

**TOWN OF WISCASSET
Pier Vendor Permit Application**

APPLICANT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

SEASONAL PERMIT: \$400 (10' X 20') or \$600 (30' x 34')
April 15th-October 31st

WINTER RENTAL PERMIT: \$300 (10' X 20') or \$400 (30' x 34')
November 1st- April 14th

DAY USE PERMIT: \$25 DATE(s): _____

DESCRIPTION OF ALL BUSINESS ACTIVIES THAT WILL TAKE PLACE ON
SITE: _____

REQUEST FOR APPROVAL OF ACCESSORY FURNITURE: (please list all
furniture and size and attached a sketch of placement)

I REQUEST ELECTRICAL SERVICE: 110 Volt outlet

\$100/season or \$5/day additional use will be billed by the Town

- ATTACH A CERTIFICATE OF INSURANCE, NAMING THE TOWN OF WISCASSET AS AN ADDITIONAL INSURED.
- ATTACH A PHOTO OR SKETCH OF THE PROPOSED STRUCTURE.

I represent that all of the above information is true and correct. I have read the attached Main Street Pier Policies and agree that I will comply with all rules and regulations.

Signature

Date:

Office use only

Permit fee _____
Electric fee _____
Total amount _____
Approval Date _____
Assigned location _____
Issue date _____
Expiration date _____

Recommended _____ Not Recommended _____ by Waterfront Committee

Authorized by _____

Approved by the Board of Selectmen on _____ by
Date

Signature

Signature

Signature

Signature

Signature

Signature

2017 Season
Town of Wiscasset Pier Policy

Purpose: The purpose of this policy statement and regulations is to assure the continued growth of needed commerce in our village waterfront area while maintaining the future use of public spaces and infrastructure. The objective is to balance the needs of the general public with the opportunity to supply shopping, dining, and recreational amenities to residents and visitors alike. Any activities at the piers should represent the character of the traditional village and waterfront for which Wiscasset is known.

1. At all times the Town of Wiscasset through its Town Manager will retain total rights and control of all activities at the pier. The Town may cancel permits or activities that it deems are not in compliance with the Ordinances and regulations of the pier or that may be detrimental to the character and reputation of the Town.
2. PERMITS:
 - All permits may be applied for beginning February 1st of each year.
 - All supporting required documents must accompany the application including certificate of insurance and a photo or sketch of the proposed structure.
 - Applicant will be notified of approval approximately 30 days after application is received.
 - Applications are received and reviewed on a first come, first served basis. However once a permit is received for one season, barring any offenses by the vendor, past vendors will have the first option to renew their permit for the year.
 - In order to avoid a conflict of interest, no two vendors of like business shall be permitted, per pier.
 - Placement of structures shall be decided by the Town.
 - Electric use is pro-rated; additional use shall be billed by the Town.
 - Seasonal permits once approved shall be paid in advance by April 1st. The Seasonal permit fee will be \$600 for each 30x34 square foot space and \$400 for each 10x20 square foot space. Seasonal permits will be approved for the period of April 15th through October 31st. There will be a two week period prior to and after these dates for the purposes of set up and takedown of business structures. Extended time must be approved by the Town Manager. Appropriate fees may be assessed as set annually by the Board of Selectmen.
 - Day-Use permits shall be make application for each event; once approved fee shall be paid at least 7 days in advance, unless otherwise authorized. The daily fee is \$25 for each 10x10 square foot space. Fees may be waived for town sponsored events and other approved circumstances at the discretion of the Board of Selectmen.
 - Winter rental permits shall make clear whether the business is operational or seeking storage for the season. Winter rental fees will be \$400 for each 30x34 space and \$300 for each 10x20

space. Winter rental permits will be approved for the period of November 1st through April 14th. Winter rental requests and payment will be due within two (2) weeks of November 1st.

- Event permits shall be applied for minimally 7 days before an event. Blanket approval for a series of events sponsored by an organization shall be made minimally 30 days prior to the commencement. Approval and scheduling shall be made by the Town and authorized by the Board of Selectmen.
3. Buildings, shelters or vendor stalls may be affixed to the pier for high wind protection. All vendor spaces shall be temporary in nature. All structures shall be no taller than 10 feet and their longest dimension will not exceed 20 feet. There shall be no drilling, sawing, or altering of the pier in any way. The pier will be left in the same condition when the vendor leaves as when the vendor arrived.
 4. Accessory furniture may be permitted, so long as such furniture does not interfere in the use of the pier by other businesses. The furniture shall be accessory in nature with minimal impact on the pier operation. Approval of such accessory furniture must be specifically requested on the permit application.
 5. In order to create a center of activity at the waterfront all vendors will maintain standard business operating hours a minimum of 5 hours per day at least 5 days per week.
 6. All vendors, their property, and employees shall hold themselves to a code of conduct and dress in accordance with the character and reputation of the traditional village waterfront of Wiscasset.
 7. All applicants must show proof of \$1,000,000 (one million dollars) of liability insurance and shall name the Town as second insured up to the \$400,000 limit of liability for municipalities identified in the Maine Tort Claims Act.
 8. In order to accommodate visitors to the pier, vendors are required to find legal parking for any vehicles for themselves, the business, or employees and shall not park in adjacent areas to the pier.
 9. Violations of these policies may result in the immediate cancellation of the permit and impact any future approvals of permits. The Town Manager shall have the ultimate authority to determine if vendors are in compliance with policy. Vendors who are deemed to be in violation of any section of this policy may be removed by the Town at the owner's expense.
 10. Vendors will be required to remove all property from the Pier in an emergency situation; or with advance notice from the Town of Wiscasset.