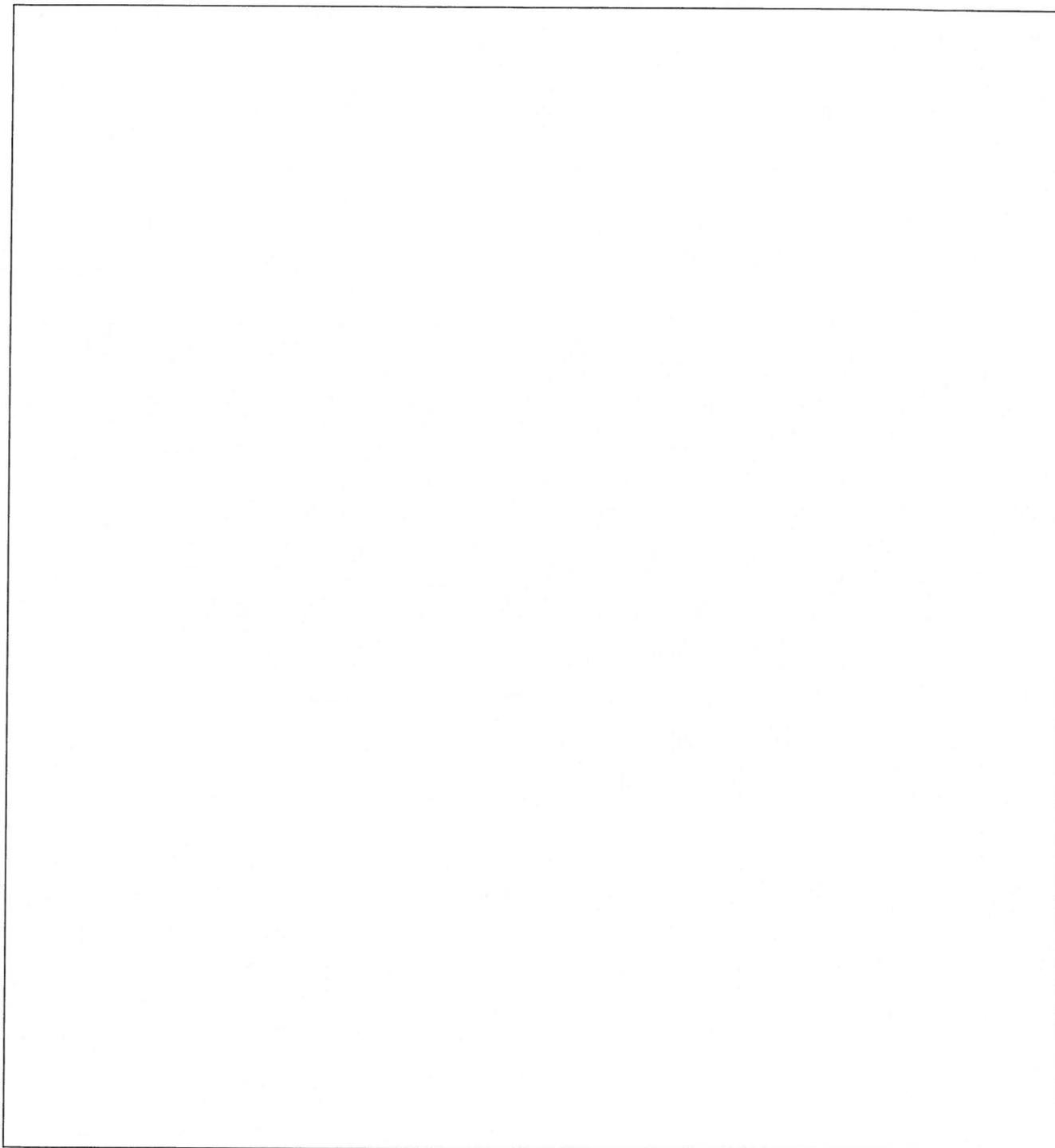
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



## **5K RACE ROAD CLOSURES**

- Temple Ave. will be closed 6:50 pm through 7:15 pm, then limited traffic is able to pass
- West Grand from the Laundromat to the Pump Station is closed 6:50 pm - 7:45 pm
- The Village Square is closed 6:55 pm - 7:45 pm

## **1K KIDS' FUN RUN**

- Very limited access and temporary closures 9:45 am - 10:30 am on Colby (between Free and Fern)
- Closed on Fern between Colby and Winona 10:00 am - 10:20 am
- Closed on Winona between Free and Fern 10:00 am - 10:20 am
- Closed on Free between Temple and Winona 10:00 am - 10:20 am

# Ocean Park 5K

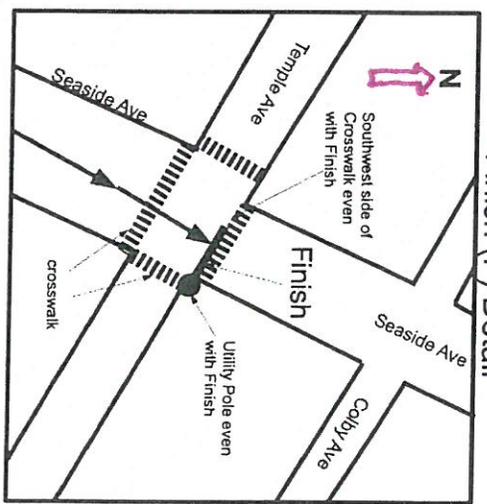
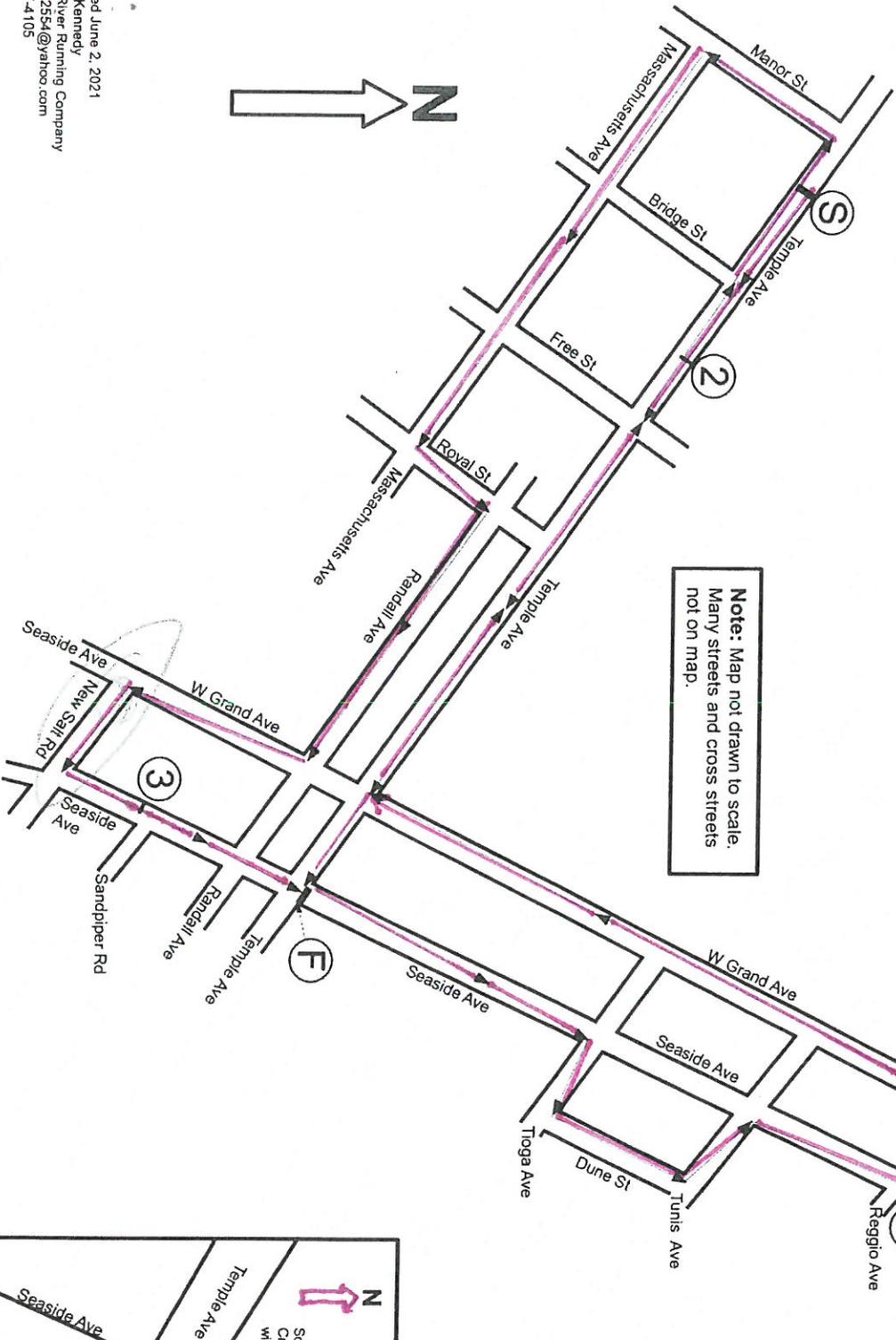
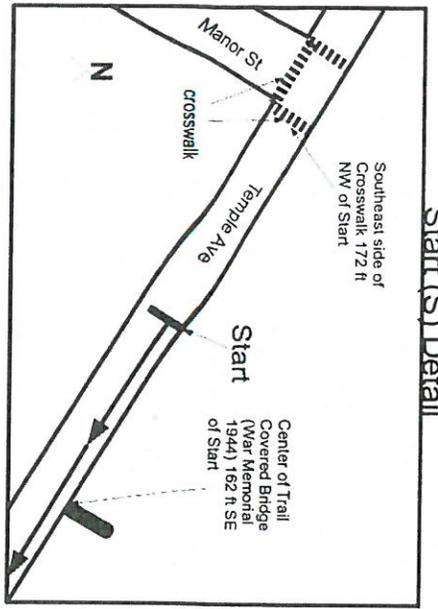
## Ocean Park, Maine



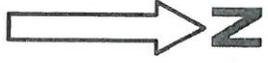
**USATF Certificate**  
 ME21001BK  
 Effective: 06/10/2021  
 Through: 12/31/2031

**Note:** This course was measured using the full width of the road and the Shortest Possible Route (SPR).

**Note:** Map not drawn to scale. Many streets and cross streets not on map.



**Start & Miles** marked with a spot of Blue Paint & a P-K Nail. Start not marked.  
**Start:** On northeast side of Temple Ave 172 ft SE of southeast side of crosswalk across Temple at Manor St & 162 ft NW of center of Trail Covered Bridge (War Memorial 1944).  
**Mile 1:** On southeast side of Seaside Ave 38 ft NE of Stop Sign on northwest corner of Reggio Ave.  
**Mile 2:** On northeast side of Temple Ave in middle of unpaved driveway for 74 Temple.  
**Mile 3:** On northwest side of Seaside Ave about even with the north side of the driveway for 84 Seaside & 39 ft SW of Sandpiper Rd intersection.  
**Finish:** In middle of & even with the southwest side of the northeast crosswalk across Seaside Ave at intersection with Temple, & even with a Utility Pole at northeast side of Temple & Seaside.



Measured June 2, 2021  
 By Bob Kennedy  
 Oyster River Running Company  
 orprey102554@yahoo.com  
 508-577-4105



# APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant Ocean Park Association

Address of applicant 14 Temple Ave Ocean Park ME 04063  
City State Zip

Phone number of applicant (207) 934-9068 Fax ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_ E-mail director@oceanpark.org

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

Ocean Park Association

Website address (if an Organization, Firm or Corporation) www.oceanpark.org

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

Kids Fun Run Road Race

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

Kids Fun Run Road Race

Will you be using tents? \_\_\_\_\_ YES X NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

\_\_\_\_\_  
\_\_\_\_\_

Will you be using staging? \_\_\_\_\_ YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Scott Belanger Work Phone ( ) \_\_\_\_\_

Address P.O. Box 7088, 27 Main Ave. Ocean Park ME 04063  
City State Zip

Cell phone (207) 233-8982 Fax ( ) \_\_\_\_\_

E-mail Sbelange@maine rr. com

4. SET-UP Date for Event July 26, 2025 Day of Week Saturday from 9am to 10am

Date of Event July 26, 2025 Day of Week Saturday from 10am to 11am

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_  
(if rain date listed, insurance must list rain date)

5. Location of the Event See attached map  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

0-150; \_\_\_\_\_ 150-500; \_\_\_\_\_ 500-1000; \_\_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

See attached map.

8. Will the sale of food and/or beverages occur at the event? No If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)     Pot Luck Items
- Professional Catering         Non-Profit Food Vendors         Retail Food Vendors

9. Will there be merchandise sold at the event? \_\_\_\_\_ YES X NO

Description of merchandise \_\_\_\_\_

10. Is the event a Charitable event? \_\_\_\_\_ YES X NO

Is this event co-sponsored by the Town of Old Orchard Beach? \_\_\_\_\_ YES X NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes X NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

Ocean Park Association

12. List any Event Sponsors:

Ocean Park Association

Will admission be charged for the event? \_\_\_\_\_ YES X NO

Will participants be charged for parking? \_\_\_\_\_ YES X NO

13. Has this event been held previously in Old Orchard Beach?

X  YES (if yes, please list dates):  7/27/24, 7/29/23, 7/30/22, 7/30/21, 7/24/20

NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

This simple race will take place on the back streets of Ocean Park (Colby Ave, Clove Ave, Winona Ave and Free St) on a Saturday morning.

Volunteers will be stationed at all intersections and the impact on traffic will be minimal. Therefore, a police presence will not be necessary. And, in reality, once he kids complete a turn at an intersection, the area will once again be open to vehicular traffic. No additional security will be needed and there will be unfettered access to the streets for emergency vehicles should they be called to the area.

Additional Uniformed presence provided by:   Off-Duty Police Officers;   Private Security;   Volunteers

Times:   How many?

If you have already made contact with someone about security, provide the contact name and number:

Name:   Phone Number:

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

N/A

Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

A portable megaphone will be used during the event.

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Where will the event attendees/participants park? The great majority of the participants and spectators are from Ocean

Park and walk to the race. Others use on-street parking.

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Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

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Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: \_\_\_\_\_

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15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

Waste disposal will not be an issue for this event. Any trash generated will be disposed using existing OPA garbage cans located at the Temple.

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Is the use of barricades necessary/requested for this event? No

If yes, number needed and location \_\_\_\_\_

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

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Is any other public works assistance needed? No

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If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? N/A.

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 **cash** deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.  
       YES   X   NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

Simple posters announcing the event in our kiosks, privately owned sign boards will be used to announce this event.

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Will this event be posting a banner on public property?        YES   X   NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

\_\_\_\_\_  
\_\_\_\_\_

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):        YES   X   NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached \_\_\_\_\_ No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES  NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_  
(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES  NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES  NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. **However, projects must be reviewed by MDIFW before Town approval.**

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

***The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.***

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

Yes, it has been provided with the application;  No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?  YES  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

I, Stuart MacMillan on behalf of Ocean Park Association  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach **MUST** be listed as an Additional Name Insured with the proper endorsement included. \_\_\_\_\_(initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature: SA Macmillan  
(authorized representative)

Date: April 29 / 2025

Print name: SA MACMILLAN

Print Organization Name (if applicable): Ocean Park Association

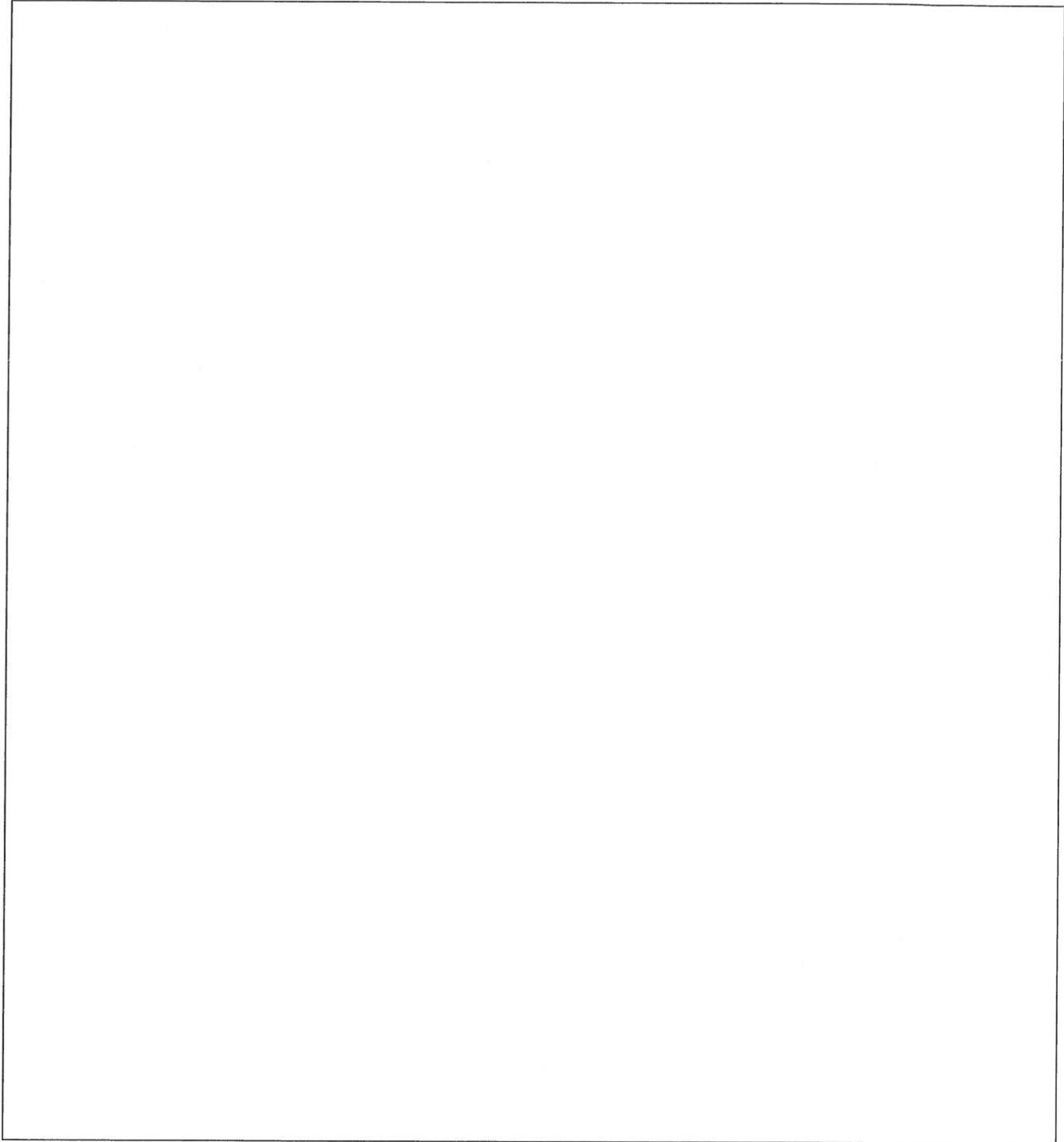
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



## **5K RACE ROAD CLOSURES**

- Temple Ave. will be closed 6:50 pm through 7:15 pm, then limited traffic is able to pass
- West Grand from the Laundromat to the Pump Station is closed 6:50 pm - 7:45 pm
- The Village Square is closed 6:55 pm - 7:45 pm

## **1K KIDS' FUN RUN**

- Very limited access and temporary closures 9:45 am - 10:30 am on Colby (between Free and Fern)
- Closed on Fern between Colby and Winona 10:00 am - 10:20 am
- Closed on Winona between Free and Fern 10:00 am - 10:20 am
- Closed on Free between Temple and Winona 10:00 am - 10:20 am



# APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant Ocean Park Association

Address of applicant 14 Temple Ave Ocean Park ME 04063  
City State Zip

Phone number of applicant (207) 934-9068 Fax ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_ E-mail director@oceanpark.org

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

Ocean Park Association

Website address (if an Organization, Firm or Corporation) www.oceanpark.org

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

Community Independence Day Parade

Will you be using tents? \_\_\_\_\_ YES X \_\_\_\_\_ NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

Will you be using staging? \_\_\_\_\_ YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Frank Gwaltney Work Phone (\_\_\_\_) \_\_\_\_\_

Address 20 Maine Ave. Ocean Park ME 04063  
City State Zip

Cell phone (856 845-5531) Fax (\_\_\_\_) \_\_\_\_\_

E-mail gwaltney@verizon.net

4. SET-UP Date for Event 7/4/2025 Day of Week Friday from 9am to 10am

Date of Event 7/4/2025 Day of Week Friday from 10am to noon

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_  
(if rain date listed, insurance must list rain date)

5. Location of the Event See Attached Map  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event  
\_\_\_\_\_ 0-150; \_\_\_\_\_ 150-500; \_\_\_\_\_ 500-1000;  1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

See Attached Map

8. Will the sale of food and/or beverages occur at the event? No If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)     Pot Luck Items
- Professional Catering             Non-Profit Food Vendors             Retail Food Vendors

9. Will there be merchandise sold at the event? X YES        NO

Description of merchandise Buttons

10. Is the event a Charitable event?        YES   X   NO

Is this event co-sponsored by the Town of Old Orchard Beach?        YES   X   NO

If this event a Regional School Unit #23 event?        Yes   X   NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

12. List any Event Sponsors:

\_\_\_\_\_ Ocean Park Association

\_\_\_\_\_

Will admission be charged for the event?        YES   X   NO

Will participants be charged for parking?        YES   X   NO

13. Has this event been held previously in Old Orchard Beach?

X  YES (if yes, please list dates):  Same date over the last 70+ years

NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

As is our custom, prior arrangements will be made with the OOB Police Department to stop traffic and position officers to aid in the smooth flow of the parade. There have been no crowd control issues in the past and none are expected this Year. There is a police presence and pre-arranged road closures to address any safety issues that may arise.

Additional Uniformed presence provided by:   Off-Duty Police Officers;   Private Security;   Volunteers

Times:   How many?  Discretion of OOB Police Dept.

If you have already made contact with someone about security, provide the contact name and number:

Name:   Phone Number:

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

N/A

Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

Post parade activities (30 minutes between 11:30 am and 12 Noon) will take place at the \_\_\_\_\_

Bandstand located at 11 Temple Ave. The Bandstand's sound system will be used. \_\_\_\_\_

Where will the event attendees/participants park? Many of the participants and spectators are from Ocean

Park and walk to the parade. Others use on-street parking or public transportation. \_\_\_\_\_

Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

\_\_\_\_\_  
\_\_\_\_\_

Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: \_\_\_\_\_

\_\_\_\_\_

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

We clean up any items associated with the event and OPA-supplied trash receptacles are located throughout the village square. 8 cans are located follows: Two at Temple Ave. with the remaining 6 on Temple Ave. between West Grand Ave. and on Seaside Ave. between Colby Ave. and Randall Ave.

Is the use of barricades necessary/requested for this event? Yes

If yes, number needed and location 4 - 2 at each intersection of West Grand Ave. and Temple Ave. and again at Temple Ave and Seaside Ave.

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Is any other public works assistance needed? No

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? N/A

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 **cash** deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.

YES  NO

If yes, explain: \_\_\_\_\_

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

Parade walkers will be carrying banners announcing our corporate sponsor, the Ocean Park Band, and the Ocean Park Kazoo band.

Will this event be posting a banner on public property?  YES  NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

\_\_\_\_\_  
\_\_\_\_\_

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):  YES  NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached \_\_\_\_\_ No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ NO  
Consumer fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_  
(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_\_\_ X \_\_\_\_\_ YES \_\_\_\_\_ NO

If so, please indicate the location of the animals on the Site Plan/Map.

Dogs will be decorated and walk in the parade. Bandanas, balloons and poop bags will be provided.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. *However, projects must be reviewed by MDIFW before Town approval.*

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

*The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.*

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

Yes, it has been provided with the application;  No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?  YES  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

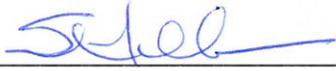
I, Stuart MacMillan on behalf of Ocean Park Association  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. \_\_\_\_\_(initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature:   
(authorized representative)

Date: April 29/2025

Print name: SAMACHILLA

Print Organization Name (if applicable): Ocean Park Association

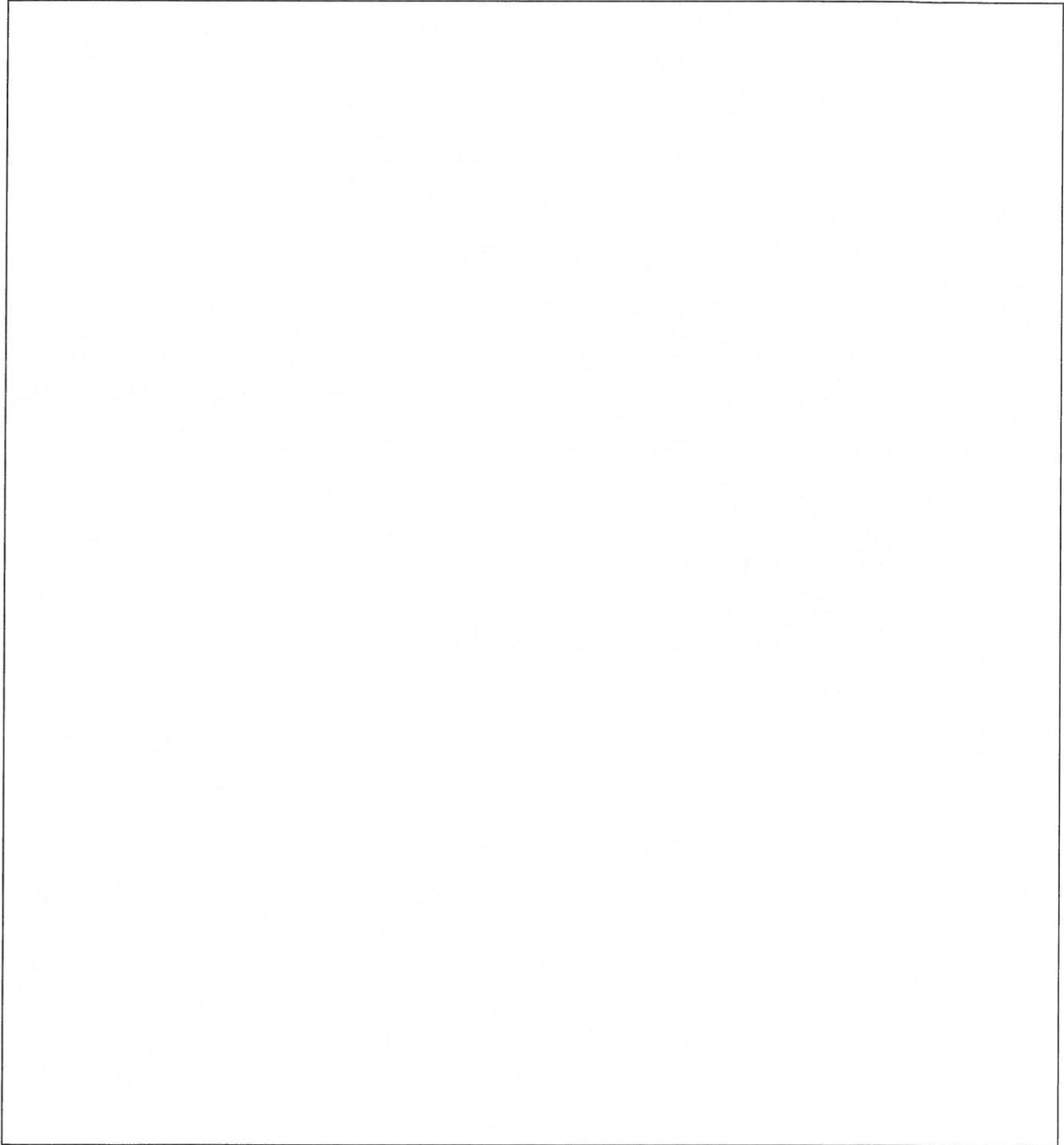
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



July 4<sup>th</sup> Parade Map



Dining Hall

CONN.

MASS.

MAINE

Temple Pergo

Porter Hall

Temple

AFTER PARADE ENTERTAINMENT FOR 1/2 HOUR

ROYAL ST.

START + FINISH

BUNCHBERRY

Jordan Hall

MARSHVIEW RD

OCEANWOOD

RANDALL

TEMPLE

COLBY

AVE.

AVE.

CLOVER

Tennis Courts

Park

Shuffleboard

ANCONA

WINONA

OCEANA AVE.

R.I. AVE.

Kinney Shores,  
View Ferry Beach,  
Camp Ellis

Library

Post Office

WEST

GR

SEASIDE

PORTER RD.

NEW SALT RD.

BLAINE RD.

SANDPIPER RD.

WEYMOUTH AVE.

OPA Administrative Office/ Jakeman Hall

THE BEACH



# APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant Ocean Park Association

Address of applicant 14 Temple Ave Ocean Park ME 04063  
City State Zip

Phone number of applicant (207) 934-9068 Fax ( )

Cell phone ( ) E-mail director@oceanpark.org

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

Ocean Park Association

Website address (if an Organization, Firm or Corporation) www.oceanpark.org

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

A recreational and entertainment event consisting of square and line dancing.

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

Community Square and Line Dancing

Will you be using tents? \_\_\_\_\_ YES X NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

Will you be using staging? \_\_\_\_\_ YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Blake Edmunds Work Phone (207) 934-9068

Address 14 Temple Ave Ocean Park ME 04064  
City State Zip

Cell phone (617) 429-6445 Fax ( ) \_\_\_\_\_

E-mail opablake@gmail.com

4. SET-UP Date for Event July 4, 2025 Day of Week Friday from 5 PM to 7 PM

Date of Event July 4, 2025 Day of Week Friday from 7 PM to 9 PM

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_  
(if rain date listed, insurance must list rain date)

5. Location of the Event On Temple Ave. between West Grand and Seaside. See attached map.  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

0-150; \_\_\_\_\_ 150-500; \_\_\_\_\_ 500-1000; \_\_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

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8. Will the sale of food and/or beverages occur at the event? No If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)  Pot Luck Items  
 Professional Catering  Non-Profit Food Vendors  Retail Food Vendors

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9. Will there be merchandise sold at the event? \_\_\_\_\_ YES X NO

Description of merchandise \_\_\_\_\_

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10. Is the event a Charitable event? \_\_\_\_\_ YES X NO

Is this event co-sponsored by the Town of Old Orchard Beach? \_\_\_\_\_ YES X NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes X NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

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12. List any Event Sponsors:

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Ocean Park Association

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Will admission be charged for the event? \_\_\_\_\_ YES X NO

Will participants be charged for parking? \_\_\_\_\_ YES X NO



Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

Recorded square dance music will be played for people to dance to using portable hi-fi speakers. The decibel level is unknown, but we have not received negative feedback in the past.

Where will the event attendees/participants park? Many of the participants and spectators are from Ocean Park and walk to the parade. Others use on-street parking or public transportation.

Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

\_\_\_\_\_  
\_\_\_\_\_

Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

We clean up any items associated with the event and OPA-supplied trash receptacles are located throughout the village square. 6 cans are located follows: Temple Ave. between West Grand Ave. and on Seaside Ave. between Colby Ave. and Randall Ave.

Is the use of barricades necessary/requested for this event? Yes

If yes, number needed and location In the past, a set of four baracades have been delivered by DPW to OPA's administration office for use throughout the summer for special events.

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

OPA posts no parking signs earlier in the day on the date of the dances to alert motorists that the street will be closed early evening. This method has worked well in the past and we intend on doing the same this year.

Is any other public works assistance needed? No

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? N/A.

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 **cash** deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.

YES  NO

If yes, explain: \_\_\_\_\_

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

Other than simple posters announcing the event in our kiosks and sign boards and A-frame sign in front of the administration building, no additional signage will be posted at this event.

Will this event be posting a banner on public property?  YES  NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):  YES  NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached \_\_\_\_\_ No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES  NO

Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_

(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES  NO

If so, please indicate the location of the animals on the Site Plan/Map.

Dogs will be decorated and walk in the parade. Bandanas, balloons and poop bags will be provided.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES  NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. *However, projects must be reviewed by MDIFW before Town approval.*

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

*The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.*

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

Yes, it has been provided with the application;  No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?  YES  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

I, Stuart MacMillan on behalf of Ocean Park Association  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. \_\_\_\_\_ (initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature:   
(authorized representative)

Date: April 29/2025

Print name: SA MACMILLAN

Print Organization Name (if applicable): Ocean Park Association

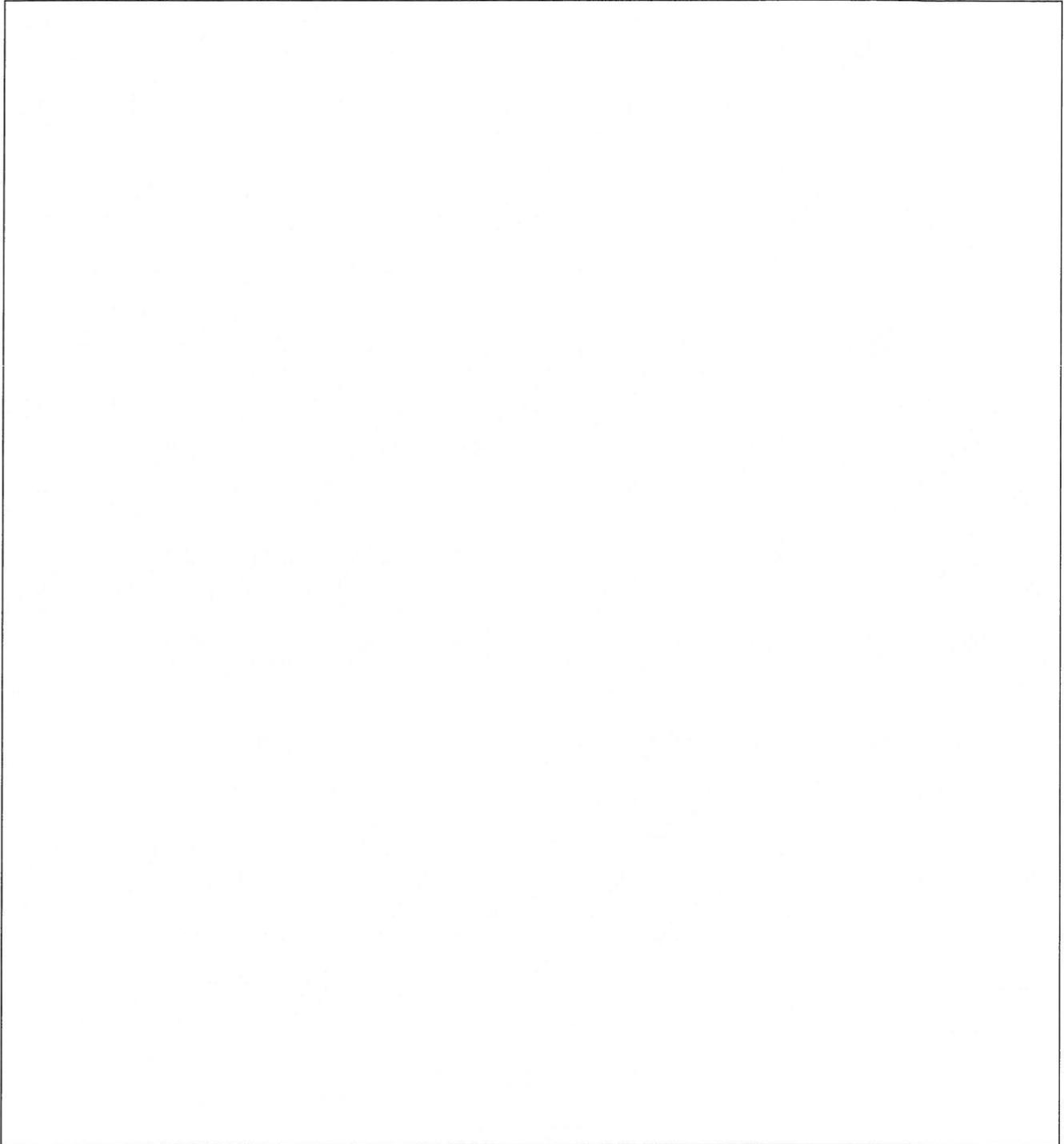
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



LIVE DANCES

Dining Hall

CONN.  
MASS.  
MAINE  
Temple C  
Perga

Porter Hall  
Temple

ROYAL ST.

BUNCHBERRY

Jordan Hall

MARSHVIEW RD

OCEANWOOD

RANDALL

TEMPLE

COLBY

AVE.

CLOVER

AVE.

Tennis Courts

Park

Shuffleboard

Rec Hall

ANCONA

WINONA

OCEANA AVE.

R.I. AVE.

Library

Post Office

WEST

GR

Kinney Shores,  
View, Ferry Beach,  
Camp Ellis

WEYMOUTH AVE.

SEASIDE

OPA Administrative  
Office/ Jakeman Hall

PORTER RD.

NEW SALT RD.

BLAINE RD.

SANDPIPER RD.

THE BEACH





## AGENDA ITEM # 8780

**Discussion with Action:** Approve the Special Event Permit application for the Salvation Army to hold their annual parade from Saco and Biddeford Savings Bank to the Square on Sunday, July 27th, 2025, from 4:00 to 5:00 p.m. Permission to collect donations during parade as long as parade participants walk up to observers at the sidewalk, and do not allow participants to come out to the road, and the parade must stay in the right-hand lanes going down Old Orchard Street.

Chair: Shawn O'Neill

# APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant Kathleen Veltsos, Director of Seaside Pavilion

Address of applicant 8 Sixth Street, Old Orchard Beach, ME 04064  
City State Zip

Phone number of applicant (207) 934-2024 Fax (207) 934-5977

Cell phone (207) 703-4255 E-mail Kathleen.Veltsos@use.salvationarmy.org

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

The Salvation Army

Website address (if an Organization, Firm or Corporation) \_\_\_\_\_

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

Parade of witnesses: Walkers and band

Will you be using tents? \_\_\_\_\_ YES \_\_\_ x \_\_\_ NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

Will you be using staging? \_\_\_\_\_ YES   x   NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)         Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)    Microphone(s)     Stadium(s)         Stage(s)

Other: Brass instruments

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Derek Lance Work Phone (\_\_\_\_) 845-620-7412

Address 440 West Nyack RD., West Nyack, NY, 10994, United States  
City State Zip

Cell phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail derek.lance@use.salvationarmy.org

4. SET-UP Date for Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event July 27, 2025 Day of Week Sunday from 4:00PM to 5:00PM

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) \_\_\_\_\_ Times \_\_\_\_\_

**(if rain date listed, insurance must list rain date)**

5. Location of the Event From Saco Biddeford Savings Bank to Town Square Parking Area  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

\_\_\_\_\_ 0-150;   x   150-500; \_\_\_\_\_ 500-1000; \_\_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

Yes. During parade which will start SBSI and end at Town Square

8. Will the sale of food and/or beverages occur at the event? no If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)  Pot Luck Items  
 Professional Catering  Non-Profit Food Vendors  Retail Food Vendors

9. Will there be merchandise sold at the event? YES x NO

Description of merchandise

10. Is the event a Charitable event? YES x NO

Is this event co-sponsored by the Town of Old Orchard Beach? YES x NO

If this event a Regional School Unit #23 event? Yes x NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

No proceeds from this event

12. List any Event Sponsors:

The Salvation Army

Will admission be charged for the event? YES x NO

Will participants be charged for parking? YES x NO

13. Has this event been held previously in Old Orchard Beach?

YES (if yes, please list dates): each year for approximately 25 years

NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

SA will work with OOB PD to escort parade and to assist with public safety measures. Seaside Pavilion staff will be onsite

Additional Uniformed presence provided by:  Off-Duty Police Officers;  Private Security;  Volunteers

Times: \_\_\_\_\_ How many? 2

If you have already made contact with someone about security, provide the contact name and number:

Name: Seaside Pavilion- Staff Phone Number: 207-934-2024 or 207-703-4255

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

n/a

Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

Brass instruments

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Where will the event attendees/participants park? Public parking or their respective hotels.

Most attendees will be residing in local hotels.

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Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

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Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: \_\_\_\_\_

---

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

Not applicable. March only

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Is the use of barricades necessary/requested for this event? Yes

If yes, number needed and location Square entrance

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Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

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Is any other public works assistance needed? no

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? n/a

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 cash deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.  
       YES   X   NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

No signage for this event  
\_\_\_\_\_  
\_\_\_\_\_

Will this event be posting a banner on public property?        YES   X   NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

\_\_\_\_\_  
\_\_\_\_\_

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):        YES   X   NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; n/a Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

n/a  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? n/a Yes, it's attached \_\_\_\_\_ No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES x NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_  
(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES x NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES x NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. *However, projects must be reviewed by MDIFW before Town approval.*

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

***The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.***

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

Yes, it has been provided with the application;  No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?  YES  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

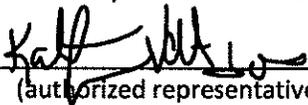
I, Kathleen Veltsos on behalf of The Salvation Army  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. kv (initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature:   
(authorized representative)

Date: 02/12/2024

Print name: Kathleen Veltsos

Print Organization Name (if applicable): Salvation Army

Kathleen Veltsos  
Director, Pavilion Ministries  
Seaside Pavilion  
The Salvation Army [USA Eastern Territory  
Maine, New Hampshire, Vermont  
8 Sixth Street, Old Orchard Beach, ME 04064  
Office: (207) 934-2024 Cell: (207) 703-4255  
Kathleen.Veltsos@use.salvationarmy.org  
<http://seasidepavilion.org/>

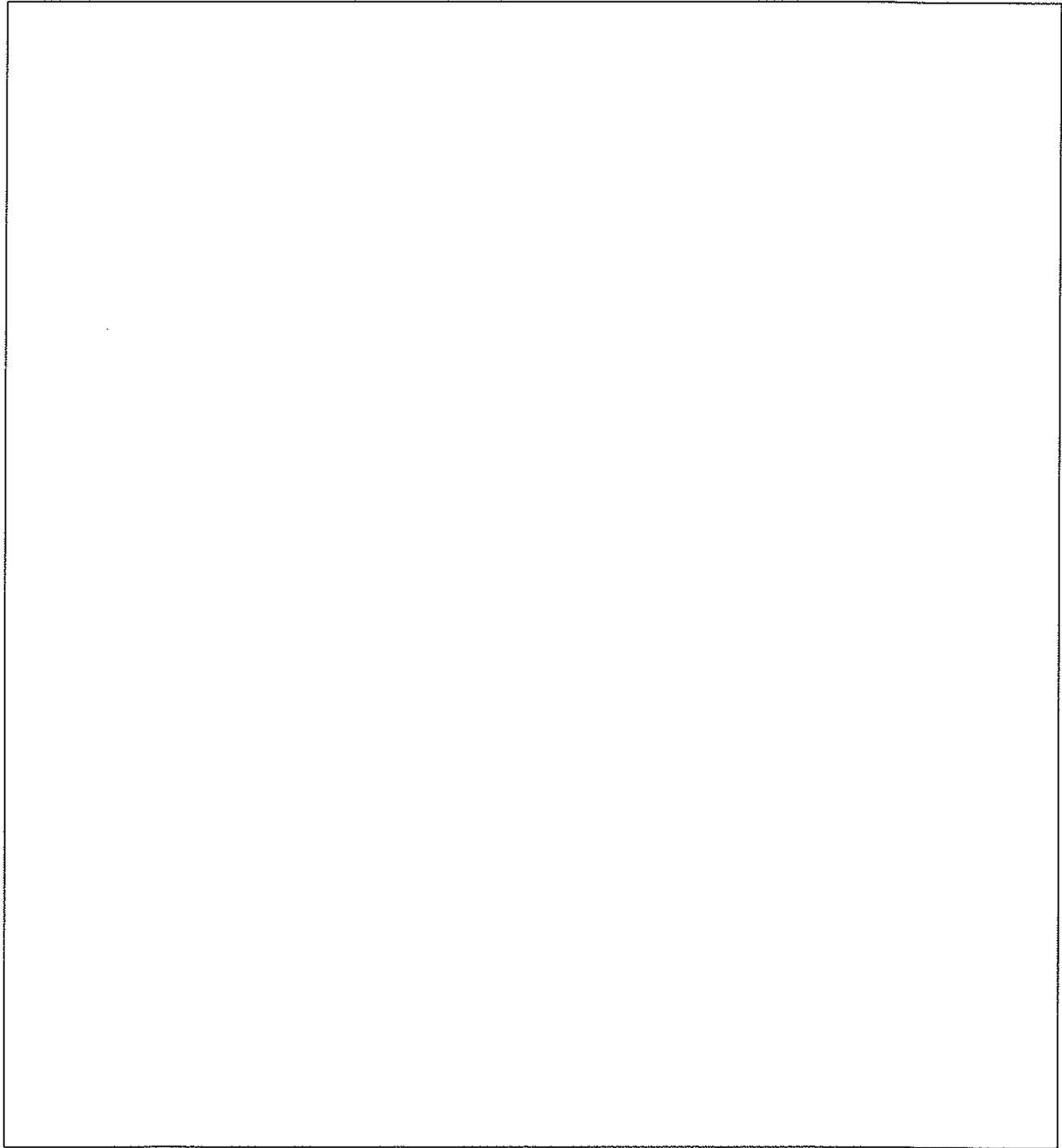
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers



## **AGENDA ITEM # 8781**

**Discussion with Action:** Approve the Special Event Permit application for the Salvation Army to hold their evening programs in the Square; July 23rd through July 28th, 2025, including set-up and takedown. Inspection by Fire Prevention and Code Enforcement of the stage constructed in the Square to ensure compliance with applicable fire and building codes, to take place prior to any performance. Insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided to the Town Clerk's Office at least one month in advance of the event.

Chair: Shawn O'Neill

# APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1. Name of applicant Kathleen Veltsos

Address of applicant 8 6th Street, Old Orchard Beach, ME 04064

City

State

Zip

Phone number of applicant (207) 703-4255

Fax (207) 934-5977

Cell phone (207) 703-4255

E-mail kathleen.veltsos@use.salvationarmy.org

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

The Salvation Army

Website address (if an Organization, Firm or Corporation) <https://saconnects.org/oob-pier-festival>

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other – Please specify

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided)

Event programs at the Town Square Parking Area, including music (instrumental & vocal), drama,

dancing, and speakers. 7:00 PM - 11:00 PM

Will you be using tents?  X  YES   NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

Diagram attached.

Will you be using staging?  YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name Kathryn Higgins, The Salvation Army Work Phone (845) 274-2883

Address 440 W. Nyack Road, West Nyack, NY 10994  
City State Zip

Cell phone (845) 274-2883 Fax ( ) \_\_\_\_\_

E-mail useartsministriesdirector@use.salvationarmy.org

4. SET-UP Date for Event 07/23/2025 Day of Week Weds from 06:00 AM to 10:30 PM  
Date of Event 07/24/2025 Day of Week Thursday from 09:00 AM to 10:20 PM  
Date of Event 07/25/2025 Day of Week Friday from 06:30 PM to 10:20 PM  
Date of Event 07/26/2025 Day of Week Saturday from 06:30 PM to 10:20 PM  
Date of Event 07/27/2025 Day of Week Sunday from 12:00 PM to 03:00 AM (Mon)

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) N/A Times N/A  
(if rain date listed, insurance must list rain date)

5. Location of the Event Attached.  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

0-150; \_\_\_\_\_ 150-500; \_\_\_\_\_ 500-1000; \_\_\_\_\_ 1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

Square entrance will need to be blocked for set-up, event, and tear-down. Diagram attached.

8. Will the sale of food and/or beverages occur at the event? N/A If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)     Pot Luck Items
- Professional Catering                       Non-Profit Food Vendors                       Retail Food Vendors

9. Will there be merchandise sold at the event? \_\_\_\_\_ YES  NO

Description of merchandise \_\_\_\_\_

10. Is the event a Charitable event?  YES \_\_\_\_\_ NO

Is this event co-sponsored by the Town of Old Orchard Beach? \_\_\_\_\_ YES  NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes  NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

The Salvation Army

12. List any Event Sponsors:

The Salvation Army

Will admission be charged for the event? \_\_\_\_\_ YES  NO

Will participants be charged for parking? \_\_\_\_\_ YES  NO

We will need no parking signs to be placed in the Town Square in anticipation of our arrival

13. Has this event been held previously in Old Orchard Beach?

X YES (if yes, please list dates): each year for approx 26 years.

       NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

The Salvation Army will hire security personnel to guard stage area.

Additional Uniformed presence provided by:        Off-Duty Police Officers;  Private Security;        Volunteers

Times: See below How many? 1

If you have already made contact with someone about security, provide the contact name and number:

Name: Ed Annino - First Protection Services Phone Number: 207-819-5103

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

Stage and video equipment. Wednesday // 10 PM - 9 AM. Thursday, Friday overnight // 10 PM - 6:30 PM

Saturday overnight // 10 PM - 2 PM. Sunday // Security during all of tear down.

We will need no parking signs to be placed in the Town Square in anticipation of our arrival

Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

Typical sound equipment to project voice, video, and live music.

Where will the event attendees/participants park? At their respective hotels. Most participants will stay in local hotels.

Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

\_\_\_\_\_  
\_\_\_\_\_

Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: We will need one (1) box truck at the Town Square, as well as space for support personnel vehicles at Milliken Street Parking.

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

We will provide waste bins as necessary. We are not selling food and drink.

Is the use of barricades necessary/requested for this event? Yes.

If yes, number needed and location Entrances and exits to Town Square

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

We will need no parking signs to be placed in the Town Square in anticipation of our arrival on Wednesday.

We'd like to request that the square be blocked by barricades, not pilons.

Is any other public works assistance needed? We will need access to the power panels on Wednesday (07/23)  
by 6:00 AM through loadout on Sunday overnight 7/27.

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? N/A

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 cash deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.  
       YES  NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

Attached.

Will this event be posting a banner on public property?  YES        NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

Attached.

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):        YES  NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached \_\_\_\_\_ No

20. Will the event involve professional fireworks? \_\_\_\_\_ YES  NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_  
(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_ YES  NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES  NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. **However, projects must be reviewed by MDIFW before Town approval.**

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

***The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.***

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

Yes, it has been provided with the application;  No, it will be provided at least 30 days prior to the event.

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?  YES  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

I, Kathleen Veltsos on behalf of The Salvation Army  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. KV (initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature: \_\_\_\_\_  
(authorized representative)

Date: \_\_\_\_\_

Print name: Kathleen Veltsos

Print Organization Name (if applicable): The Salvation Army

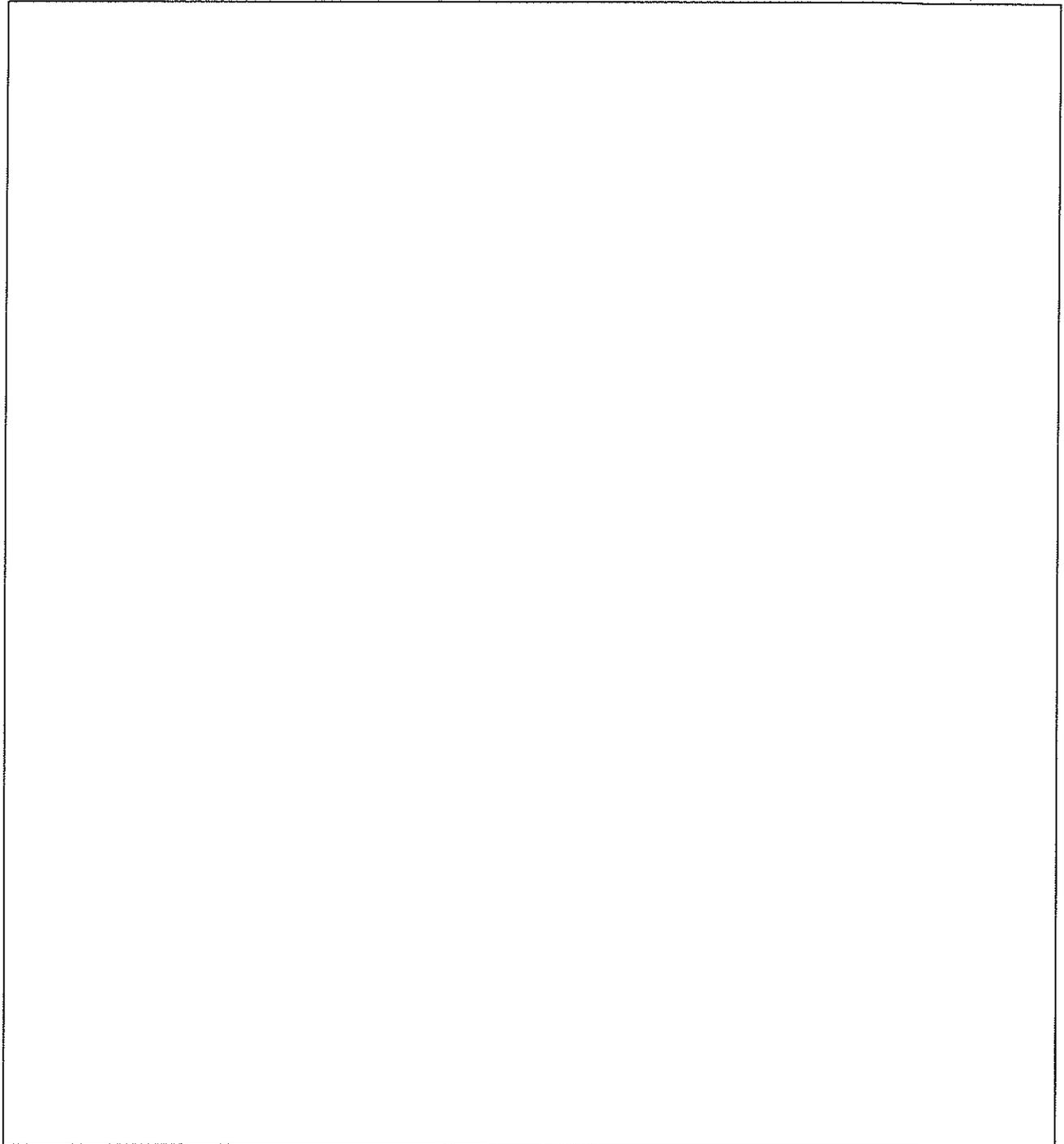
**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> CHESTERFIELD INSURANCE AGENCY, INC. CHESTERFIELD INSURANCE AGENCY, INC. P. O. BOX 237 GREEN, OH 44232-0237	<b>CONTACT NAME:</b> ALEXIS SHEARER <b>PHONE (A/C No., Ext.):</b> (330) 896-9777 EXT. 8123 <b>FAX (A/C No.):</b> 330-896-6548 <b>E-MAIL ADDRESS:</b> ALEXIS.SHEARER@TPA4TSA.COM
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> ZURICH AMERICAN INS. CO. NAIC # 16535 <b>INSURER B:</b> THE SALVATION ARMY RISK TRUST <b>INSURER C:</b> THE SALVATION ARMY, A NY CORP. <b>INSURER D:</b> AMERICAN ZURICH INS. CO. 40142 <b>INSURER E:</b> AMERICAN INTERNATIONAL GROUP UK AA-1120187 <b>INSURER F:</b>
<b>INSURED</b> THE SALVATION ARMY, A NEW YORK CORP. 440 WEST NYACK ROAD WEST NYACK, NY 10994-1739	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **LOC. #001004**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		X	SELF INSURED RETENTION	01/01/25	01/01/26	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 500,000 PRODUCTS - COMP/OP AGG \$ 500,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAP 8978527-29	01/01/25	01/01/26	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B E	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 500,000		X	TRUST#19578500	01/01/25	01/01/26	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 8978533-29	01/01/25	01/01/26	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	AUTO LIABILITY EXCESS			SELF INSURED RETENTION	01/01/25	01/01/26	XS OF \$100,000    \$400,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

COVERAGE APPLIES TO THE SALVATION ARMY PIER FESTIVAL AND CONCERT, OLD ORCHARD STREET, OLD ORCHARD BEACH, ME 07.23.25 - 07.28.25. THE TOWN OF OLD ORCHARD BEACH IS AN ADDITIONAL INSURED.

### CERTIFICATE HOLDER

### CANCELLATION

TOWN OF OLD ORCHARD BEACH, ME  
1 PORTLAND AVENUE  
OLD ORCHARD BEACH, ME 04064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

INSURED: The Salvation Army, a New York Corp  
POLICY NUMBER: Self-Insured/trust #1978500  
Term: 01/01/25 – 01/01/26

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s)**

THE TOWN OF OLD ORCHARD BEACH

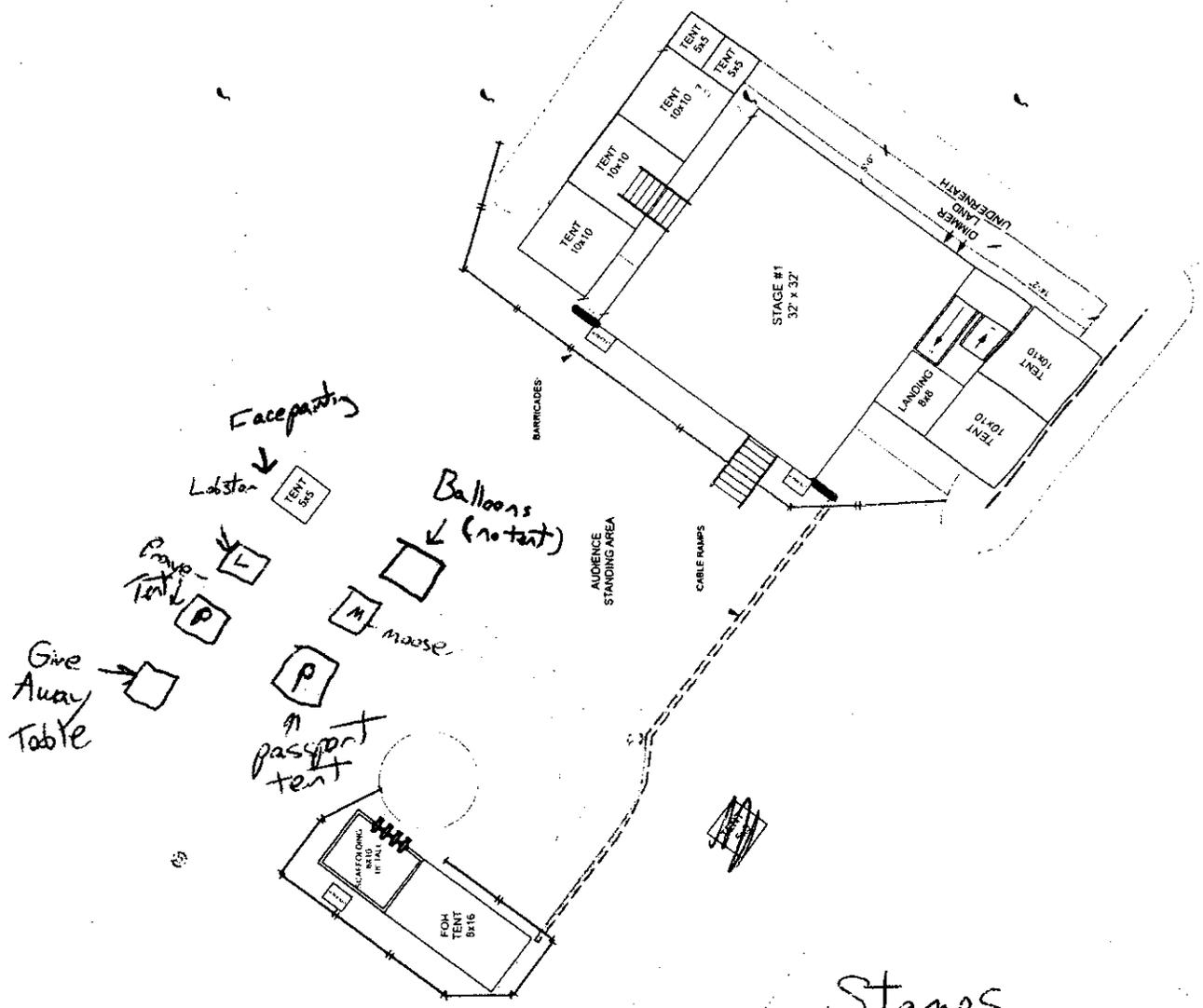
As respects, The Salvation Army

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole

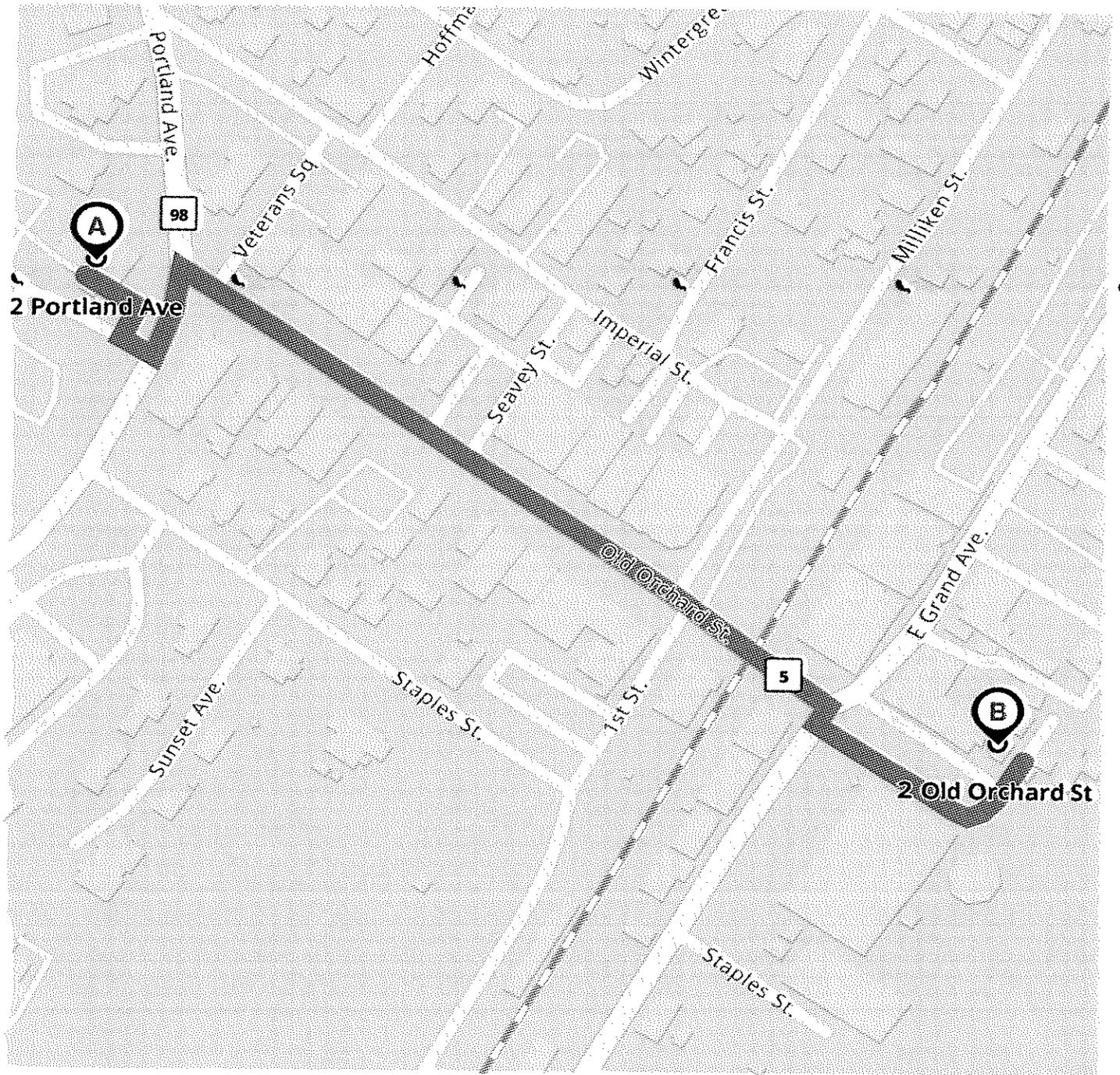
or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



3 x 5x5 tents  
5 tables

- Stamps
- facepaint
  - balloons
  - prayer tent
  - photo cutout
  - give away table
  - passport tent



**AGENDA ITEM # 8782**

**Discussion with Action:** Approve the Special Event Permit for the Community Friendly Connection to hold a Fall Festival on Saturday, September 27th, 2025, rain date September 28th, 2025, from 11:00 a.m. to 4:00 p.m., to include set-up and takedown, with closure of First St. from Staples St. to Heath St. beginning at 2am on Saturday, September 27th, 2025.

Chair: Shawn O'Neill

**ADJOURNMENT**

Chair: Shawn O'Neill

11-2 PM

# APPLICATION INFORMATION

PLEASE SUBMIT A COMPLETE APPLICATION A MINIMUM OF 30 CALENDAR DAYS PRIOR TO THE EVENT.

1. Name of applicant OOB COMMUNITY FRIENDLY CONNECTION CFC

Address of applicant 1 PORTLAND AVE OOB ME 04064  
City State Zip

Phone number of applicant (207) 934-5764 Fax ( ) \_\_\_\_\_

Cell phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)

CFC / TOWN OF OLD ORCHARD BEACH

Website address (if an Organization, Firm or Corporation) www.oobmaine.com

Type of Event:

- Festival/Fair
- Race/Walk/Bike Ride
- Concert
- Parade/March
- Other - Please specify

2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided) OOB FALL FEST

CFC IS HOSTING A FALL FESTIVAL FOR ALL AGES INCLUDING MUSIC, FOOD, GAMES, WITH PARTNERS LIBBY LIBRARY, OOB CHAMBER OF COMMERCE, OOB365, TOWN OF OOB - WITH TABLES BY TOWN STAFF, BOARDS, COMMITTEES.

Will you be using tents? X YES        NO SOME MAY USE POP-UP TENTS.

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

\_\_\_\_\_  
\_\_\_\_\_

Will you be using staging?  YES  NO

If yes, the following items will be used at the event (Please mark all that apply):

- Amplified Music     Bleacher(s)     Dance Floor(s)     Live Entertainment  
 Loud Speaker(s)     Microphone(s)     Stadium(s)     Stage(s)

Other: \_\_\_\_\_

Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.

TBD w/TOWN STAFF; VETERANS MEMORIAL PARK

3. Chairperson and/or responsible party for the event, if other than above:  
(Include information how this person may be contacted at any time during the event).

Name HOLLY KORDA Work Phone <sup>(240)</sup> 606-3885

Address 15 BIRCH LN DOB  
City State Zip

Cell phone <sup>240</sup> ( ) 606-3885 Fax ( )

E-mail hkorda@gmail.com

4. SET-UP Date for Event FRI/SAT Day of Week 9-23, 9-24 from NOON to 6 PM

Date of Event 9-24-27 Day of Week \_\_\_\_\_ from 11am to 4 PM

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

TAKE-DOWN date \_\_\_\_\_ Day of Week \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

RAIN DATE(s) 9-25-28 Times 11am to 4 PM  
(if rain date listed, insurance must list rain date)

5. Location of the Event VETERANS MEMORIAL PARK & FIRST ST.  
(if applicable, a map or diagram showing the area to be used, or parade route)

6. The estimated number of participants in the event

0-150;  150-500;  500-1000;  1,000+

7. If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.

CLOSE FIRST ST FROM STAPLES ST TO HEATH ST 4 PM  
FRIDAY TO 6 PM SATURDAY (UNLESS RAIN MOVES TO SUNDAY)

8. Will the sale of food and/or beverages occur at the event? \_\_\_\_\_ If yes, describe the commodities to be sold.

- Alcoholic Beverages (only at Ballpark, using Ballpark Licensee)  Pot Luck Items
- Professional Catering  Non-Profit Food Vendors  Retail Food Vendors

FOOD TRUCKS AND/OR BOOTHS

9. Will there be merchandise sold at the event?  YES \_\_\_\_\_ NO

Description of merchandise POSSIBLE SALES OF ITEMS BY RETAIL  
AND NONPROFIT VENDORS

10. Is the event a Charitable event?  YES \_\_\_\_\_ NO

Is this event co-sponsored by the Town of Old Orchard Beach?  YES \_\_\_\_\_ NO

If this event a Regional School Unit #23 event? \_\_\_\_\_ Yes  NO

(The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).

11. If the event is charitable, name the beneficiary of the proceeds from the event:

TOWN OF OOB

12. List any Event Sponsors/ PARTNERS

LIBBY LIBRARY / FRIENDS OF LIBRARY TOWN OF OOB

O.O.B. 365 / O.O.B. CHAMBER OF  
COMMERCE

COMMUNITY FRIENDLY  
CONNECTION

Will admission be charged for the event? \_\_\_\_\_ YES  NO

Will participants be charged for parking? \_\_\_\_\_ YES  NO

FREE PARKING ON FIRST ST. AND/OR VETERANS  
MEMORIAL PARK

13. Has this event been held previously in Old Orchard Beach?

YES (if yes, please list dates): SEPTEMBER 2022 & 2023

NO

14. What is the applicant doing to ensure the event will not endanger the public safety or disturb the peace? Describe your plans for security at your event, including crowd control (attach additional sheets if necessary). Security plan will need final approval by the Old Orchard Beach Police Department and they have final say in appropriate number and type of security personnel required. Must include at least one Old Orchard Beach Police Officer, if security is required. Costs associated with security are the sole responsibility of the event organizer.

Please describe your security plan (including your plans for controlling ingress/egress of all persons, vehicles, equipment, and Emergency Medical Services) :

WILL WORK WITH TOWN OF OOB POLICE  
AND FIRE DEPARTMENTS

Additional Uniformed presence provided by:  Off-Duty Police Officers;  Private Security;  
 Volunteers

Times: N/A How many? \_\_\_\_\_

If you have already made contact with someone about security, provide the contact name and number:

Name: N/A Phone Number: \_\_\_\_\_

Please list any items that will be left overnight. If equipment will be left on-site overnight, provide details for personal property safety and security of site: (Note that the event organizer is solely responsible for items left on the property. The Town assumes no responsibility for items of personal property at the location at any time)

ITEMS SET UP ON FRIDAY WILL REMAIN THROUGH  
THE EVENT

Will audible devices be used at this event?  YES  NO

If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).

MICROPHONE, MUSIC

Where will the event attendees/participants park? TBA FIRST ST AND

VETERANS MEMORIAL PARK

Will a shuttle service be provided from parking areas to the event site?  YES  NO

If yes, please describe shuttle plan, and name of company provided service:

\_\_\_\_\_

\_\_\_\_\_

Will you require special parking (RV's, trailers, trucks)?  YES  NO

If yes, give details: FOOD TRUCKS

\_\_\_\_\_

15. Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.

REQUESTING MORE TRASH CANS, RECYCLING CONTAINERS  
FROM DPW/OOB

Is the use of barricades necessary/requested for this event? YES

If yes, number needed and location AMOUNT NEEDED TO BLOCK FIRST ST  
ON BOTH ENDS

Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

YES  NO If yes, please describe:

FIRST ST. AND VETERANS MEMORIAL PARK

NO PARKING 4 PM 9/26 TO 6 PM 9/27

Is any other public works assistance needed? SET UP BARRICADES, PROVIDE TRASH CANS - SHUTOFF IRRIGATION.

If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking? \_\_\_\_\_

16. Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event leaving no residue or noticeable impact; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 **cash** deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department.

YES  NO

If yes, explain: FOOD VENDORS

17. Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.

WORKING WITH TOWN ON SIGNAGE

Will this event be posting a banner on public property?  YES  NO

If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):

BANNER ON GAZEBO, FEATHER FLAGS, BOTH ELECTRIC<sup>ON</sup> SIGNS, CHANNELS

18. Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):  YES  NO

Will the alcohol be: \_\_\_\_\_ Sold; \_\_\_\_\_ Given away; \_\_\_\_\_ Both

Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:

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19. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark? \_\_\_\_\_ Yes, it's attached \_\_\_\_\_ No N/A

20. Will the event involve professional fireworks? \_\_\_\_\_ YES \_\_\_\_\_ ~~X~~ NO  
Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? \_\_\_\_\_

(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).

What time/date will the fireworks display occur? \_\_\_\_\_

21. Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) \_\_\_\_\_ YES \_\_\_\_\_ ~~X~~ NO

If so, please indicate the location of the animals on the Site Plan/Map.

22. Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1<sup>st</sup> through August 31<sup>st</sup> of each year. Will this event occur on the beach? \_\_\_\_\_ YES \_\_\_\_\_ ~~X~~ NO

If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.

**Piping Plover Essential Habitat:** The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. **However, projects must be reviewed by MDIFW before Town approval.**

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

***The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.***

23. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach **MUST** be listed as an Additional Named Insured.

Yes, it has been provided with the application;  No, it will be provided at least 30 days prior to the event.

TOWN OF COB INSURANCE

24. Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?  YES  NO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

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## **SPECIAL EVENT PERMIT AGREEMENT**

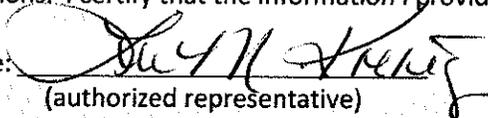
I, LEE KOENIGS on behalf of OOB COMMUNITY FRIENDLY CONNECTION  
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. LLK (initial)
3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents, invitees or other sponsor in connection with said event.

10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature:  Date: 4/9/25  
(authorized representative)

Print name: LEE KOENIG

Print Organization Name (if applicable): OOB COMMUNITY FRIENDLY CONNECTION

**SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)**

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location  
Event Coordinator's Booth  
Tents/Stages/Grandstands  
Porta Potties/Rest Rooms

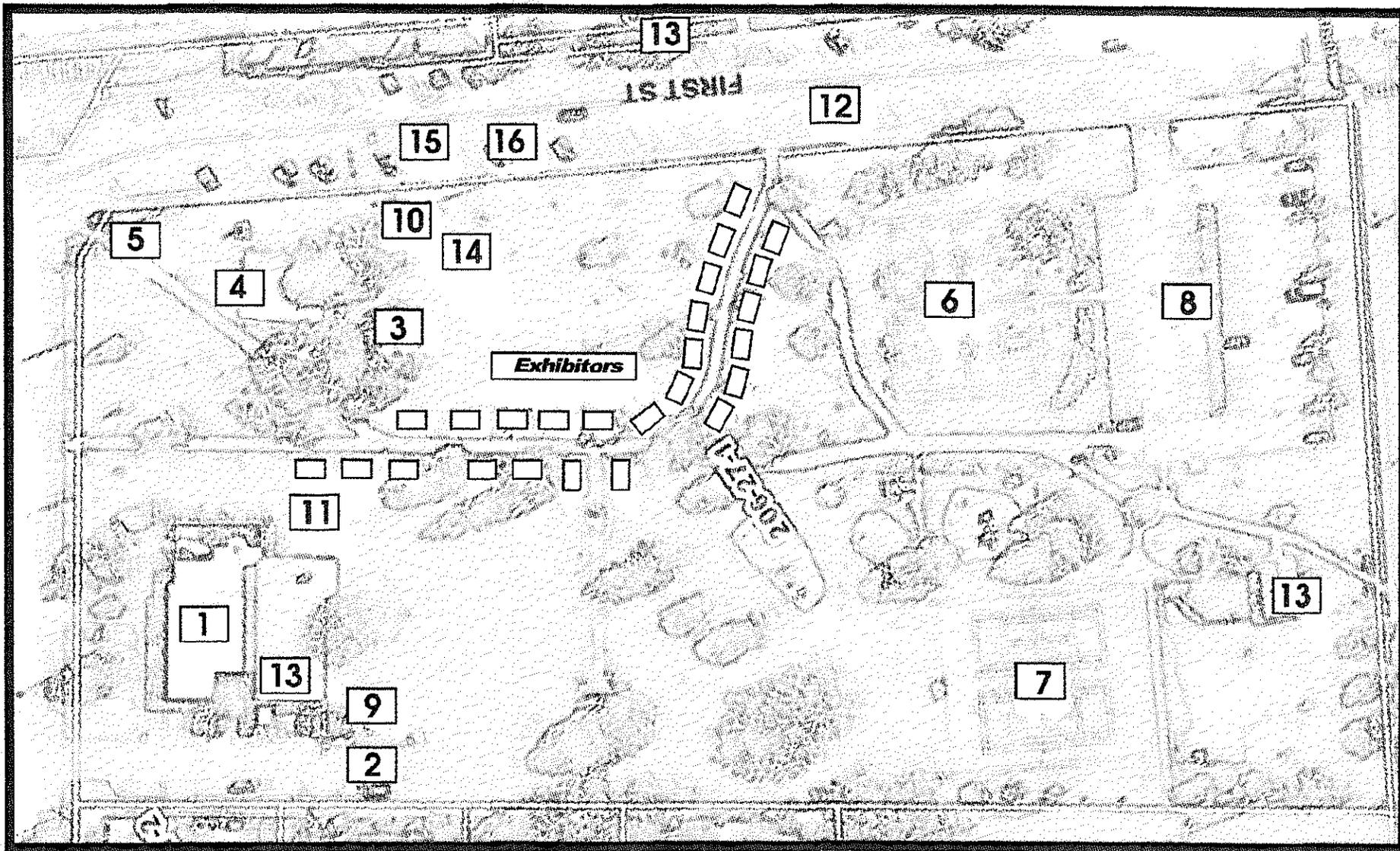
Vendor Locations  
Garbage Cans  
Water Sources

Street Closures/Parking Information  
Water/Electricity Sources  
Loudspeakers

A MAP AND LIST OF EXHIBITORS IS INCLUDED FROM FALL FEST 2023. THIS WILL BE UPDATED UPON COMPLETION OF PARK UPDATES.

# Memorial Park

2023



- 1 - Libby Memorial Library
- 2 - Book Shed/Flea Market
- 3 - Gazebo
- 4 - Petanque Court

- 5 - Registration Table
- 6 - Basketball Courts
- 7 - Tennis Courts
- 8 - Exhibitors Parking
- 9 - Friends of the Library/Book Sale

## Legend

- 10 - Soup Flight
- 11 - Bouncy House
- 12 - Touch-A-Truck (Fire Truck, Ambulance and CPR Demo)

- 13 - Restrooms (3 locations)
- 14 - CFC/Information Table
- 15 - Food Trucks
- 16 - Farmer's Market Truck

# Exhibitors List for 2023 Old Orchard Beach Fall Fest

## Entertainment

*Event, Time (Location see map on back)*

- 10:30am: Salvation Army Band, (9)
- 11:15am: Asher Kramer Music
- 11:45am: Tai Chi (SMAAA)
- 12:30pm: Ocean Park Ukesters (Ukeleles)
- 1:00pm: Line Dancers, (4)
- 1:30pm: Academy of Dance, (4)
- Hula Hooping with Liz Gotthelf

## Food

- Farmer's Market Truck
- Cruzin' Slice
- Alabama BBQ
- J's All American Hot Dogs
- Soup Flight: Grill 65, Red Door Market & Deli

## Library

- Crafts for all ages
- Friends of the Library:
  - Book Sale
  - Flea Market

## CFC (Local Nonprofits)

- Animal Welfare Society
- Biddeford City Theatre
- CFC – General Table: What's Up Pollination Project
- Coastal Healthy Communities Coalition

## CFC (Local Nonprofits) [continued]

- Community Garden
- Elks
- Girl Scouts
- GoNetspeed
- Kids Free to Grow
- Maine Depart. Of Inland Fisheries and Wildlife/Maine Audubon
- Milestone
- Ocean Park Association
- OOB365
- OOB Conservation Commission
- OOB Historical Society/Harmon Museum
- Pollinator Project at CFC Table
- Saco Bay Artists
- Salvation Army
- Seaside Family Health Care
- Southern Maine Agency on Aging (SMAAA)
- Sweetser
- Yellow Tulip Project
- Volunteers in Police Service
- Wardwell (Saco)
- York County Bee Keepers Assn.
- Youth Full Maine

## OOB Chamber of Commerce

Chamber Table

## For the Kiddos

- Balloon Man
- Bouncy House
- BSOOB Trolley
- Duckie Game
- Face Painting
- Touch-A-Truck

## Town of Old Orchard Beach

- Assessing
- Code Enforcement/Planning
- Fire Department – Fire trucks, Ambulance and CPR Demo
- General Assistance
- Human Resources & Communications
- OOB Conservation Commission - Trail Committee
- Police Department
- Public Works/Waste Water
- Recreation Department
- Tax/Finance
- Town Clerks Office
- Veteran's Memorial Park Committee

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