



**CITY OF PORTLAND, PUBLIC SERVICES DEPARTMENT
PUBLIC PARK & SPACE APPLICATION (3 pages)**
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826
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	Updated 7-22-13	ORGANIZATION NAME	SailMaine					
ORGANIZATION ADDRESS	58 Fore Street		CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Tom Schwarm		TITLE	Coach				
HOME #	865-6518		CELL	233-6547		FAX	780-6359	
WORK	780-1230 ext 101							
EMAIL	Tom.schwarm@gmail.com			EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	East End Park and launching ramp (Grass near Upper Parking Lot, Cutter St)				
EVENT DAY & DATE(S)	August 5-8, 2013		RAIN DAY & DATE(S)	none	
EVENT START TIME (i.e. set-up start time)	8 AM TENT setup, noon check in, boats arrive	EVENT END TIME (i.e. when event cleanup is complete)	8 PM	ACTUAL START & END TIME OF EVENT	8 AM to 7 PM

EVENT NAME	EXPECTED ATTENDANCE
2013 Optimist New England Championships	300 people, 300 boats

DESCRIPTION OF EVENT: Please be specific regarding **area of public space/park** and describe Event in detail.

This event is part of a nationwide series of Optimist (Opti) sailing championships for youth (8 to 16). An Opti is an 8-foot dingy that is raced by a single sailor. Sailors are between 10 and 14 years old. This is the largest class of racing sailboats in the world. In the US, Opti championships are coordinated by the US Optimist Dinghy Association (USODA). More information is available at their web site www.usoda.org.

We would like to use East End park for unloading, storing, and launching up to 300 sailboats for the races. Trailers will be stored at Portland Yacht Services and SailMaine. We would like to hold registration and awards ceremonies under a tent behind (east) the East End upper parking lot. This is essentially the same plan we used for the Northeast Junior Olympics in 2011.

The Opti New England championships had about 300 sailors at Marion, Mass in 2011. This is twice the number of sailors as we had at the Junior Olympics in 2011. Most of those sailors were within a few hours' drive of the Marion regatta. We would plan for that many, but based on prior experience and the distance, our attendance would likely be lower.

IS THERE A REGISTRATION FEE?	Yes	
IF YES, HOW MUCH?	FEE	\$ 135
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? A written traffic control and parking plan will be developed with City staff. It will be implemented by volunteers organized by Tom Schwarm. We will have a parking control officer at appropriate times. The upper parking lot will be the only lot used for long-term parking by the event. Participants will not be allowed to park elsewhere in East End Park.

We understand that paving of Eastern Prom may be in progress

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:		X	
* Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved by PS and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): two tents, 20 by 40 feet and 10 by 10 feet Exact Location(s) of Tent Placement Requested: Grass area behind upper parking lot In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
* Will you be setting up tables and/or chairs ? How many tables: 6 chairs: 30	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: Maine Rock Gym; ball toss game-free. Along path and RR up to 300 8-foot sailboats	X		
* Will there be refreshments at the event? Do you wish to sell food ? yes (If so, you will need approval from PS Event Office) List food and drink: packaged breakfast and lunch items; in upper parking lot: Portland-licensed food vendors: Mainely Burgers, 108 St. Johns St., Portland, Mainely Treats, 108 St. Johns St., Wicked Good Food Truck, 154 St. Johns 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.	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from PS Event Office, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: Event T-shirts, hats, etc; Optimist Dinghy Assoc official sailboat equipment vendors: Landing Boat Supply, 106 Lafayette St., Yarmouth, ME 04096; (207) 846-3777 McLaughlin, 4737 Rd, Hixson, TN 37343 Coral Reef Sailing Apparel, 8 Keystone Dr., Lebanon, PA Sturgis Boatworks, 80 Mid Tech Drive, West Yarmouth, MA 02673 KO Sailing, One Park Place 4th Floor, Albany, NY 12205 Dinghy Locker 151 Harvard Avenue, Stamford, CT 06902	X		
* Are you setting up a PA (sound) system ?	X		
* Will your event require electricity ? Electricity is available at some of the parks & squares We will use batteries to power the PA system	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 Services, 55 Portland Street. We would like to use the Upper parking lot at East End	X		
* Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: We will supply vests and signs and would like to utilize existing barricades at East End A few orange vests and cones may usually be borrowed from PS Event Office. Barricades and signs are borrowed from Public Services, Customer Service.	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. One Parking Control Officer	X		
* Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.) We will supply EMS		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.) Yes, 4 in upper parking lot	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: tvm@portlandmaine.gov .				

PUBLIC SERVICES 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.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children’s activities. You must bring a fire extinguisher with you to the grilling area.

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 Recreation). 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). 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

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets. \$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 is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, 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	TES	DATE	7-16-13
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ASSUMPTION OF RISK & LIABILITY

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	TES	DATE	7-16-13
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CREDIT CARD INFORMATION

Visa or MasterCard Number <input style="width: 100%;" type="text"/>	Exp Date (Mon/Yr) <input style="width: 100%;" type="text"/>
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CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

◆ Please make out security deposit checks separate from permit fees.

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

Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: 4 DAY USE	\$	Vest, Barricade, Cone Deposit: \$10 per/item	\$
Electricity: \$5per/hr	\$	Public Space / Park Security Deposit: \$100	\$
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	6-17-2013	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT
							\$