



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
PUBLIC PARK & SPACE PERMIT (5 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 (Event Office) ~ Fax 207-874-8816
tvm@portlandmaine.gov**

**For uses of city property, there are typically: 1. fees charged for use of the area
2. a security deposit required 3. insurance required
(There may be fees due and applications required from other City Departments)**

TODAY'S DATE		1-19-2016		ORGANIZATION NAME		Camp Sunshine at Sebago Lake, Inc.					
ORGANIZATION ADDRESS				35 Acadia Rd		CITY	Casco	STATE	ME	ZIP	04015
CONTACT NAME(S)		Kayley Walker, Development Associate (primary) Michael Smith, Director of Special Events									
HOME #	WORK	655-3800		CELL	598-6886			FAX			
EMAIL	kwalker@campsunshine.org				EMAIL	msmith@campsunshine.org					

PARK AREA OR PUBLIC SPACE REQUESTED				East End Beach..... & Restroom Building									
EVENT DAY & DATE(S)				Saturday, January 30, 2016				RAIN DAY & DATE(S)		N/A (not at this time)			
EVENT START TIME (i.e. set-up start time)		Reg 12:00pm		EVENT END TIME (i.e. when event cleanup is complete)		2:00pm		ACTUAL START & END TIME OF EVENT		1-1:30pm Dip at 1pm			

EVENT NAME				EXPECTED ATTENDANCE			
Portland Polar Dip to Benefit Camp Sunshine				150			
DESCRIPTION OF EVENT:							
<p>Approximately 100-150 people will enter the water at East End Beach as a way to raise funds and awareness for Camp Sunshine – a retreat for children with life-threatening illnesses and their families in Casco, Maine. The Cape Elizabeth wet team will be present in the water and on the shore. Organizers request changing rooms at the bathhouse be open where Camp Sunshine staff members will place heaters inside to warm up rooms. A couple of tables and chairs will be set up outside, but no electricity is needed. A canopy may be set up. Refreshments may be given away....</p>							
IS THERE A REGISTRATION FEE? yes							
IF YES, HOW MUCH?				FEE	\$100		
				STUDENT FEE	\$100		

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

**PLEASE CHECK OFF AND ANSWER:
PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES**

		X-YES	X-NO	X-NOT SURE
*	Are you setting up a canopy(s) ? (canopy is 10x10 size) How many:	?		
*	Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved)		X	
*	Will you be setting up tables and/or chairs ? How many tables: chairs:	X		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:		X	
*	Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from Public Services) List food and drink: A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is	?		

	given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice (874-8557).			
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?		X	
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? Band ? DJ ?		X	
*	Will your event require electricity ? Electricity is available at some of the parks & squares		X	
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Works, 55 Portland Street (874-8822).		X	
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow:		X	
*	Will your event require street closures ? (Please be specific under "Description of Event")		X	
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		X	
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)	X		
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.)	X		

INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - General Liability. The City of Portland needs to be named as additional insured and the policy endorsed in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.	X		
◆	If you answered yes, please have "City of Portland, Maine" listed as an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under 'Addl Insr,' or which merely states The City of Portland is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is \$400,000. Please have your insurance company email a copy to Public Works: email to tvm@portlandmaine.gov .			

PUBLIC WORKS POLICIES

ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Public Services). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Associated Septic, 207-799-1980, M-F) to request and pay for a cleaning.

TRASH

All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). Please recycle whenever possible, (please do not use Styrofoam - it is NOT recyclable). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Public Works has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

TOBACCO FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT				
◆ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.				
◆ The City reserves the unconditional right to revoke or revise an issued permit.				

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	KJW	DATE	11/18/2015
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ASSUMPTION OF RISK & LIABILITY				
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Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	KJW	DATE	11/18/2015
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CONDITIONS FOR USE:

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC WORKS EVENT OFFICE, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

CONDITION OF PATHWAYS / PARKS / BEACH ASSUMPTION OF RISK and LIABILITY:

Users of the parks / beach / pathways and streets / sidewalks / parking lots / bathhouse agree to accept the areas in an "as is" condition and shall be responsible for all risk and liability in using city property for the event.

WEATHER EMERGENCY:

In the case of a weather emergency, the streets, pathways, parks and sidewalks and squares may not be usable for your event (they may be hazardous). Please call Public Works Dispatch, 874-8493 or 874-8461, (and Police Dispatch: 874-8575 / Shift Command: 874-8555), to discuss canceling.

In the case of extreme weather, cancellation is suggested.

PUBLIC WORKS EVENT OFFICE FEES – PARK SECURITY DEPOSIT / INSURANCE CERT.:

Permit Fee: \$200 for use of EEB area (\$100 per hour). Thank you for already forwarding your CC info to the PW Event Office. Your card will be charged following the event.

There may be other fees charged by city departments (licenses, staff assistance, materials).

Park Security Deposit: \$100. Your CC on file will cover this. The security deposit would be forfeited if areas used are not left as found, or conditions for use not adhered to.

Insurance: Thank you for already forwarding a certificate of insurance, naming City of Portland as an additional insured in regards to the race activities, to the PW Event Office. The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

USE OF THE BEACH AREA / BATHHOUSE:

You have permission to use the East End Beach area, Cutter Street, and parking lots on Cutter Street. Vehicles may **only** park on asphalt areas (not on the grass). The middle parking lot is half-way barricaded to vehicles because children sliding down the hill will often end their ride in the parking lot. There may also be large snow piles in the parking lots. The driveway beside the bathhouse may be plowed out if there's been a recent snowstorm, so you may park an emergency vehicle close to the beach (if need be).

The area immediately adjacent to the bath house doors may be snow covered (this area is fenced off and locked). I have asked PW Staff if it is possible to get that area snowblowed out, and will hopefully have more information on that later (Jan. 25 or so).

You should place a call to Joe Dumais, Park Manager, 874-8934, or Marc Spiller, 756-8162, to ask if the dirt roadway leading down to the beach, can be plowed out on Jan. 30 (very early morning) – just in case of a recent snowstorm. I have asked if staff can plow it out (since we've had a couple of recent snow events). If you have questions about the area down at the Bathhouse, please contact the PW Event Office or Joe Dumais.

Please bring along a shovel to your event, as you may need to shovel out certain areas (especially if you need a pathway down to the water). In years past, you folks brought in a snowblower (which is certainly permissible – should we have another big snowstorm prior to Saturday, Jan. 30), as it may be needed if PW Staff can NOT work that snow clearing and plowing/snowblowing into their schedule.

You also have permission to use the bath house indoor bathrooms. Both bathrooms are usable (**the actual sinks and toilets are NOT usable**). **Please keep in mind that all the faucets, showers, toilets, have the water shut off and are winterized. Please remember to bring large trash bags (and signage) to tape up these facilities and sign them so there is no misunderstanding about their NOT being available for use.** Bathroom facilities are the porta-restrooms beside the Bathhouse.

KEY TO BATH HOUSE – GETTING IN THERE EARLY FOR SETUP:

Ted Musgrave can meet the organizers at East End Beach on Saturday, Jan. 30 – early morning hours - with a key to open up the bath house. Please call PW Event Office (874-8826) to schedule the prep time.

SNOWSTORM EMERGENCY / PUBLIC WORKS:

In case of a snowstorm, the East End Beach / Cutter Street area may not be plowed off in time for your event. The streets (and sidewalks) themselves may also be hazardous and dangerous to traverse (public safety hazard). Please keep this in mind as you go forward. If you see that this area needs snow moved, areas sanded/salted, etc., please call Public Works Dispatch, 874-8493, to ask that they give it attention (as stated earlier - you may also contact the Park Manager, Joe Dumais: 874-8934, or Marc Spiller (at Public Works: 756-8162) to discuss this possibility).

Please also keep in mind that the East End Beach area is used for Snow Ban Parking, so if there is a snowstorm, those parking lots (as well as Cutter Street) may be filled with cars on Jan. 30.

CITY CLERK'S OFFICE / SERVING REFRESHMENTS:

For refreshments to be served at your event, please contact the City Clerk's Office (Janice or Mellisa, 874-8557) for a temporary food service license. There is a fee for the TFS License.

If you have questions about food service, please call the city's Health Inspector, Mike Russell, 756-8008.

POLICE SERVICES / EMS SERVICES:

No Police services should be needed. If you need assistance, please call the Police Dept.: 874-8574 or 8575.

Please call the Dispatch Office (874-8574 or 8575) on Saturday morning, to remind them of your event down at the beach at 1pm.

It is recommended that medical personnel be on site for such a cold dip in the water (just in case). For city staff (MEDCU) to be on site, you would most likely need to cover the cost of those attending staff. Please contact Fire Headquarters, Terry Walsh, Dep. Chief, or Assistant Chief Keith Gautreau, 874-8400, if you are interested in having MEDCU on site.

I understand that the Cape Elizabeth Wet Team, or another wet team, is to be on site.

ELECTRICITY:

None needed. However, the outlets inside the Bath House rooms (Ranger Office) may be available if needed.

PORTA-RESTROOMS:

There are currently 2 porta-restrooms positioned near the bathhouse, which you may use. If it snows near Jan. 30, it may need to be shoveled out by your staff. If you would like to ensure that the potty is clean on Jan. 30, in the morning, you will need to cover the cost of a cleaning: please call the company to set this up (see above Public Works Policies). I have cc'ed the porta-restroom contact on this permit to make her aware that you may be calling. You may also want to rent a brand new porta-restroom as well. That unit should be positioned beside the current ones. Please make sure any additional facilities there are removed by Monday afternoon, Feb. 1.

PARKING / BARRICADES / SNOW / SNOWSTORM – PARKING BAN:

In case of a "Parking Ban," cars park all along Cutter Street and in the parking lots (so those lots may not be available if there is a parking ban). The parking lots may also be used as a snow dump area (which would cut down on available parking).

Your participant's vehicles may park along Cutter Street (legal spots) and in the parking lots on Cutter Street. Keep in mind: the middle parking lot is "partially" barricaded to vehicles because children sliding down the hill often end their ride in the parking lot. There should be no barricades needed for this event.

Should you want to reserve a few parking spaces near the EEB Bathhouse, please call the PW Event Office: 874-8826/8751, and we can give you some NP Parking Signs to place out by the spaces.

POSSIBLE CONFLICTS / NOTIFICATION:

Please bring a copy of this permit along with you to the event in case you are questioned by the public or city staff.

Please remember to give a heads up to the Police Department the morning of your Polar Dip.

Please make sure you stay on top of changing weather conditions. If we get a snowstorm around the date of your event, the streets, sidewalks, pathways/trails (as well as parking lots on Cutter Street) may not be plowed off in time for your event. Traveling conditions could also be hazardous. Please reach out to City Staff if you have questions about weather and safety issues.

The city reserves the right to revoke an event permit, especially where safety is concerned.

If you have questions/concerns on the day of the event, please contact the Public Works Customer Service Office: 874-8493 or PW Event Office Staff: 838-9067. Please leave a detailed message if staff can not take your call.

FEE SCHEDULE – UPDATED JULY 1, 2015

Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.

Simple Event (no registration fee): \$50/hour Event with registration or pledges & attendance 25 – 300: \$100/hr Event with registration or pledges & attendance 301+: \$200/hr Public Space/Park Security Deposit/Sound Security Deposit: \$100-\$1000	Impact/Street Closure Fee (variable based on impact): \$0-\$500 Admin/Staff Fee (support for events): \$30/hour Porta Restroom User Fee (if attendance is 150+): \$25
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CREDIT CARD INFORMATION

Visa or MasterCard Number			8586	Exp Date (Mon/Yr)	09	17
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED						

TOTAL AMOUNT(S) DUE TO PUBLIC WORKS (Please make all security deposit checks out separately)

Permit Fee for use of area: \$50 - \$200 per hour (i.e. a 3 hour event at \$50 totals \$150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however \$50 is non-refundable) Number of Hours of Use: approx. 2 hours	\$ 200 CC to be charged following event	Vest, Barricade, Cone Deposit: \$10 per/item	\$?
Electricity: \$5per/hr (Note: a fee is not typically charged)	\$ 0	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 100 CC on file
Key Deposit: \$50 per key	\$ 0	Other (Porta-Restroom User Fee, etc.)	\$?

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	11-17-2015	DATE REC'D INSURANCE	12-1-2015	PERMIT FEE AMT REC'D	\$ 200 via CC	SECURITY DEPOSIT	\$ 100 via CC
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT