

Hosting a Special Event

For any persons or group looking to create or hold a temporary activity or event on city property such as a park or athletic field, must first make the facility request online at www.sanfordrec.com.

Some things to consider for your event:

- **Will you be selling food?** All food vendors must have a victualer's license on file at the City Clerk's office. Food trucks and mobile food units must also be inspected by the City's Fire Marshal.
- **Will you be selling alcohol?** Alcohol sales are not allowed on city property, unless approved by City Council.
- Depending on the nature of the event, you or your organization may be required to provide general liability insurance, workers comp and/or auto insurance.
- **Will your event require road closures?** If the event or activity needs road closures, this will require Police Detail. The group requesting the event must pay for those fees on their own AND make the request at least 30 days in advance. The group must first speak to the Police Chief for approval and to get an estimated cost for police detail for road closures. If approved by the Police Chief the requesting group will be asked to present to the City Council.
 - If your event is on private property, but requires road closures you must first meet with the Police Chief to determine cost of police detail. If approved by the Police Chief the requesting group will be asked to present to City Council
- **Will your event require portapotties?** You may reserve portapotties on your own, but if placed on city property the company must send the city a copy of their general liability insurance, workers comp and auto insurance.
- **Would you like to rent a bounce house for your event?** You may reserve a bounce house on your own, but if placed on city property the company must send the city a copy of their general liability insurance, workers comp and auto insurance.
- A safety plan and event layout may be required depending on the nature of the event.

Some example temporary activities and events are listed below:

Parades	Fairs	Festivals	Carnivals
Road Races	Trail Races	Car Shows	Dances/Galas
Block Parties	Concerts	Rally or March	Religious Procession

Important Numbers

Police Department: 324-3644

City Clerks Office: 324-9125

Fire Marshal: 324-5293

City Manager's Office: 207- 324-9173