



Town of Cape Elizabeth  
Parade and Procession Application

APPLICATION DATE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

Contact Information

Event Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Contact Person Address/Phone/Email: \_\_\_\_\_  
\_\_\_\_\_  
Invoice Name/Address/Phone/Email: \_\_\_\_\_  
\_\_\_\_\_

Road Closure Information

Road Closure(s) requested (If more than 1 road, include map of requested road closure locations): \_\_\_\_\_  
\_\_\_\_\_  
Road Closure Date/Start and End times requested: \_\_\_\_\_  
Method of road closure (i.e. barrels, sawhorse, etc): \_\_\_\_\_  
\_\_\_\_\_

Event information/Details

Event Central Location: \_\_\_\_\_  
Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Estimated Number of Attendees: \_\_\_\_\_  
Will the event be publicly advertised? \_\_\_\_\_  
Certificate of insurance provided for the event \_\_\_\_\_  
Conditions of Insurance: \$1,000,000 minimum each occurrence. Town of Cape Elizabeth named as insured. Is this a for profit or Non Profit event?  
Event sanitary waste/utility provisions: \_\_\_\_\_  
\_\_\_\_\_  
Event parking: \_\_\_\_\_  
Is parking staff required? \_\_\_\_\_ Who will provide parking staff? \_\_\_\_\_  
How will adjacent neighborhood/public be notified of closure? \_\_\_\_\_

Paul Fenton                                      Steve Young                                      Jay Reynolds  
Police Chief                                      Fire Chief                                      Public Works Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*This is an application. Once this application has been reviewed by POLICE, FIRE and PUBLIC WORKS an estimate of costs and/or other conditions will be provided to you before a permit will be issued.*