

Town of Old Orchard Beach

Special Event Permit application

PRIVATE PROPERTY—MOBILE FOOD BUSINESS

Please read the following:

- All applications must be thoroughly completed. Failure to fully complete an application may result in a delay in the processing.
- This application is to be completed by the individual or authorized representative of the organization regulating the event and requesting the permit. Submission of an application does not guarantee the event will be approved. Do not publicize or promote your event until your notification of acceptance has been issued.
- All applications must be received by the Town Clerk's Office not less than thirty (30) calendar days prior to the date on which the person proposes to conduct such special event. If not received by that date, the application may be subject to non-approval for that reason.
- Special Event Permit applications require a \$50 (per day, including dates of set up/take down) **non-refundable fee** to be paid at the time application is received. One application can apply to multiple events each calendar year, but the \$50 fee applies to each day, including dates of set up/takedown.
- A Special Event Permit Application will be deemed "received" on the date the Town Clerk's Office receives:
 - A completed application
 - Application fee
 - Location of mobile food business on private property
 - Description of mobile food business to include a visual representation such as a recent photograph
 - Dates/Times mobile food business will be located on private property
 - Description of the event serviced by the mobile food business
 - State Qualified Catering Permit if serving alcohol
 - Emergency Contact Information
 - Must have hot/cold running water on the mobile food business and must have an adequate container for wastewater. The disposal of wastewater on public property is prohibited.
 - Mobile Food Businesses cannot be located within 100 feet of an establishment that sells food and beverages.
 - Mobile Food Businesses cannot be located within 20 feet of the front property line on the private property where the mobile food business will operate, as shown on the Town of Old Orchard Beach Zoning Map.
 - A special event permit for Mobile Food Businesses for private property is not needed in the Campground Overlay District and the Amusement Overlay District (as per the Old Orchard Beach Zoning Ordinance, Chapter 78).
- Once you have completed the application, please return to the Town Clerk's Office:

Town Clerk's Office
1 Portland Avenue
Old Orchard Beach, ME 04064

If you have any questions, please contact the Town Clerk's Office at 207-934-4042 or e-mail the Town Clerk, Kim McLaughlin, at townclerks@oobmaine.com

Definitions in Chapter 42-31 Code of Ordinances

Beverages: means alcoholic and non-alcoholic drinks

Food Truck: a motorized vehicle or food trailer that is completely mobile from which prepared and/or pre-packaged food and beverages are served. Food trucks do not include ice cream trucks, as they are regulated in Chapter 18.

Mobile Food Business: means a food truck, food trailer and food cart as defined in this section.

Private Property: the real property that has a primary structure located on the property for which an event is located.

Special Event on Private Property: means a gathering that a sponsoring individual or organization conducts on private property.

The Code Enforcement Officer and Fire Department shall have the authority to inspect the location of the mobile food business, as well as the mobile food truck before serving event guests.

APPLICATION INFORMATION

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

1. Name of applicant:

Address of applicant _____
City State Zip

Phone number of applicant (____) _____ Fax (____) _____

Cell phone (____) _____ E-mail _____

Name of Mobile Food Business:

Address of Mobile Food Business: _____

Address of event: _____

Website address (if an Organization, Firm or Corporation) _____

Type of Event:

- ☐ Festival/Fair
- ☐ Concert
- ☐ Wedding
- ☐ Birthday
- ☐ Other – Please specify

2. Description of the mobile food business. Where will the mobile food business be located on the property and will there be a food truck or beverage truck or both? Include a recent photograph of the mobile food business?

3. SET-UP (Max two mobile food businesses at any one time on the property, no more than two days in a seven-day period and six hours between the hours of 10 a.m. and 10 p.m.) This application can be used for multiple dates throughout the calendar year (\$50 each day)

Event Schedule

Date of Event	Day of Week	Start Time	End Time

4. The estimated number of participants in the event

_____ 0-150; _____ 150-500; _____ 500-1000; _____ 1,000+

Will alcohol be served by your mobile food business? ☐ YES ☐ NO

If yes, have you applied for the State Qualified Catering Permit?

☐ YES ☐ NO, but it will be provided prior to approval of the permit.

Does your Mobile Food Business have hot/cold running water and an adequate container for wastewater?

The disposal of wastewater on public property is prohibited. ☐ YES ☐ NO

5. Describe your plans for waste disposal at your event. What arrangement have you made for removal and disposal of trash generated by the Mobile Food Business (use of Town waste receptacles are not allowed)?

6. Has the Mobile Food Business secured all applicable state license and permit approvals for the mobile food businesses that will be used at the event?

☐ YES, it's attached ☐ NO, but State approval documentation will be provided to the Town Clerk's Office before final approval.

SPECIAL EVENT PERMIT AGREEMENT

I, _____ on behalf of _____
(Print Applicant Contact Name) (Print Organization/Group Name)

Agree to abide by the following Special Event requirements:

1. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc., for use on private property.
2. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations of a Mobile Food Business.
3. 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.
4. 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.
5. The Mobile Food Business assumes all responsibility for the security and safety of all participants and spectators of the event.
6. 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.
7. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
8. Events are considered rain/shine. Refunds are not issued if the event does not occur.
9. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
10. 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: _____
(authorized representative)

Print name: _____

Print Organization Name (if applicable): _____