

**MASS GATHERING PERMIT REQUEST FORM
TOWN OF SCARBOROUGH, MAINE**

Non-refundable Fee: \$175.00

Make check payable to "*Town of Scarborough*"

Before submitting your request you will need to meet with the Chief of Police, the Fire Chief and the Chief Code Enforcement Officer. They will assist you in reviewing the ordinance to determine what is required, i.e. number of police officer, number of sanitation facilities, etc. When this has been done, you will need to submit a detailed letter addressing each section of the ordinance, along with this form and the non-refundable permit fee. Please note that your request must be submitted sixty (60) days prior to the Gathering for Town Council approval.

The Town Council meets the first and third Wednesdays of each month, with exception of the July and August when they meet on the third Wednesday. Agenda items must be received in the Clerk's Office by 2:00 p.m. the Wednesday prior to the meeting. If you have any questions, please contact the Town Clerk's Office at 730-4020.

Name of Contact Person: _____

Name of Event: _____

Date of the Event: _____

Physical Address of Event: _____

Address of Contact Person: _____

Telephon Number: _____

Signature: _____

Date: _____

Date received in Office: _____