

## **PUBLIC EVENTS CHECKLIST**

**Event** \_\_\_\_\_

**Dates(s)** \_\_\_\_\_

**Location** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

- \_\_\_\_\_ Application has been completed and signed by the Chief of Police
- \_\_\_\_\_ Certificate of Insurance of \$1,000,000 GL naming the Town of Conway as an additional insured
- \_\_\_\_\_ Approval of Field or Park form (if town property) signed off by the Rec. Director
- \_\_\_\_\_ Application signed d by property owner (if private property)
- \_\_\_\_\_ Whitaker Homesite rental fee \$75.00
- \_\_\_\_\_ Application for fireworks display (if applicable) by Fire & Police Chiefs
- \_\_\_\_\_ Marking sprinkler heads (Schouler Park only) \$75.00
- \_\_\_\_\_ Conway/North Conway Fire Dept. Approval form signed by the Fire Chief (if applicable)
- \_\_\_\_\_ Deposit of \$0 (for permits held on private property)
- \_\_\_\_\_ Deposit for Town property (amount to be determined)
- \_\_\_\_\_ Special event advertising form (fee for signs \$25.00 per day)
- \_\_\_\_\_ Fee for event\$
- \_\_\_\_\_ Conservation Commission approval if new event in Schouler Park
- \_\_\_\_\_ Sanitation plan (\$80.00 regular toilets, \$100.00 handicap)
- \_\_\_\_\_ Electrical needs
- \_\_\_\_\_ Trash removal \$175.00 (Schouler & Whitaker Woods)
- \_\_\_\_\_ Application for fireworks display (if applicable) signed by Fire & Police Chiefs
- \_\_\_\_\_ State parade permit applied through the Conway Parks & Rec. Dept. (when using state highway)