



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES  
PUBLIC PARK & SPACE APPLICATION (3 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)

<b>TODAY'S DATE</b>	2/14/2013 revised 3-4-2013 3-7-2013	<b>ORGANIZATION NAME</b>	Portland Trails			
<b>ORGANIZATION ADDRESS</b>	305 Commercial Street		<b>CITY</b>	Portland	<b>STATE</b>	<b>ZIP</b>
<b>CONTACT NAME(S)</b>	Katie Brown, Outreach Manager Kara Wooldrik, Executive Director					
<b>HOME #</b>	<b>WORK</b> 775-2411	<b>CELL</b>	Katie: 409-0327 Kara: 837-7953	<b>FAX</b>		
<b>EMAIL</b>			<b>EMAIL</b>	Katie@trails.org	kara@trails.org	

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Eastern Prom Roadway (near Quebec Street), 8:30-9:15; portions of Washington Ave, Fox, Anderson, and Plowman Streets, 9:05-9:35; Bayside Trail, Back Cove Trail, Eastern Prom Trail; middle lot - Cutter Street (after party); Cutter Street from 9:45-10:15.				
<b>EVENT DAY &amp; DATE(S)</b>	Sunday, September 22, 2013		<b>RAIN DAY &amp; DATE(S)</b>	None	
<b>EVENT START TIME</b> (i.e. set-up start time)	6 a.m.	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	1 p.m.	<b>ACTUAL START &amp; END TIME OF EVENT</b>	7:45 a.m. - noon (race begins at 9 a.m.)

<b>EVENT NAME</b>	<b>EXPECTED ATTENDANCE</b>
14 <sup>th</sup> Annual Portland Trails Trail to Ale 10K Race/Walk	2300

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

A timed race from Eastern Prom to Anderson via Washington and Fox, Bayside, Back Cove and Eastern Prom trails.

Start location is on Eastern Prom near bottom of Quebec Street. Runners proceed west to Washington Avenue, left to Fox St, right onto Anderson St, and onto the Bayside Trail to connect to Back Cove Trail (clockwise around) and back to the Eastern Prom Trail, ending before East End Beach.

After the race runners will proceed to mid-Cutter Street parking lot for the awards and party. Pizza will be supplied by Portland Pie Company and beer by Shipyard Brewing and snacks by Whole Foods Market. A 20'x40' tent will cover the beer table in a fenced-in beer garden within the queuing lot. The beer garden will be specifically designated for runners and supporters 21+. A live DJ will be present with speakers and microphone. Several awards will be presented. Families of runners will be able to hang out inside the parking lot but outside the tent and cordoned area. Several sponsors' 10x10 tents will be set up. Party will wrap up around noon.

Experienced volunteers will direct parkers and runners. Portland Trails requests PPD officer presence on Washington Avenue at Eastern Prom corner to help stop vehicle traffic (9 - 9:30 a.m.). All other race intersections would be staffed by qualified volunteers.

<b>IS THERE A REGISTRATION FEE?</b>	YES	
<b>IF YES, HOW MUCH?</b>	<b>FEE</b>	\$ ?
	<b>STUDENT FEE</b>	\$ ?

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?** All around town

**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: up to 10	X		
* Do you wish to set up a tent(s)? (a canopy or tent larger than 10x10 needs to be approved by Public Services 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). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20x40 Exact Location(s) of Tent Placement Requested: Middle Parking Lot / Cutter Street 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: 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: Start / Finish Line	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: beer, pizza, water 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 - WHOLE FOODS, SHIPYARD BEER, PORTLAND PIE PIZZA		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from Public Services, 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: ????	X		
* Are you setting up a PA (sound) system? Are you planning on having Amplified Music DJ If so, your event requires a concert license from the City Clerk's Office. (Just voice - i.e. Press Conference, would not require the license because it is not music). For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am - 1:15pm, and 1 hour between 5pm - 8pm).	X		
* Will your event require electricity? Electricity is available at some of the parks &	X ???		GENERATOR ?
* 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.		X	
* Will your event need safety vests, signs, barricades and/or cones? Please list what you would like to borrow: Barricades A few orange vests and cones may usually be borrowed from Public Services, 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.	?		
* 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		
<p>* 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 fax a copy to Public Services: 207-874-8816 or email to <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a>. (Email preferred)</p>			

## 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.

### 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 (\*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, \*Entrance to Dyer's Flat – beside Payson Park, \*Deering Oaks Park –Playground + Ravine, \*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). 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 Services 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 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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>KB</b>	<b>DATE</b>	<b>2/19/13</b>
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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.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>KB</b>	<b>DATE</b>	<b>2/19/13</b>
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### CREDIT CARD INFORMATION

Visa or MasterCard Number: _____	Exp Date (Mon/Yr)	_____
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**CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED**

### 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: _____ Electricity: \$5per/hr Key Deposit: \$50 per key	Vest, Barricade, Cone Deposit: \$10 per/item  Public Space / Park Security Deposit: Sound Security Deposit     \$100 - \$1000 Other (Porta-Restroom User Fee, etc.)
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### FOR OFFICE USE ONLY

DATE REC'D APPLICATION	3-4-2013	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ ?
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT