



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION  
PUBLIC PARK & SPACE APPLICATION (4 pages)  
212 Canco Rd. ~ Portland ~ ME ~ 04103  
207-808-5400 x0  
Ted Musgrave tvmm@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>         | 6/26/17<br>Revised: 7-5 | <b>ORGANIZATION NAME</b> | Portland Trails    |              |    |            |       |
| <b>ORGANIZATION ADDRESS</b> | 305 Commercial Street   | <b>CITY</b>              | Portland           | <b>STATE</b> | ME | <b>ZIP</b> | 04101 |
| <b>CONTACT NAME(S)</b>      | Kara Wooldrik           | <b>TITLE</b>             | Executive Director |              |    |            |       |
| <b>HOME #</b>               | <b>WORK 775-2411</b>    | <b>CELL</b>              | Kara 837.7953      | <b>FAX</b>   | NA |            |       |
| <b>EMAIL</b>                | kara@trails.org         | <b>EMAIL</b>             |                    |              |    |            |       |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                 |     |                                             |                                             |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----|---------------------------------------------|---------------------------------------------|
| <b>PARK AREA OR PUBLIC SPACE REQUESTED</b>           | Eastern Prom Roadway (Morning to North Street)<br>portions of Washington Ave, Fox, Anderson, and Plowman Streets, 9:05-9:35am;<br>Bayside Trail, Back Cove Trail, Eastern Prom Trail;<br>Middle parking lot – Cutter Street (after party event / beer garden);<br>Cutter Street CLOSED to traffic except for boaters/kayakers: from 6:45am-1:15pm.<br>Eastern Prom Roadway (Congress – Turner) closed to traffic: 8:30 – 9:15am |                                                                 |     |                                             |                                             |
| <b>EVENT DAY &amp; DATE(S)</b>                       | Sunday 9-17-2017                                                                                                                                                                                                                                                                                                                                                                                                                | <b>RAIN DAY &amp; DATE(S)<br/>(50% added fee)</b>               | NA  |                                             |                                             |
| <b>EVENT START TIME<br/>(i.e. set-up start time)</b> | 6am                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>EVENT END TIME<br/>(i.e. when event cleanup is complete)</b> | 1pm | <b>ACTUAL START &amp; END TIME OF EVENT</b> | 7:45 a.m. – noon (race begins at 9am sharp) |

| <b>EVENT NAME</b>                                                  | <b>EXPECTED ATTENDANCE</b> |
|--------------------------------------------------------------------|----------------------------|
| 18 <sup>th</sup> 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. If submitting a request for a Road Race (other than a race around Back Cove and using Back Cove Pathway for the route) or a Street Closure (parade, march, rally, etc.), please include a detailed MAP of the COURSE or EVENT AREA (as this will need to be approved by City Departments).

Fundraiser for Portland Trails. Timed race from Eastern Prom through East Bayside and 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). Some sections of streets / PARKING LOTS posted "No Parking."

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 Ave at Eastern Prom corner to help stop vehicle traffic (8:50 – 9:15 a.m.). 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.

|                                                                      |                                                                                        |      |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------|------|
| <b>IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?</b> | Please check: <input checked="" type="checkbox"/> FEE <input type="checkbox"/> PLEDGES |      |
| <b>IF YES FOR FEES, HOW MUCH?</b>                                    | <b>FEE</b>                                                                             | \$35 |
|                                                                      | <b>STUDENT</b>                                                                         | \$NA |

|  |            |  |
|--|------------|--|
|  | <b>FEE</b> |  |
|--|------------|--|

**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 <b>canopy(s)</b> ? (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 PAFD's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from PAFD Office.                                                                                                                                                                                                                                                                                                                                                                                    | <b>X IN CUTTER ST MIDDLE LOT, APPROXIMATELY 6 OF THEM</b>  |          |            |
| * | Do you wish to set up a <b>tent(s)</b> ? (A canopy or tent larger than 10x10 needs to be approved by PAFD Office and a Tent Permit issued from Inspections Division; please call Inspections – 874-8703 – ( <a href="mailto:buildinginspections@portlandmaine.gov">buildinginspections@portlandmaine.gov</a> ) for information on their application process / PLEASE give them at least a 2-week notice). PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward.<br>State size(s): <b>20'x40'</b><br>Exact Location(s) of Tent Placement Requested:<br>In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.                                  | <b>X 1 IN CUTTER ST MIDDLE LOT 20'X40'</b>                 |          |            |
| * | Will you be setting up <b>tables and/or chairs</b> ? How many tables: 25 chairs:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>X</b>                                                   |          |            |
| * | Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: Soda Van, Beer Truck, Timing Van, Start Line equipment, DJ equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>X</b>                                                   |          |            |
| * | Will there be <b>refreshments</b> at the event?<br>Do you wish to <b>sell food</b> ?<br>(If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office)<br><b>List food and drink / Food Trucks, etc.:</b><br>PLEASE NOTE: A Temporary Food Service License is NOT needed when:<br>1. Food Vendors have a current City of Portland Food License<br>2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment<br>3. Bottled water / water is served<br>PLEASE give the BL Office at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event. | <b>X –SHIPYARD BEER, PORTLAND PIE PIZZA FREE, NOT SALE</b> |          |            |
| * | Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                            | <b>X</b> |            |
| * | Are you setting up a <b>PA (sound) system</b> ?<br>Are you planning on having <b>Amplified Music? Band? DJ? Boom Box?</b><br>If so, your event may require a concert license from BL Office (874-8557).<br>(Just voice – i.e. Press Conference, would not require the license because it is not music). However, a Sound Security Deposit may also be required for amplification.<br>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).                                                                                                                                                                                               | <b>X DJ</b>                                                |          |            |
| * | Will your event require <b>electricity</b> ? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Elec. at these areas is turned off and needs to be turned on.                                                                                                                                                                                                                                                                                                                                                                                                                | <b>X</b>                                                   |          |            |
| * | Are you planning on bringing a <b>Grill for a Barbecue</b> ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                            | <b>X</b> |            |
| * | Will the event require <b>reserved parking spaces / parking meters</b> ? How many?<br>"No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>X</b>                                                   |          |            |
| * | Will your event need <b>safety vests, signs, barricades and/or cones</b> ?<br>Please list what you would like to borrow: <b>40 barricades and 30 cones</b><br>A few orange vests and cones may usually be borrowed from PAFD Office.<br>Barricades and signs are borrowed from Public Works, Customer Service.                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>X</b>                                                   |          |            |
| * | Will your event require <b>street closures</b> ? (Please be specific under "Description of Event")<br>Will your event affect <b>METRO BUS ROUTES</b> ?<br>(If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 ( <a href="mailto:gffenton@gpmetrobus.com">gffenton@gpmetrobus.com</a> ) to discuss.                                                                                                                                                                                                                                                                                                                                               | <b>X BUT NO IMPACT ON METRO</b>                            |          |            |
| * | Will your event require <b>Police</b> assistance? An event such as a road race, march                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>X</b>                                                   |          |            |

|   |                                                                                                                                                                                                                                                                                                                                                                             |   |  |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|
|   | or parade in the street, would typically require police assistance.                                                                                                                                                                                                                                                                                                         |   |  |  |
| * | Will your event require <b>Fire/EMS</b> assistance? (For a large walk/race, it is recommended.)                                                                                                                                                                                                                                                                             | X |  |  |
| * | Will your event require <b>porta-restroom</b> 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.) Porta-restrooms may be rented from any of the local companies. Units currently on site are through Associated. | X |  |  |

#### INSURANCE CERTIFICATE INFORMATION

|   |                                                                                                                                                                                                                                                          |   |  |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|
| * | Will your event require liability Insurance? (Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.) | X |  |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|

- ◆ If you answered YES, you shall procure and maintain commercial and/or product liability insurance in an amount of at least \$400,000 combined single limit, covering claims for bodily injury, death, and property damage at your event. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement for coverage for the event, only in those areas where governmental immunity has been expressly waived by 14 M.R.S.A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit shall not be deemed a waiver of any immunities or limitations of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law.
- ◆ The insurance certificate shall be sent to [tvm@portlandmaine.gov](mailto:tvm@portlandmaine.gov) and must state with no exceptions one of the following:
  - 1) The policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).
  - 2) The policy contains a general liability extension endorsement by which the City of Portland is made an additional insured pursuant to the date of the event (and rain date).

## PUBLIC ASSEMBLY FACILITIES DIVISION 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 or open burning. Barbecuing must first be approved by PAFD Office 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 from Associate Septic on site (\*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). Winter & Early Spring: Just EEB. If over 150 people are expected to attend the event, a \$25 user fee is required (paid to PAFD). If extra units are rented by organizer, then no additional user fee is assessed. 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 / Royal Flush, 207-799-1980, M-F) to request and pay for a cleaning. If renting units, organizer has the option of renting from Associated Septic / Royal Flush, or from other local companies.

#### 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. Do not use existing trash barrels or the metal liners inside. 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; if park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

#### MARKING OF GROUNDS

Event Organizers must not use Spray Paint or Spray Chalk when marking city property. Children's Art Chalk can be used with permission from PAFD Office.

#### ADA COMPLIANCE

Event organizer must comply with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), including maintaining the permitted use area and all public rights-of-way accessible during the entirety of the permitted event. In the event the permitted area is rendered inaccessible to disabled persons, and/or by request of PAFD staff, the organizer shall act immediately to provide accessibility. All requests to provide interpretive services shall be the responsibility of the organizer to provide and pay for such services. The organizer shall defend, indemnify, and hold the City harmless from any and all liability and damages resulting from alleged violations of the ADA and/or MHRA.

**PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES**

PAFD 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.

|                                                             |                      |           |             |                |
|-------------------------------------------------------------|----------------------|-----------|-------------|----------------|
| <b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b> | <b>TYPE INITIALS</b> | <b>KW</b> | <b>DATE</b> | <b>6/26/17</b> |
|-------------------------------------------------------------|----------------------|-----------|-------------|----------------|

**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, defend, 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>KW</b> | <b>DATE</b> | <b>6/26/17</b> |
|---------------------------------------------------------------------|----------------------|-----------|-------------|----------------|

**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<br>Event with registration or pledges & attendance 25 – 300: \$100/hr<br>Event with registration or pledges & attendance 301+: \$200/hr<br>Public Space/Park Security Deposit/Sound Security Deposit: \$100-\$1000 | Impact/Street Closure Fee (variable based on impact): \$0-\$500<br>Admin/Staff Fee (support for events): \$30/hour<br>Porta Restroom User Fee (if attendance is 150+): \$25 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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 ASSEMBLY FACILITIES DIVISION** (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)<br>Number of Hours of Use: <b>Approx. 7 hours</b> | <b>\$ waived PT event</b> | Vest/Cone Deposit: \$10 per/item<br>Barricade Deposit: \$25 per/item           | <b>\$ ?</b> |
| Admin/Staff Fee (support for events): \$30/hour                                                                                                                                                                                                                                | <b>\$ TBD</b>             | Public Space / Park Security Deposit:<br>Sound Security Deposit \$100 - \$1000 | <b>\$ ?</b> |
| Key Deposit: \$50 per key                                                                                                                                                                                                                                                      | <b>\$</b>                 | Other (Porta-Restroom User Fee: \$25, etc.)                                    | <b>\$</b>   |
| Impact/Street Closure Fee (variable based on impact): \$100-\$500                                                                                                                                                                                                              | <b>\$</b>                 |                                                                                |             |

**FOR OFFICE USE ONLY**

|                        |           |                      |             |                      |           |                  |                |
|------------------------|-----------|----------------------|-------------|----------------------|-----------|------------------|----------------|
| DATE REC'D APPLICATION | 7-5-2017  | DATE REC'D INSURANCE | <b>NEED</b> | PERMIT FEE AMT REC'D | <b>\$</b> | SECURITY DEPOSIT | <b>\$ NEED</b> |
| PAYMENT TYPE           |           |                      |             |                      |           |                  |                |
| VISA                   | <b>\$</b> | MC                   | <b>\$</b>   | CK #                 | CK AMOUNT | <b>\$</b>        | CASH AMT       |