

Town of Freeport 30 Main Street FREEPORT, ME 04032 (207) 865-4743 FAX 865-0929

Request for Use of Town Property

Day/Date(s) of Event First Saturdays: May 4, 2024, June 1, 2024, July 6, 2024, August 3, 2024, and September 7, 2024

Location 55 Main St (Bartol Library) Lawn

Arrival Time 7 am - 10 am set-up, 4 - 6 pm clean-up Time of Activity 10 am End Time 4 pm

Name of Event Makers on Main

Description of Event Visit Freeport created this program as a pivot from the Freeport Fall Festival in 2020 due to the pandemic. It was so popular with visitors, residents, and brick & mortar businesses that we made it into a monthly series and 2024 marks its fifth season. Each month a new mix of Makers creates fresh opportunities for Visit Freeport to use our marketing & advertising plans to encourage visitors and shoppers to return to not only shop & spend with the pop ups but also in our downtown as well. Makers set up on private and public property from 22 Main to 135 Main. While MOFGA was the town's tenant we partnered with them to host artists from their store on the lawn as part of the Makers on Main program. This location provides continuity on Main St. Once a tenant is confirmed by the Town Council, Visit Freeport would pursue their permission to continue the program. If it's no longer suitable we would happily comply and discontinue this site.

List all activities & equipment/materials to be used on town property (food/retail sales, portable potties, etc.)

Two Maker's 10 x 10 booths (jewelers, fine artists, other crafts)

Please note that Food Carts are NOT allowed on public property.

Description of Town Equipment or Personnel requested We borrow barricades and cones from public works for one of the other Makers locations. That request is submitted when we turn our Special Event Permit into Lt. Powers at Freeport PD.

A Detailed Plan/Diagram of all event activities must be included with your request. Attached

If event is anticipated to affect traffic in any way (e.g. road race) or number of participants is expected to exceed 250, a Special Event Permit from the Freeport Police Department is required. To be submitted along with a Temporary Activity Permit after all sites are finalized. A COI will also be provided if use is approved. Visit Freeport carries a 2M policy.

Organization/Individual making request **Visit Freeport**

Non-Profit X

Contact/Title Margaret Hoffman, Community Relations Manager

Address 115 Main Street, Freeport ME 04032

Day Phone 207-865-1212 Cell Phone 207-350-9639 Email Margaret@VisitFreeport.com

RULES & REQUIREMENTS

Groups/individuals are required to provide proof of liability insurance - \$400,000 Bodily Injury & Property Damage naming the town as additional insured*.

If alcohol is to be served, a caterer is required and the caterer is also required to show proof of insurance with both General Liability and liquor liability and naming the town as additional insured.

For events where alcohol is to be served, an off duty Freeport police officer is required to be present for the duration of the event, to be hired at the expense of the applicant.

The Town shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the Town, its officers, agents and employees. The USER shall indemnify and hold harmless the Town its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the USER.

The USER shall hold harmless, indemnify and defend the Town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The Town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the Town's employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.

**If the group does not currently have insurance they may check with their personal agent or purchase it through the TULIP program at www.ebi-ins.com/tulip.

The Town's TULIP ID number is 0419-005

I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable laws of the State of Maine and the Town of Freeport, and adhere to the conditions granted by this application.

Signature of authorized representative:	
Printed name: Margaret Hoffman	Date: 3/9/24

* RETURN COMPLETED FORM & CERTIFICATE OF INSURANCE TO THE FREEPORT TOWN MANAGER'S OFFICE AT LEAST TWO WEEKS PRIOR TO THE TOWN COUNCIL MEETING AGENDA YOU WANT YOUR REQUEST TO BE CONSIDERED.

Authorizing Authority Use Only						
Date received:						
By:						
☐ Denied ☐ Approved ☐ Approved with conditions Date notified:						
Conditions:						

Visit Freeport – Makers on Main – Bartol Library





Town of Freeport 30 Main Street FREEPORT, ME 04032 (207) 865-4743 FAX 865-0929

Request for Use of Town Property

Day/Date(s) of Event Friday, October 4 through Sunday, October 6, 2024

Location 30 Main St (Town Hall) Parking Lot and potentially front garden/amphitheater if complete

Arrival Time 8 am – 11 am set-up on Fri, 4 – 6 pm clean-up on Sunday

Time of Activity FRI 12 – 6, SAT 10 – 6, SUN 10 – 4

Name of Event Freeport Fall Festival

Description of Event Now in its 25th year, the Freeport Fall Festival is one of the most important weekends in the year for local merchants, lodging operators and restaurants. Visit Freeport is requesting use of the Town Hall front parking lot for additional artisan and makers booths and the amphitheater for free children's activities and performances. It was not available to us in 2023 due to construction which was then delayed. We have heard that construction could be complete in time for the 2024 Freeport Fall Festival and if not, we'd still like the opportunity to use the parking lot area only to expand upon the space already generously secured through the Moser family at 22 Main.

List all activities & equipment/materials to be used on town property (food/retail sales, portable potties, etc.) Maker's 10 x 10 booths (jewelers, fine artists, other crafts) in the parking lot. If the amphitheater is complete, we would potentially schedule performers and free children's activities there. Attaching the site plan from 2022 to show how the two sites work together to form an anchor to draw visitors to the southside of the village proper. Note: One accessible parking place will be displaced. It will be replaced using the loading zone immediately in front of the main walkway to the town hall side entrance and PLUS two additional handicap parking spaces will be created in the upper lot owned/managed by Maine Realty Advisors. One of the port-a-potties provided at 22 Main is an accessible unit. See site plan.

Please note that Food Carts are NOT allowed on public property.

Description of Town Equipment or Personnel requested Visit Freeport will be hiring a duty officer at the request of Freeport PD for the 2024 Festival. We also borrow barricades and cones from public works. Both will be submitted separately along with Special Event Permit and Temporary Activity Permits once locations are finalized. A COI will also be provided if use is approved. Visit Freeport carries a 2M policy. A Detailed Plan/Diagram of all event activities must be included with your request. Attached

If event is anticipated to affect traffic in any way (e.g. road race) or number of participants is expected to exceed 250, a Special Event Permit from the Freeport Police Department is required. **To be submitted when final locations are confirmed.**

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The Town's TULIP ID number is 0419-005

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Signature of authorized representative:	
Printed name: Margaret Hoffman	Date: 3/9/24

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Authorizing Authority Use Only					
Date received:					
By:					
☐ Denied ☐ Approved ☐ Approved with conditions Date notified:					
Conditions:					



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

th	is certificate does not confer rights to	the o	ertifi	cate holder in lieu of such		. ,					
PRO	DUCER				CONTAC NAME:	Agency A	ccounts				
Cross Insurance-Portland				PHONE (A/C, No, Ext): (207) 780-1677 (A/C, No, Ext): (207) 780-6377				780-6377			
233	1 Congress Street				E-MAIL ADDRES				(,,-		
						INS	SURER(S) AFFOR	DING COVERAGE			NAIC#
Por	land			ME 04102	INSURE	RA: Hanover	Ins Co.				22292
INSU	RED				INSURE	RB: Hanover	American Insu	rance Co.			36064
	Visit Freeport				INSURE	RC: Travelers	Cas. & Surety	y Co of America			31194
	PO Box 452				INSURER D:						
					INSURER E :						
	Freeport			ME 04032	INSURE	RF:					
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Α				ZHP0023731	05/04/2023	05/04/2024	PERSONAL & ADV IN	NJURY	\$ 2,000,000		
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	AND EMPLOYERS' LIABILITY Y/N							➤ PER STATUTE	ER	1.00	00,000
В	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A		WZPD331665		10/04/2023	10/04/2024	E.L. EACH ACCIDEN		4.00	00,000
	(Mandatory in NH) If yes, describe under							E.L. DISEASE - EA E		\$ 1,00 \$ 1,00	
	DESCRIPTION OF OPERATIONS below							\$1,000 Deductible			00,000
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)											
l	Makers on Main. Dates: Saturdays, May 4,							Street, Freeport. MI	E 04032.		
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CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AUTHORIZED REPRESENTATIVE

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233	1 Congress Street				E-MAIL ADDRE			1,7 -	, ,		
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Por	tland			ME 04102	INSURE	RA: Hanover	Ins Co.			22292	
INSU	RED				INSURE	RB: Hanover	American Insu	ırance Co.		36064	
	Visit Freeport				INSURER C: Travelers Cas. & Surety Co of America				31194		
	PO Box 452				INSURE						
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	Freeport			ME 04032	INSURE	RF:					
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	CLAIMS-MADE X OCCUR			ZHP0023731			05/04/2024	DAMAGE TO RENTED PREMISES (Ea occurrence	ce) \$	100,000	
								MED EXP (Any one perso		\$ 10,000	
Α			ZHF			05/04/2023		PERSONAL & ADV INJUF		\$ 2,000,000	
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	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMI (Ea accident)	IT \$		
	ANY AUTO							BODILY INJURY (Per pers	rson) \$		
	OWNED SCHEDULED AUTOS ONLY							BODILY INJURY (Per acc	cident) \$		
	HIRED NON-OWNED AUTOS ONLY							PROPERTY DAMAGE (Per accident)	\$		
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	UMBRELLA LIAB OCCUR							EACH OCCURRENCE	\$		
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$		
	DED RETENTION \$								\$		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY AND EMPLOYERS' LIABILITY							➤ PER STATUTE	OTH- ER			
B	ANY PROPRIETOR/PARTNER/EXECUTIVE		\\\\7	WZPD331665		10/04/2023	10/04/2024	E.L. EACH ACCIDENT	\$	1,000,000	
(Mandatory in NH)			D001000		10/04/2023	10/04/2024	E.L. DISEASE - EA EMPL	LOYEE \$	1,000,000		
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY L	LIMIT \$	1,000,000	
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DES	DESCRIPTION OF ODER ATIONS / JOCATIONS / VEHICLES / ACORD 101 Additional Pamerks Schedule may be attached if more prace is required.										

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required

RE: Freeport Fall Festival, October 4 - 6, 2024. Activity Location(s): 30 Main Street, Freeport, ME 04032.

CERTIFICATE	E HOLDER		CANCELLATION				
	Town of Freeport 30 Main Street		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
30 Main Street		AUTHORIZED REPRESENTATIVE					
Freeport	Freeport	ME 04032	Jennya Ferrange				

FREEPORTFALLFESTIVAL.COM



PRESENTED BY:

FREE CHILDREN'S ACTIVITIES • FREE ADMISSION & PARKING 185+ ARTISTS & MAKERS • LIVE MUSIC • MAINE FOOD ARTISANS

FREEPORT TOWN HALL AT THE CORNER OF MAIN & WEST STREETS L.L.BEAN, KEYBANK, FREEPORT VILLAGE STATION, &

> MADI YADNUS M40 - MAOI YAQAUTAS FRIDAY 12PM - 6PM

SEPTEMBER 30, OCTOBER I & OCTOBER 2, 2022

ART • FOOD • MUSIC



SCHEDULE OF EVENTS

ALL WEEKEND

- Visit Freeport's Bubble Tent L.L.Bean Discovery Park
- Kids are invited to go on a magical quest. Hosted by Kids Arcanum. L.L.Bean Booth 5
- Kids can make their own gem tree to take home. Hosted by Wolf Willow Trees. Freeport Village Station Booth 8
- · Kids can hunt for apples and learn about healthy eating habits. Hosted by Taro Health. Freeport Village Station Booth 18 · Kids are invited to play with Legos and get a free coloring book. Hosted by Anderson Windows. - Town Hall Booth 29

FRIDAY, SEPTEMBER 30TH

12PM-5PM: Kids are invited to get a glitter tattoo to show their sparkle. Hosted by Party Palooga and Five County Credit Union. - Town Hall Booth 45

12PM-5PM: Face Painting with Party Palooga - KeyBank

12PM-3PM: Grab a String Game Kit and learn new string games from around the world.

Hosted by the Freeport Community Library. - L.L.Bean Booth 69

12PM-2PM: Ed Desjardins & Katie Daggett. Soulful, organic vocal harmonies with spare yet impactful musicianship. - L.L.Bean Discovery Park Stage

12PM-4PM: Kids create a beautiful flower-pounded print to bring home! Hats, t-shirts, handmade journals & more available for purchase. Proceeds to youth scholarships. Hosted by Through the Trees. - L.L.Bean Booth 64

Blue Steel Express Acoustic Duo. Low-down acoustic simmer. - L.L.Bean Discovery Park Stage

Kids are invited to make a felted acorn to take home. Hosted by Wolfe's Neck Center.

- L.L.Bean Booth 69

The Old Blues Kats, Delta, Ragtime, Louisiana, Zvdeco, Caiun, Texas & Country Blues, - L.L.Bean Discovery Park Stage

SATURDAY, OCTOBER 1ST

10AM-4PM: Local artists will work with kids to create a gel plate print to take home. Led by professional artists from the Greater Freeport community, participants can make botanical prints using fall foliage to take home. Hosted by Meetinghouse Arts. - L.L.Bean Booth 69

10AM-4PM: Paint-A-Pot with Freeport Community Services! This free activity lets kids paint their own Fall Festival keepsake ceramic pot! Plants will be available for sale along with popcorn to munch after the painting is done! - L.L.Bean Booth 64

10AM-12PM: Juke Joint Devils. Old school Jump and Swing combo. - L.L.Bean Discovery Park Stage

11AM-5PM: Kids are invited to get a glitter tattoo to show their sparkle. Hosted by Party Palooga and Five County Credit Union.

11AM-5PM: Face Painting with Party Palooga - KeyBank

12PM-2PM: Pretty Girls Sing Soprano. Performing a variety of songs from bluegrass, folk, & traditional to country & rock-n-

roll. - L.L.Bean Discovery Park Stage

2PM-4PM: An Overnight Low. Vintage, old-school college rock. - L.L.Bean Discovery Park Stage

4PM-6PM: The High Road. Original Americana Rock. - L.L.Bean Discovery Park Stage

SUNDAY, OCTOBER 2ND

10AM - 4PM: Kids are invited to create a piece of sand art to take home. Hosted by Desert of Maine Center for Arts & Ecology. -

Kids are invited to meet & learn about service dogs-in-training and have fun doing some creative canine art too. Hosted by Assistance Canine Training Services (ACTS). - L.L.Bean Booth 69

10AM-12PM: Oyster Creek Fiddlers. Young fiddlers playing traditional music. - L.L.Bean Discovery Park Stage

11AM-3PM: Kids are invited to get a glitter tattoo to show their sparkle. Hosted by Party Palooga and Five County Credit Union. - Town Hall Booth 45

11AM-3PM: Face Painting with Party Palooga - KeyBank

12PM-2PM: Pejepscot Station. Mix of traditional and contemporary bluegrass, Americana, and some "bluegrassified"

favorites thrown in. - L.L.Bean Discovery Park Stage

2PM-4PM: String Tide. Folkgrass / Americana. - L.L.Bean Discovery Park Stage

Learn more at mainepumpkintrail.com flying & smashing pumpkins, and events for the entire family! racing pumpkinboats, parades, shopping, fantastic gardens, Maine's most charming coastline, and features cruises, giant kinfest & Regatta. Maine's Pumpkin Trail covers 40 miles of Coastal Maine Botanical Gardens and Damariscotta Pumpand giant fruit with Visit Freeport, Maine Maritime Museum, From Labor Day through October, celebrate the arts, history old: make your way to the coast for Maine's Pumpkin Trail! Squashbucklers, fall foliage seekers and artists young and





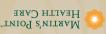
--- PRESENTED BY ---

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VILLAGE STATION











--- SPONSORED BY ---

EXHIBITORS LIST

FREEPORT VILLAGE STATION

- 12 A & Em Design Art by K. Archibald | WeeOne
 - Handiwork Chadbourne Woodworking
- 15 Crooked Chimney Farm
- 13 Dragon's Breath Pottery FortHouse Studios
- Jennz Creations Moonlighter Ceramics
- 16 & 17 Padmani
- RicRac Designs
- Ring Farm Designs
- Studio Choo 11 Virginia Monsell Art
- Weavings by Halley Wolf Willow Trees

KEYBANK

- ChiGoBee Farm LLC Cropley's Charcuterie 10
- DelMac Designs
- Gladwags Bandanas Healing Hive Collective
- **Joeycat Creations** 12 Maine Guide Ouilting
- North Country Ph
- Original Hide-Away Boxes
- Saint Crispin Leatherworks, LLC 6 & 7 SeaView
- Shadow Hill Farm
- Traditional Basketry Walt-King Sticks & More
- L.L.BEAN

104 200 Faces: Portraits by Jeanelle

- 110 Abigail Hanks Arts acorn & artisan
- 48 Akakpo & Co. 84 Alan Claude Inc.
- Angelia Murray Fine Art 40 Food Truck Athena's Cantina
- 55 Brendan Roddy Art
- Buzy B'z Studio 105 Circle Stone Designs 16
- Clay N Wire
- Cobbs Hill Sugarhouse
- Compass Rose Images 28 & 29
- 36 Cullen Jewelry Design
- Designs by Jackie 0 21 Dick's Sticks
- 13 DS Designs
- Earth Metalworks 102 53 Earth's Alternatives
- EG Designs Maine 78 89 Elizabeth Miller Jewelry Design
- 57 emmy+olly Empanada Club
- 18 endicott designs 43 Fternal Knot
- 108 Falling Star Farm
- Fields of Dreams Soaps 14 FIORE Artisan Olive Oils &
- Vinegars 73 Flower & Sugar

- Flowers of Serenity
- 32 30 Forever Clean Soap 51
- Freeport Glass Studio 83 Frenchies' Natural Products
- 79 Fresh Harvest in a Jar
- 76
- Frontier Maple Sugarworks
- 22 Frost
- 45 Gabe Schiff-Verre Photography
- 24 Gem Lounge Jewelry LLC
- 23 Good Tyddyn Farm
- 71 **Grey Goose Gourmet**
- Human Nature/Pet Works of Maine IIII Home
- 81 **KA ORA Bracelets** 44
- 98 Kateryna Woodworks
- 41 Kathryn Downs Studio
- Kids Arcanum 60 Kim Ferreira
- 107 Kitsune Creations
- La Maree Art 74
- 99 Lehoux Art Let's Go Children's Books 100
- Linda Mahoney Woodblock Prints 20 Liz Prescott Creative
- 97 **Lovell Designs** 49 Maggie's Farm
- 35 Maidenhair & Moss Soap Co. Maine Coastal Designs, LLC
- Maine Granite Gifts Maine Honeybee 61
- 47 Mainely Labs Studio
- 96 Maine Made Photos Maine Soap Company Maine's Golden Ovster 75
- Malibu Maine MARRICK 52 19 Mast Cove Pottery
- 33 MDI Knits 87 Merrymeeting Clay Michael James Murray Art 39 90 Misty Isle Cottage

Mr. Tuna

88 **NDH Designs New England Prints** 9 82 Nicole Ellis Artist Ocean Fire Pottery

Food Truck

42

31

- Food Truck PB&ME Peggy Clark Lumpkins 93 Penobscot Pyrographics 86
- Playful Jewels 54 Pond Dog Crafts RAW Richard Snow Photography

Pickle's Potions

- 103 Running Blynd Sea Rose Studios 59
- Sea Salt & Silver 25 **Sheepscot Handwovens** Sider's Woodcrafting 10 & 11 72 Slack Tide Maine
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