



# Town of Paris

33 Market Square, South Paris, ME 04281

207-743-2501/207-743-6718

[www.parismaine.org](http://www.parismaine.org)

## Municipal Officers

*Town Manager*

*Town Clerk*

*Bookkeeper*

*Deputy Clerks*

*Code Enforcement*

*Officer*

*Assessor*

*General Assistance*

## Moore Park: Check List

Applicant Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

### Check List:

- Completed application received, including
  - Application
  - Police Request Form (if applicable)
- Deposit and fees received
- Approval Signatures received
- Event added to Moore Park Master Calendar
- Police service booked (if applicable)
- Electricity and Key arranged (if applicable)
- Proof of liability insurance (if applicable)
- Post event park and grounds check
- Deposit returned (if warranted)

# Policy Guidelines for Use of Moore Park

## **Purpose:**

The purpose of this policy is to establish procedural guidance which encourages, coordinates and facilitates the use of Moore Park. Moore Park was given to the Town by Hollis Moore in 1865 and like then, it remains a popular attraction.

## **Responsibilities:**

Scheduling the overall use of the park rests with the Parks & Rec Director and Town Manager. Scheduling and final approval is the responsibility of the Director or Town Manager. Attached is a copy of the request form. An updated approved schedule or calendar of events will be maintained at the Town Office.

**Waste** – Applicant agrees to clean the park after the event, and understands that though there are trash receptacles in the park, they are not deemed appropriate for large group use. All event trash must be removed.

**Parking** – No vehicles are allowed to park on the grass. **No more than 10 vehicles are allowed to park around the perimeter of Moore Park; alternate parking arrangements must be made.**

Events categories are outlined below:

**Sponsored Public Events** – These public enjoyment events include the “Concert in the Park” series, and other organized events. Because these events are scheduled well in advance and are either sponsored or paid for by the Parks & Rec Committee, priority will be given to these events. The Parks & Rec Committee will provide these dates to the Board as soon as they become available.

**Organized Group or Individual Events** – These events include weddings, family reunions, and other gatherings. Other gatherings could include, but not be limited to such things as organized school outings, group recreational use and “farmers market” type activities. Requests by the public will be coordinated and approved by the Board of Selectmen.

# Application Request for Use of Moore Park – Town of Paris, Maine

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Are you a Paris resident or Business? **Yes** **No**

Number of people expected: \_\_\_\_\_ Is your event open to the public? **Yes** **No**

Are you requesting use of electricity (lights, outlets, gazebo, etc.)? **Yes** **No**

Note: Electricity Fee is \$25 paid in advance.

## **DEPOSIT**

A \$25 deposit is needed to consider your application request. If your request is denied, the \$25 deposit will be returned. If your application request is approved, the \$25 deposit will be held until after the event, to be returned only if the facility has been left in its prior and unharmed state. If the facility needs repair, maintenance, or clean-up of any kind after the event, the \$25 will be retained by the Town of Paris to compensate for such. Applicant agrees to abide by the attached "Use of Moore Park Policy" and agrees to hold the Town of Paris harmless from any liability that may arise or occur as a result of, or by cause of, the event. Proof of liability Insurance may be required.

## **WASTE**

Applicant agrees to clean the park after the event, and understands that though there are trash receptacles in the park, they are not deemed appropriate for large group use. All event trash must be removed.

## **POLICE SERVICE**

Applicant understands that any necessary police services are the sole responsibility of the applicant. **For any event over 50 people (including children), police services must be booked through the Town of Paris Police Department;** your event will not be approved until that has been confirmed. Police are billable at a rate of \$55/hour for a two hour minimum. Contact the Paris Police Chief at 743-7448.

## **PARKING**

No vehicles are allowed to park on the grass. **No more than 10 vehicles are allowed to park around the perimeter of Moore Park; alternate parking arrangements must be made.**

### **ELECTRICITY**

For use of Moore Park electricity applicant agrees to pay the upfront fee of \$25.00, the Paris Parks and Recreation Director will work with the applicant concerning access to the electrical box both before and after the event. To schedule power box access please contact the Rec Director at: [rec@parismaine.org](mailto:rec@parismaine.org).

### **PUBLIC SPACE**

Applicant understands that Moore Park is a public space and that others may be using the park during the scheduled event. The Town of Paris will strive to not book two large events at once, but cannot guarantee that Moore Park will be completely void of people enjoying casual recreation and leisure at the park.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Deposit:	\$25	Circle one:	cash	check (check #: _____)	credit card
Electricity Fee :	\$25	Circle one:	cash	check (check #: _____)	credit card
Police Service Fee:	\$55	Circle one:	cash	check (check #: _____)	credit card

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DO NOT WRITE BELOW THIS LINE

Approval, Parks & Recreation Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval, Town Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? Contact the Paris Town Office at (207) 743-2501.

Form, deposit, and any fee should be returned to the **front desk** at Paris Town Office, 33 Market Square, South Paris, Maine 04281.

It usually takes 1-2 weeks to process your request.

To Whom It May Concern:

The/He/She/Them \_\_\_\_\_ has requested police coverage for events open to the public. Uniformed police officers will attend your event and be available in case of an emergency. We will arrive 15 minutes prior to the start of your event. Our current rates are \$55.00 dollars and hour. Per contract we shall bill for a minimum of (2) two hours. If you have any questions feel free to call my office.

Chief Michael Dailey  
Paris Police Department

Billing Information:

Date and Time of your Event: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_