

Town of Buckfield

Special Events Policy

I. General

The Town of Buckfield, hereinafter referred to as the Town, encourages the use of municipal land, facilities, and buildings when available. Therefore, the Town sets forth the following rules and regulations for the management and protection of its residents, visitors, and municipal property. Failure to adhere to the rules and guidelines set forth will result in the immediate or future loss of privileges.

II. Special Event Application Process for Municipal Land Use

All groups/individuals desiring to host events on Town owned property shall apply through the Town Office. The application process can begin as early as 180 Days (6 Months) prior to the event date. The application shall be submitted no later than 30 days before the event for large groups of more than 50 people, or 7 days for small groups of 49 or less. All event reservations shall be on a first come, first serve basis, with Town events taking priority. Availability of the Recreational Fields cannot be guaranteed during the playing season. The Town shall have up to 30 days to respond to the large event application, and two business days for a small event application.

III. Categories of Groups

- A. Town Sponsored (School, Committees, Departments)
- B. Individual Residents with groups of less than 30 people in attendance or Nonprofit Groups with less than 50 people in attendance (American Legion, Red Cross, Village Churches)
- C. For Profit Groups, Individual Business Owners, Residents with groups greater than 30 people in attendance, or Nonprofit Groups with more than 50 people in attendance (Banks, Artisans, Promoters).

IV. Fees and Deposits

Category A: No charge or deposit

Category B: No usage fee, \$50 refundable deposit. Donations accepted!

Category C: Usage fees shall include a Permit and Impact Fee as well as a Refundable Deposit, to be determined during application review based on the standards listed below.

Usage Fees will be based on the following figures, or in accordance to the most recent fee schedule:

Number of Attendees	Permit Fee	Impact Fee	Refundable Deposit
1-49	\$50	\$0	\$50
50-99	\$200	\$50	\$100
100-199	\$500	\$250	\$300
200-499	\$800	\$400	\$500
500-1000	\$1500	\$750	\$1000

Should the event organizers require any town assistance in hosting their event, additional fees may apply. The hourly rates (which may include overtime) to be paid for required town personnel shall be current rates.

Any series of classes/seminars/workshops within a period of 6 weeks is considered to be one event. For any series of classes/seminars/workshops lasting a period of 6 weeks or longer, a flat use fee may be requested and negotiated during the application review. A flat-use fee will apply for unique circumstances.

The deposit paid will be returned no later than 15 days after the event period.

V. Payment of Fees and Deposit

Usage Fees:

All fees and deposits will be made at the same time in order to reserve the date(s) requested. Payments are payable to the Town of Buckfield, and checks or cash should be sent or delivered to the Town Office. Organizers shall receive a receipt from the Town Office upon payment.

Damage Fees:

The Town Manager or their Designee will assess any damages and report to the Town Manager following each event. Users will be liable for the replacement costs of any damaged items. Payment must be made in full within 15 days or within a time frame approved in writing by the Town Manager.

VI. Standards and Considerations for Issuance of Event Permits

- The proposed event or activity shall not endanger the health and safety of persons who visit the public facility;
- The event or activity shall adhere to occupancy limitations, posted in each room, if Municipal buildings are to be occupied during the event.
- Adequate parking facilities exist and are available to accommodate the number of expected attendees at the proposed event or activity at the public facility;
- Adequate sanitary facilities exist and are available to accommodate the proposed event or activity, or shall be provided in designated areas;
- The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
- The proposed event or activity shall not unreasonably disturb persons who own and/or occupy land that is adjacent to such public facility;
- The public facility or portion thereof to be used has not been reserved for other use at the day and hour required in the application;
- The applicant has demonstrated the ability and intent to provide adequate supervision of all events or activities.

VII. Agreements of Municipal Buildings, Facilities, and Land Use

Failure to comply with the following rules and regulations may result in immediate loss of privilege.

- Extended hours for land use may be granted based on the request and Select Board approval.
- The applicant, Town Manager, or their Designee are responsible for ensuring the application is filled out in its entirety.
- Continued scheduled use of facilities will depend on prompt payment of rental charges and adherence to rules and regulations.
- The Town Manager or their Designee is responsible for supervision and proper care of the facilities. The applicant shall also be held responsible for a safe and orderly environment.
- Fires are permitted with the Town Fire Department, or their Designee, present for supervision.
- Entertainment which includes nudity or sexual acts shall not be allowed;
- All municipal public land is an alcohol-free and controlled substance-free zone. The consumption of alcohol is prohibited unless provided by a licensed caterer.
- The Town shall not be liable for any damage or loss to any property of the applicant from any cause whatsoever while said property is located on the premises of town owned and maintained property.
- Any group using municipal land in which a crowd of people is expected shall provide and pay for sufficient proper constabulary protection, fire protection, and parking attendants. Parking is not permitted on recreational fields (baseball diamonds, soccer fields, etc.).
- Any damage to municipal property caused during the rental period exceeding the paid deposit will be documented by the Town and paid for by the applicant renting the space. Any such damage must be immediately reported to the Town Manager's Office.
- The Town and/or its official designees will have free access to grounds at all times before, during, and after the event.

- The right to revoke a permit prior to and/or during the event is reserved by town authorities, and if necessary, law enforcement.
- Failure to adhere to these agreements and standards shall result in denial of future applications for municipal land use.
- No reservations will be made until the application is approved by the Select Board or Town Manager. All reservations will be on a first come, first serve basis. Do not advertise your event until such approval is granted in writing.
- A copy of this Policy and any additional provisions must be attached to the application and the Use of Facilities agreement.
- All approved agreements between the town and the applicant shall be documented on the application and signed by all parties involved.
- All agreements on the Use of Facilities agreement shall be issued and signed by the Town Manager.

VII. Serving of Alcohol

In the case of a Special Event, the Town agrees to allow the permitted serving of alcoholic beverages under certain conditions.

- The applicant must understand that the legal drinking age in the State of Maine is 21 and the service or presence of any alcohol in or on Town property shall be in full compliance with the liquor licensing laws of the State of Maine.
- Caterers are required to have an off premises catering license for the serving of alcohol. Please note that most permits for the serving of alcoholic beverages require local approval prior to submission to the Maine Bureau of Alcoholic Beverages and Lottery Operations Department of Administrative and Financial Services. Most caterers are familiar with the Bureau's requirements.

A copy of this policy will be provided to all applicants with the signature page to be attached to the Buildings, Facilities, and Land Use Application.

To formally submit the application for your special event, please see the **Town of Buckfield Municipal Buildings, Facilities, and Land Use Application.**

Applicant Agreement

I, the applicant(s), have read the Town of Buckfield Special Events Policy in its entirety and agree to adhere to the rules set forth by this document.

Signature of Applicant

Date

(Place additional signatures below)

Policy Enactment

This policy was enacted by the Board of Selectmen at a Meeting duly called on March 12, 2024. By doing so, all previous events policies are hereby repealed.

Signatures of the Select Board










