



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
PUBLIC PARK & SPACE APPLICATION (4 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	01/20/2016 Revised: 1-25, 1-26, 2-3, 2-9, 2-11, 2-23, 3-7, 3-11, 3-21, 4-3	ORGANIZATION NAME	Husky Ruck Memorial 10K				
ORGANIZATION ADDRESS	96 Falmouth St	CITY	Portland	STATE	ME	ZIP	04103
CONTACT NAME(S)	Greg Johnson	TITLE	Organizer				
HOME #		WORK		CELL	602-8626	FAX	
EMAIL	HRM10K@gmail.com		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Eastern Promenade Trail & Lawn, Mid-slope Trail, Cutter St Middle Lot + Back Cove Path Cutter Street CLOSED intermittently while runners cross				
EVENT DAY & DATE(S)	SAT 5-7-16	RAIN DAY & DATE(S)	N/A		
EVENT START TIME (i.e. set-up start time)	FRI 8:00am 5-6-16; 6:00am 5-7-16	EVENT END TIME (i.e. when event cleanup is complete)	6:00pm 5-7-16	ACTUAL START & END TIME OF EVENT	8:00am – 1:30pm 5-7-16

EVENT NAME	EXPECTED ATTENDANCE
Husky Ruck Memorial 10K	150 – 250

DESCRIPTION OF EVENT: fundraiser for the Mark Goyet Memorial Foundation

10k military ruck across Portland to honor Cpl. Mark Goyet of Westbrook, who died on June 28, 2011 after his unit came under attack in Afghanistan. Participants will strap weighted packs to their backs and ruck 10+ kilometers around Baxter Blvd (Back Cove Trail) and the Eastern Prom before confronting an O-Course within E Prom (lawn adjacent to 1812 War Memorial).

Opening ceremonies: **0800** in the Cutter St. mid-lot. Start: **0830** - 4 heats depart in 20 minute intervals. All runners should complete course by **1230**. Closing ceremonies: **1300-1330**. Cleanup immediately following.

Route: Start on E Prom Trail (beside EEB) toward Fort Allen Park, runners run west on E Prom Trail about ¼ mile, then turn right, crossing RR Tracks, ascend stairs into FAP & follow mid-slope trail back toward Cutter. Turn RT on Cutter & run down the street, then take a left turn back onto E Prom Trail & then run north toward Back Cove Trail. After passing under Tukey's Bridge, participants complete clockwise loop around Back Cove & return to E Prom Trail, taking the staircase up to Loring Memorial. Participants run around circle & continue through the wooded mid-slope trail toward the finish line (mid-lot). Before finish line, there is a fork in the trail – participants can either follow trail to the O-Course by 1812 Memorial or opt out of the course & continue toward finish line.

Canopy set up for registration + tent for spectators (Cutter St. Middle Parking Lot). Additional tent(s) from Spa Tech to provide free sports massages to competitors. **Tents will NOT be staked into the asphalt.** 20 tables and 120 chairs may be set up. Podium & small stage platform (8'x8'x2') will be placed at the back of mid-lot. Westbrook FD Ambulance/EMS on site + Fire Trucks (Portland & Westbrook) to display large American flag.

FREE water/refreshments may be provided by Aramark. **DJ will spin a variety of hits from yesterday & today...**
PA System set up in Middle Parking Lot. ELEC NEEDED (may need a generator).

Mid-lot reserved for volunteers (**Set-up barricades Thurs Night 5-5-16**). (4-3-16: back portion of Middle Lot – Cutter Street, may be used for storage of sand piles, etc.) Jersey barriers requested to block each entrance to lot.
10 CONES & 4 VESTS NEEDED. Road guards will be used as well to mitigate any traffic concerns as runners cross Cutter St.
Requesting use of EEB bathhouse.

IS THERE A REGISTRATION FEE?	YES	
IF YES, HOW MUCH?	FEE	\$45.00 General Public
	STUDENT FEE	\$25.00

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Cutter St (upper lot) and roadside parking

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: 2	X		
*	Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved by Public Works and a Tent Permit issued from Inspections Division; please call Inspections – 874-8693 - for information on their application process / PLEASE give them at least a 2-week notice). Public Works will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20x40 – 40x80 (not yet decided) Exact Location(s) of Tent Placement Requested: Middle 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: 20 chairs: 120	X		
*	Are other items or equipment being placed on City property ? Please List: PODIUM, DJ EQUIPMENT, FIRE TRUCKS, AMBULANCE, MASSAGE TABLES	X		
*	Will there be refreshments at the event? Do you wish to sell food ? NO List food and drink: Water. Aromark (USM Dining) may provide snacks (finger sandwiches, chips, etc). Not for sale. A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and/or pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice (874-8557).	X		
*	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 ? Yes Band ? NO DJ ? Yes If so, your event requires a concert license from the City Clerk's Office (874-8557).	X		
*	Will your event require electricity ? Electricity is available at some of the parks & squares (including Eastern Prom/Fort Allen Park). Elec. is turned off & may require a key for access.	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? Middle lot of Cutter St reserved for volunteers only. Will provide road guards.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: 10 cones + 4 vests A few vests and orange cones may be borrowed from Public Works, Event Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require street closures ?	INTERMITTENT		
*	Will your event require Police assistance?		X	
*	Will your event require Fire/EMS assistance?	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?	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: tym@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 (including East End Beach, Preble Street Grass Area at the Preble Street Parking Lot across from Hannafords & the entrance to Dyer's Flat – beside Payson Park). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Public Works). 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.**

SMOKE-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, 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	GRJ	DATE	01/21/2016
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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	GRJ	DATE	01/21/2016
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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			Exp Date (Mon/Yr)	
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 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	\$ 1200 Due (subject to	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
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fee is returned (however \$50 is non-refundable) Number of Hours of Use: 12 (6am-6pm) NO charge for set up on Friday afternoon/evening	change)		
Admin/Staff Fee (support for events): \$30/hour	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 500 Due
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ 25 Due Unless some rented
Impact/Street Closure Fee (variable based on impact): (use of Cutter Street Parking Lot) \$100-\$500	\$ 100 due		

FOR OFFICE USE ONLY								
DATE REC'D APPLICATION	1-25-2016	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED	
PAYMENT TYPE								
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$