



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
PUBLIC PARK & SPACE APPLICATION (4 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 / 8751 (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		3/1/16		ORGANIZATION NAME		Portland Trails					
ORGANIZATION ADDRESS			305 Commercial Street			CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)		Kara Wooldrik		TITLE		Executive Director		Catherine Buxton, Outreach Coord EC at Beer Garden:			
HOME #	WORK 775-2411			CELL	Kara 837.7953		FAX	NA			
EMAIL				EMAIL		kara@trails.org		catherine@trails.org			

PARK AREA OR PUBLIC SPACE REQUESTED		Eastern Prom Roadway (Morning to North Street) portions of Washington Ave, Fox, Anderson, and Plowman Streets, 9:05-9:35am; Bayside Trail, Back Cove Trail, Eastern Prom Trail; Middle parking lot – Cutter Street (after party event / beer garden); Cutter Street CLOSED to traffic except for boaters/kayakers: from 6:45am-1:15pm. Eastern Prom Roadway (Congress – Turner) closed to traffic: 8:30 – 9:15am									
EVENT DAY & DATE(S)		Sunday, 9/18/2016				RAIN DAY & DATE(S)		NA			
EVENT START TIME (i.e. set-up start time)		6am		EVENT END TIME (i.e. when event cleanup is complete)		1pm		ACTUAL START & END TIME OF EVENT		7:45 a.m. – noon (race begins at 9am sharp)	

EVENT NAME		EXPECTED ATTENDANCE
17 th Annual Portland Trails Trail to Ale 10K Race/Walk		2300, including spectators

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

Fundraiser for P Trails. Timed race from Eastern Prom to down around Back Cove, and back to E Prom Trail.

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 right onto the Bayside Trail to connect to Back Cove Trail (clockwise around) and back to the Eastern Prom Trail, ending before East End Beach. **BOTH LANES of Eastern Prom (and side streets) from Congress St. to Washington Ave., closed to traffic: 8:30am – 9:15am**
(via Barricades, volunteers, and a Police Officer).

After the race runners 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 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. The beer garden area will be overseen by CITY PAF STAFF.

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 (8:50 – 9:15 a.m.).
It was suggested that 2 PCO's work the race in 2015: Washington & Fox... Washington & Walnut.
All other race intersections would be staffed by qualified volunteers.

Cutter Street (at top E Prom) will be closed to vehicle traffic (6:45am – 1:15pm) except to Boaters & Kayakers. Cutter Street intersection staffed by qualified volunteers.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? Yes	Please check: _____ X _____ FEE _____ PLEDGES
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IF YES FOR FEES, HOW MUCH?	FEE	\$35
	STUDENT FEE	\$

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

Because most of our participants live locally, we encourage them to bike/walk/transit. Others park on neighborhood streets and nearby public and private lots.

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: Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Public Work's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Public Works, Event Office.	X IN CUTTER ST MIDDLE LOT, APPROXIMATELY 6 OF THEM		
*	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 – 874-8703 - 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): 20'X40' Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X 1 IN CUTTER ST MIDDLE LOT 20'X40'		
*	Will you be setting up tables and/or chairs ? How many tables: 25 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 lines	X		
*	Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from Public Works) 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).	X –SHIPYARD BEER, PORTLAND PIE PIZZA FREE, NOT SALE		
*	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 ? YES If so, your event requires a concert license from the City Clerk's Office (874-8557). (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 DJ		
*	Will your event require electricity ? Electricity is available at some of the parks &	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 PW Event Office, 55 Portland Street.		X	
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from Public Works, Event Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require street closures ? (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES ? NO.....? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 (gffenton@qpmetrobus.com) to discuss.	X		
*	Will your event require Police assistance? An event such as a road race, march	X		
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is	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 (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – beside Payson Park, *East End Beach). 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	KW	DATE	3/1/16
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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	KW	DATE	3/1/16
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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 fee is returned (however \$50 is non-refundable) Number of Hours of Use:	\$ N/A PT fundraiser	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
Admin/Staff Fee (support for events): \$30/hour	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$?
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee: \$25, etc.)	\$
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$		

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	3-8-2016	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$?
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT