



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE PERMIT (6 pages)
212 Canco Rd. ~ Portland ~ ME ~ 04103
207-808-5400 x0
Ted Musgrave tvm@portlandmaine.gov**



Reviewed for Code Compliance
Permitting and Inspections Department
Approved with Conditions
05/09/2018

**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	5-7-18	ORGANIZATION NAME	Sour Fish Events				
ORGANIZATION ADDRESS	332 S. Michigan Ave.	CITY	Chicago	STATE	IL	ZIP	60604
CONTACT NAME(S)	Erik Young	TITLE	Race Director				
HOME #	WORK	CELL	937-901-1380	FAX	N/A		
EMAIL	erik@sourfishevents.com		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Bayside Trail, Eastern Promenade Trail, grass space adjacent to Eastern Promenade Trail at Fort Allen Park (see attached photo map). We will also need to cross the street at Plowman St., Sewage Plant Rd. (where Bayside Trail crosses), Cutter St. (where trail crosses near boat ramp at bottom as well as near the parking lot up top). We will station volunteers at all these crossings.				
EVENT DAY & DATE(S)	SAT	5-12-2018	RAIN DAY & DATE(S) (50% added fee)	N/A	
EVENT START TIME (i.e. set-up start time)	6AM	EVENT END TIME (i.e. when event cleanup is complete)	12PM	ACTUAL START & END TIME OF EVENT	10AM - 12PM Race start at 10am Party at UFF: 10am – 2pm

EVENT NAME	EXPECTED ATTENDANCE
The Hard Cider Run (3 rd Annual)	1,000 runners in waves

DESCRIPTION OF EVENT:

A for-profit race. The event will partner with a local charity to receive some of the proceeds. At other events, we like to partner with food banks as well as organizations that promote healthy lifestyles for children: Girls on the Run (Maine chapter) and Good Shepherd Food Bank.

Packet pick-up will be held at Urban Farm Fermentory (UFF) – 200 Anderson Street, utilizing the buildings facilities, beginning at 8AM. Outside, runners will gather in the front and side lot. We would use cones and security fencing to ensure a smooth corral start, as we do at every event. We will send groups off in waves to make sure there is not too much congestion all at once beginning at 10AM. The waves will leave every few minutes, meaning that all runners and walkers will be on the course within 10 minutes of the start. Runners start & end ON the Bayside Trail... (2016: OK'ed by PAFD)

ROUTE: Identical to previous years which has been approved by city staff (with NO police presence needed). Runners will assemble in the back parking lot at UFF (beside the Bayside Trail). At 10am, runners line up (in waves of 300 runners or so – going off every couple of minutes) and start on the Bayside Trail (heading northeast towards Tukey's Bridge and Eastern Prom Trail). They make their way up the Loring Stairs onto the Eastern Promenade and continue east along the EP Sidewalk. They will continue and take the EP Mid-slope Trail and cross Cutter St., where they will continue on the trail towards Ft. Allen Park. They will take the stairs at Ft. Allen Park down, cross the railroad tracks, then proceed northwest along the Eastern Promenade Trail. They will cross Cutter St. again at the boat ramp and proceed west behind the Water Treatment Plant. They will now get back on the sidewalk along Sewage Plant Rd., proceed south, cross Plowman St., then finish on the Bayside Trail behind Urban Farm Fermentory. Volunteers stationed at cross streets and at Cutter Street – 2 locations (for boat traffic, etc.), and at water tables in Ft. Allen Park.

City Staff have OK'ed route (as long as safety precautions are taken, and volunteers at intersections and course changes).

NOTE: Maine Narrow Gauge Railroad will have trains running at 10am, 11am & 12pm, HOWEVER, the train will not cross the trail at the water treatment plant or down by Ocean Gateway. Runners will have "train-free" access to the trail from 10am-12pm.

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



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

We plan to use the neighboring streets where parking is available, UFF lot, and park and ride lots. We will also heavily promote taking public transit, shared rides, and taxi cabs.

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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 PAFD Office and a Tent Permit issued from Building Inspections. Please call Inspections – 874-8703 – (buildinginspections@portlandmaine.gov) 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. State size(s): 30'X60' - WILL BE IN UFF LOT. 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		
* Will you be setting up tables and/or chairs ? How many tables: 6 chairs: 0	X		
* Are other items or equipment being placed on City property?		X	
* Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) List food and drink / Food Trucks, etc.: Food trucks will sell food at post-race party at UFF. PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served 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.	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from PAFD Office, and you will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557) – 2 week notice. List items you wish to sell: T-shirts – Street Vendor License Not Needed (per PAFD)	X		
* Are you setting up a PA (sound) system? iPod/speakers for announcements Are you planning on having Amplified Music? Band? DJ? Boom Box? As this portion of your event takes place on private property, please contact the business licensing office (874-8557) to inquire as to whether or not a concert license is required.	X		
* Will your event require electricity? Using our own generator @ UFF.	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 PAFD Office, 212 Canco Rd.		X	
* Will your event need safety vests, signs, barricades and/or cones? We own items (no need to borrow/rent).		X	
* Will your event require street closures? Short-term (only while runners cross). Will your event affect METRO BUS ROUTES? NO	X		
* Will your event require Police assistance?		X	
* Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)	X		
* Will your event require Parking Control assistance?		X	
* Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned?		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		
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◆ If you answered YES, you shall procure and maintain occurrence-based Commercial General Liability and Product Liability Insurance, when required, in an amount not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for bodily injury, death and property damage. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement, for coverage only in those areas where government 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 and the insurance coverage shall not be deemed a waiver of any defenses, immunities or limitations of liability or damages available to the CITY under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities or limitations of liability available to the City. You shall also be responsible for any and all deductibles and/or self-insured retentions.



◆ Both the **Certificate of Insurance** and **Additional Insured Endorsement** shall be sent to tvm@portlandmaine.gov and **approved** by the date that the policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).

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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.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. **Porta-restrooms are not required for this event.** 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.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	EY	DATE	4/24/18
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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, defend, 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	EY	DATE	4/24/2018
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CONDITIONS FOR USE

YOUR EVENT HAS BEEN REVIEWED AND APPROVED BY PORTLAND PUBLIC ASSEMBLY FACILITIES DIVISION (INCLUDING STREET CLOSURES / HOLDING BACK TRAFFIC), GIVEN CONDITIONS FOR USE (BELOW) AND POLICIES (ABOVE) ARE FOLLOWED.



CONDITION OF PATHWAYS / STREETS ASSUMPTION OF RISK and LIABILITY

Users of the pathways / trails and streets / sidewalks agree to accept the areas in an "as is" condition and shall be responsible for all risk and liability in using the pathways / sidewalks and streets for the event.

WEATHER EMERGENCY:

In the case of a weather emergency, the streets and sidewalks may not be usable for your event (they may be hazardous). Please call Public Works Dispatch (874-8493 or 874-8461) and Police Dispatch (874-8575) / Shift Command (874-8555) to discuss canceling. In case of extreme weather, please consider canceling/rescheduling.

PW EVENT OFFICE FEES / PARK SECURITY DEPOSIT / INSURANCE CERT.:

PERMIT FEE: \$1200 (based on 6 hours of use). Thank you for forwarding credit card info to the PAFD Office. Your card will be charged following the event. **(If a porta-restroom is not rented for EEB, then \$25 will be added on.)**

PARK / SOUND SECURITY DEP: \$100. Your cc on file will cover this. You will forfeit the sec. dep. (CC charged) if areas of use are not left as were found, **noise complaints are received**, or conditions for use are not followed.

INSURANCE: Thank you for already forwarding the certificate of insurance naming the City of Portland as additional insured in regards to the race activities to the PAFD Office.

The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

HOLDING BACK TRAFFIC ON PORTLAND STREETS:

You have permission to hold back traffic on city streets / intersections, **given safety precautions are taken**. These are areas where city streets cross over the trails.

USE OF GROUNDS / TRAILS:

You have permission to hold the race on the grounds/trails, pending safety precautions are taken.

You have permission to use the Eastern Prom Trail, Bayside Trail and Fish Point area and to set up water tables along the race route.

You have permission to setup the start/finish line on the Bayside Trail. Please make sure to leave an area around the start & finish for regular walkers and joggers of the trail.

You have permission to set up canopies, tables & chairs on the grass areas.

The TENT on private property will require a Tent Permit from Building Inspections (and a DIG SAFE called in).

Please do not mark the route in any permanent way (NO spray paint / NO spray chalk).

Qualified adults (race marshals) wearing safety vests must staff all race intersections. Race marshals have permission to hold back traffic while runners cross intersections.

You have permission to hold the After Party at UFF parking Lot, provided you have procured appropriate licenses for the tent, refreshments, food trucks, alcohol, and entertainment there.

POLICE ASSISTANCE:

No Police assistance should be needed with the race.

Volunteer Flaggers will hold back traffic at street crossings.

If you see a need to hire officers, please call Police Shift Command (874-8555 or 8556) ASAP.

On the morning of the race, please call Police Dispatch (874-8574 or 8574) to remind them of your 10am Race start.

FIRE / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Fire Headquarters: Chief Keith Gautreau or Div. Chief Mike Thompson (874-8400) prior to the event. For races, it is recommended that medical assistance be on site (be they a school nurse, volunteers or paid staff).

At a minimum, please have a first-aid kit on site.

Please call the Fire Dept. to alert them to your race and your evacuation plan (should a runner get injured ON one of the trail sections).

BARRICADES:

Barricades should not be needed, however, if you would like to have barricades at intersections, please call Maynard Sprague/Ed Aceto/James Vance at Public Works (874-8493 or 8461) to arrange. You may need to pick these up. There may be a fee charged for assistance. Adults must staff the barricades (race intersections) at all times.

EASTERN PROM TRAIL – BOLLARDS:

Please speak to Park Ranger, Jill Mulkern (712-0287) for information on the bollards on the trail (and lowering them if need be). The newer ones installed are collapsible and do not require any tools to lower.

MARKING OF RACE ROUTE / GROUNDS / SIGNAGE:

You may post directional signage along the race route, and you have permission to place signage around the park and trails, alerting the public to your race (morning of event ONLY).



Please also make sure to sign the "granite step" areas of the trails.

Do NOT NAIL or STAPLE signs to trees. Do not use SPRAY PAINT or SPRAY CHALK.

Please use **tape or children's "sidewalk" chalk** to mark out where items are to be placed. If chalk markings remain for more than a few rain storms, you will be responsible for removing the markings.

Please collect all signs IMMEDIATELY following the event.

SAFETY VESTS / HAND HELD "STOP" SIGNS / ORANGE CONES:

Each volunteer at race intersections must wear a safety vest. If you need safety vests, hand held "stop" signs, or orange cones, please call Ted or Rusty at the PAFD Office (808-5400 x0). There is a \$15 per vest/cone & \$20 per "stop" sign security deposit required. If renting cones, there is also a \$2 per cone rental fee required. We have 5 "stop" signs you can borrow). Pickup of these items should be scheduled for the afternoon of Friday, May 11 or sooner.

ELECTRICITY:

Any needed electricity will come from UFF/generator for the After Party.

If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity on public property unless all connections and equipment are covered and protected from the elements.

REFRESHMENTS / MUSIC / BEER GARDEN - BUSINESS LICENSING OFFICE:

Please speak to Jessica in the Business Licensing Office (874-8557) for any licenses needed. Please touch base with them about the 21+ Alcohol area (parking lot at UFF). Please adhere to all state guidelines.

Water tables do not need a TFS License.

You do have permission to hold amplified music outdoors, pending BL's review.

Whether BL requires a concert license or not (for amplified music outdoors), there is still the Sound Sec. Dep. required by the PAFD Office. Your CC on file will cover this. Please bear in mind, approval to hold a concert (have amplified music) does not give you permission to create a noise disturbance. If the Police Dept. receives calls, they will respond accordingly (and you may forfeit the sound security deposit).

PA SYSTEM / SOUND SECURITY DEPOSIT:

A sound security deposit is needed on file at the PAFD Office. (CC info. already on file.)

Please be mindful of nearby neighbors. Please keep volume levels down.

Please face the PA speakers out towards 295 area (not aimed at the houses or businesses).

The Permittee shall not allow the sound emanating from the event to exceed an A-weighted 92 decibels. One verbal warning shall be issued if the sound has been found to have exceeded 92 decibels. The warning may be given to the sound board operator, DJ, or the organizer/organizer's designee. If the 92 decibel limit is found to have been exceeded a second time during the same event, the single event concert permit (or permission to use a bullhorn/PA system) shall be immediately suspended, the PA system / amplification / bullhorn turned off, and the sound security deposit forfeited.

After runners exit the start line area of the race, PLS turn off the music. When runners arrive back from their run, you may turn the music back on.

BUILDING INSPECTIONS OFFICE - TENT / CANOPIES:

Only 10'x10' canopies may be used along the race route (these require no tent permit).

If it is windy out, please make sure all canopy legs are weighted down. If it is too windy, please do not set up canopies.

You have permission to set up a large tent on UFF property, provided you have obtained the proper inspections & related permits (TENT PERMIT) through the Building Inspections Division (874-8703 / 8693), and a DIG SAFE has been called in – if you are having tent stakes secure the tent.

PORTA-RESTROOMS:

Some restroom facilities are located along the race route. Your participants may use these.

Organizer should rent a porta-restroom for the East End Beach area (to be placed beside the existing ones at the bathhouse). If one is not rented, then a \$25 user fee will be added onto the permit fee amount.

Please have the rented unit dropped off and picked up on Saturday, May 12. If it cannot be picked up Saturday afternoon, please have it picked up no later than Monday afternoon, May 14.

For the cleaning of existing units, please see "Public Assembly Facilities Division Policies" section of permit.

It is expected that organizer will provide units at the after-party event (UFF Parking Lot).

PARTICIPANT PARKING / DELIVERY VEHICLES / RESERVED PARKING:

There are to be no vehicles parked on grass areas or pathway areas.

All participant and volunteer vehicles, etc., must park in legal parking spaces, parking lots/garages, etc. around the waterfront area/Marginal Way/Preble Street, etc.

If there are parking issues this year, the hiring of a PCO may be a requirement for future years.

For delivery of water tables, etc., please locate those areas near intersection with streets for easy drop off and pickup. Should you need some "reserved parking" for the event, please contact Ted or Rusty at the PAFD Office (808-5400 x0). They can issue you a couple "No Parking" Signs (\$1 per sign) which you can install the day before.



TRASH / SMOKING POLICIES:

Please see "Public Assembly Facilities Division Policies" section of permit.
Please make sure trash is picked up from around water tables.

NOTIFICATION / POSSIBLE CONFLICTS:

Please ask Portland Newspapers to run an article alerting the public to your race and possible delays along the route.
Please alert any businesses on Franklin Street / Marginal Way (and vicinity) that may be affected.
On the morning of the race, please call Police Dispatch (874-8574 or 8575) to remind them of your race.
Please make sure all race intersections are staffed with qualified adults wearing safety vests.
Please post signage at the Eastern Prom Trail and along Bayside Trail alerting the public to the race in progress.
Please reach out to the Barge Company, Lionel Plante Assoc. (766-2508) to make them aware of your race.
Please also reach out to the Narrow Gauge Railroad (828-0814) and to remind them of your race (and runners crossing Cutter Street). **They will have trains running at 10am, 11am & 12pm, HOWEVER, the train will not cross the trail at the water treatment plant or down by Ocean Gateway (just crossing Cutter).**

Please keep a copy of this permit with you on site in case the public or city staff inquire.

If there are members of the public in the areas that you would like to set up in, please show them a copy of this permit to let them know you have reserved those areas for your use. Please contact the Police Dept. (874-8575) if you need assistance.

There are no other organized walks or races planned on the Eastern Prom Trail or Bayside Trail on Saturday, May 12.

If you have questions or concerns about the use of trails on race day, please speak to the PAFD Office Staff (838-9067 - NO TEXTS) or the Park Ranger (712-0287). Please leave a detailed message if staff cannot take your call.

REVOKABLE PERMIT:

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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 or more. Porta Restroom User Fee (if attendance is 150+): \$25
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CREDIT CARD INFORMATION

Visa or MasterCard Number				3163	Exp Date (Mon/Yr)	6	22
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED							

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) Number of Hours of Use: Approx. 6 hours	\$ 1200 - CC to be charged following event	Vest/Cone Deposit: \$15 per/item Barricade Deposit: \$25 per/item	\$ N/A
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Single Concert (Amplified Sound) License Fee (\$36 per event - if applicable)	\$ N/A for PUBLIC space use
Key Deposit: \$50 per key	\$ N/A	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 100 – CC on file
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.) NP Signs: \$1 / \$15 each Cone Rental: \$2 each Barricade Rental: \$5 each Bike Rack: \$10 each	\$ \$25 (if porta-restroom not rented for EEB)

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	4-25-2018	DATE REC'D INSURANCE	4-25-18	PERMIT FEE AMT REC'D	\$ CC on File	SECURITY DEPOSIT	\$ CC on File
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$