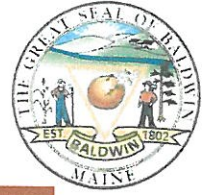




**TOWN OF BALDWIN, MAINE**  
**OFFICE OF THE SELECTMEN**  
534 PEQUAWKET TRAIL, WEST BALDWIN, ME 04091



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**Special Event Permit Policy**

**Background/Purpose:**

The Town of Baldwin recognizes the desirability of certain outdoor events and temporary uses of property to hold an event. The Town hereby ordains the following policy to protect the general welfare and to promote public health and safety by addressing issues arising out of such events and gatherings, such as traffic congestion, crowd control, public safety, health and sanitation, compliance with alcohol and drug laws and protection of public and private property.

**Definition:**

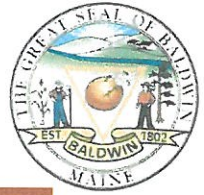
An EVENT is defined as a temporary use or activity that can include monetary gains, charitable and/or private uses. An EVENT may be a commercial, profitable use (an event for personal gain) or a charitable non-profitable use (no profit or personal gain) or a private use. An EVENT is an activity that is conducted within defined time limits and is confined to a single property and/or a building. An EVENT would be considered if there are more than 50 participants taking part in said activity. Events may be held at public buildings such as a church, a town hall, a school, or similar established institutions as well as private property. Family gatherings held on property owned by a relative is not considered an event as defined by this policy, such as weddings, birthdays, family reunions or similar uses.

**Requirements:**

1. The event may be held between the hours of 7AM – 10PM maximum. Earlier or later times to be discussed and determined by the Baldwin Selectmen.
2. An event applies to a temporary use of a property, not a permanent use. If the Baldwin Selectmen determine the event has become a permanent use, then the conditional use permit process must be initiated. Permanent structures cannot be built to support an event.
3. To establish an event in Baldwin, an event registration form (obtained from the Town office or municipal website) shall be completed and submitted to the Selectmen for review and approval. At their discretion, the Selectmen may require a meeting with the applicant to fully understand the event to ensure that all safety and sanitation measures are adequate. The Selectmen may request additional requirements from applicants that are not indicated on the registration form. Other activities not indicated within the definition of "events" may be reviewed and approved by the Selectmen. All decisions are final.
4. In the situation that an event's conduct becomes unsatisfactory, the Selectmen may exercise the right to terminate further scheduled events.
5. Insurance liability and waivers are to be handled by the Event organization. The Town of Baldwin will be held harmless from all liability and loss due to any such damage or injury, including, but not limited to, reasonable attorney's fees.



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6. Event fee will be paid to the Town of Baldwin at an amount of \$100 per event. Event fees may be waived for non-profit, charitable, memorial events, at the discretion of the Selectmen.
7. The Event organization must submit a signed release and indemnity agreement to the Town prior to the Event.

Sincerely,  
Baldwin Selectmen

  
Dwight Warren - Selectman

  
Jim Dolloff - Selectman

  
Gerry Brown - Selectmen

6-18-19      1930  
Policy Adoption Date