



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE PERMIT (4 pages)
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
 207-756-8275 ~ Fax 207-756-8279
 tvn@portlandmaine.gov

TODAY'S DATE	5-21-2012	ORGANIZATION NAME	Portland's Downtown District					
ORGANIZATION ADDRESS	549 Congress Street	CITY	Portland	STATE	ME	ZIP	04101	
CONTACT NAME(S)	Jan Beitzer Will Ethridge	TITLE	Executive Dir. Events and Marketing Manager					
HOME #	W: 772-6828	CELL	207-210-2411	FAX	774-4640			
EMAIL	jbeitzer@portlandmaine.com		EMAIL	will@portlandmaine.com				

PARK AREA OR PUBLIC SPACE REQUESTED	Old Port District Streets & Sidewalks and Parks					
EVENT DAY & DATE(S)	Sunday, June 10, 2012			RAIN DAY & DATE(S)	None	
EVENT START TIME (i.e. set-up start time)	6am	EVENT END TIME (i.e. when event cleanup is complete)	7pm	ACTUAL START & END TIME OF EVENT	11am – 5pm	

EVENT NAME:	EXPECTED ATTENDANCE
Old Port Festival (39 th annual)	40,000

DESCRIPTION OF EVENT:

The Old Port Festival offers musical and visual entertainment, children's activities, as well as food and drink. Market Street will house a local Arts & Crafters area. Kid's Rides positioned on Federal Street. Children's Area – Post Office Park. Maine Rock Gym + Bungee Trampoline: Market Street. Summit Adventure Trapeze: Newbury Street.

6 Main musical stages will be positioned on city streets.

Organizer is renting a number of porta-restrooms.

In order for the festival to take place, a large portion of the Old Port District will be closed to traffic including: Exchange Street, from Congress to Fore Street; Market Street, from Congress to Commercial Street; Federal Street, from Temple to Pearl Street; Middle Street, from Temple to Pearl; Fore Street, from Union to Pearl; all of Wharf, Dana, Moulton, Milk, and Silver Streets; Newbury Street, from Market to Pearl; and Union Street, from Spring to Fore Street. The festival will also include the sidewalks of both sides of Commercial Street.

The festival includes a parade which starts at 11am at the intersection of Federal & Exchange (the Post Office), then proceeds down Exchange Street, takes a left onto Fore Street, then right onto Silver Street where the parade disbands. The streets along the parade route will have been closed to traffic starting at 6am. (Some additional "No Parking" signs are needed for Commercial Street area for the parade participants.)

Police Officers are provided by the city. Additional security personnel are hired by PDD.

Additional city staff will also assist: Public Services staff, Fire Dept., Inspections.

IS THERE A REGISTRATION FEE?	Vendors pay a fee to participate	
IF YES, HOW MUCH?	FEE	\$
	STUDENT FEE	\$

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

Parking at area lots and garages and on street.

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: LOTS	X		
* Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be		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: Lots of Vendors and Crafters Booths Stages for music Children's Amusement Rides Rock Wall, Trampoline, Trapeze Swing	X		
* Will there be refreshments at the event? Yes Do you wish to sell food ? yes (If so, you will need approval from Recreation) 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).	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, 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: variety of goods	X		
* Are you setting up a PA (sound) system ? Yes - 6 Different Stages Are you planning on having Amplified Music ? Yes	X		
* Will your event require electricity ? Electricity is available at some of the parks & squares	X		
* Are you planning on bringing a Grill for a Barbecue ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.	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: A LOT	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.	X		
* Will your event require Fire/EMS assistance?		X - MEDCU ON BIKES	
* Will your event require porta-restroom rental(s) or need existing porta-restrooms	X - 14 RENTED		
* Do you wish to have a banner over the street to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.		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 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 additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: tvm@portlandmaine.gov			

RECREATION 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 suggest that you **not use** electricity.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

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!

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.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	WTE	DATE	5-21-12
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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	WTE	DATE	5-21-12
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CONDITIONS FOR USE

PORTLAND CITY COUNCIL HAS DECLARED YOUR EVENT A FESTIVAL. THE FESTIVAL GROUNDS – PUBLIC PROPERTY - ARE SET ASIDE FOR THE ORGANIZER TO HAVE CONTROL OVER DURING THE DAY: PLEASE SEE SPECIFIC WORDING OF CITY COUNCIL ORDER.

NO PERMIT FEE IS CHARGED FOR USE OF THE AREA AND SOME CITY SERVICES ARE IN-KIND, HOWEVER, CITY CLERK'S LICENSE FEES STILL NEED TO BE PAID. Thank you for forwarding the Certificate of Insurance.

POLICE ASSISTANCE / FIRE ASSISTANCE:

Police Officers will be needed. Please contact Sgt. Troy Bowden, 874-8554, Lt. William Preis, 874-8569, or Commander Vern Malloch, 874-8548, to schedule them and to discuss the logistics of the Police Command Vehicle. It is hoped that 3 or 4 officers (and a supervisor) will be on site to assist with crowd control.

An officer should also be on site in the early morning hours to assist with towing vehicles parked illegally on the street.

Please call Police Dispatch, 874-8574 or 8575, the morning of your event to remind them of your festival and the closing of streets.

Please contact the Fire Dept., 874-8400, for available EMS/Medcu staff on site. It is hoped that 4 bike medics will be available.

BARRICADES / VOLUNTEERS AT INTERSECTIONS:

Public Services (Maynard Sprague: 874-8493, 8462,) or Tom Higgins, will arrange for barricades to be dropped off at intersections. It will be the organizer's responsibility to put up the barricades across streets (and to dismantle them at the close of the festival).

Please confer with Maynard or Tom regarding exact locations for barricades (and for street cleaning).

It is recommended, in case of emergencies and for PR, that all barricade locations be staffed by qualified adults wearing safety vests. If you need vests, Recreation, 756-8275, can loan out some (\$10 per vest security deposit required).

FOOD VENDORS / CRAFT VENDORS / MUSIC / AMUSEMENT RIDES:

You have permission to invite food vendors and craft vendors in to the festival and to sell items on the streets and sidewalks. You also have permission to set up stages on the streets and to play amplified music. Please procure Temp. Food Service Licenses / Street Goods Vendors Licenses / Concert License from City Clerk's Office (874-8557).

Please speak to clerk's staff regarding any Kids Amusement Ride, etc., as they may need to be licensed and inspected.

The TFS licenses are issued by Inspectors, once the food service area passes inspection. If you have questions about food service, please contact Inspection Services: 874-8693.

INSPECTION SERVICES / CANOPIES / STAGES:

The small (10x10) pop-up canopies do not need a tent permit; any larger size tents do (and they would need to be free-standing – i.e. NO stakes into the ground, sidewalk, tarred areas, etc.). Please contact Lannie Dobson at Inspections: 874-8693, for information regarding tent permits. (Inspections Div. usually needs at least 2 weeks notice for a tent permit to be processed.)

If it is windy out, please make sure that canopy legs are weighted down.

The large stages may need to be inspected. Please alert Inspections' staff to the makeup and size, and locations of the music stages. Please try to locate stages on one side of the street (i.e. leave an emergency access point).

The city takes no responsibility for PDD, vendor or performer items that are placed on city property.

The TFS licenses are issued by Inspectors, once the food service area passes inspection. If you have questions about food service, please contact Inspection Services: 874-8693.

I believe Inspections already has a list of exact Vendor Locations, but if not, please get one to that office.

"NO PARKING" SIGNS:

Please contact Tom Higgins or Carol Merritt, at Public Services, 874-8822, for "No Parking" signs. Signs should go up Saturday morning... and checked Saturday evening as well. To officially have cars towed from those spots, please fax a "No Parking Authorization Form" to city departments. You can get one of these forms from Carol Merritt – or hopefully, Tommy. Please remember to remove signs once the festival is underway and streets have been barricaded.

INSPECTION SERVICES / ELECTRICITY:

Please check available electrical outlets in advance.

An Electrical Inspector may be on site in the morning hours to check on electrical hookups. Please work with the inspector to ensure a safe festival. You may call Inspections in advance to discuss: 874-8693.

MARKING OF VENDOR LOCATIONS:

Please make sure that sidewalk chalk is used to mark out where vendor booths are to be placed. This comes off the easiest. Do not use spray paint. Tape on the street can also be used.

TRASH DETAIL:

Please confer with Tom Higgins, Public Services Downtown Div., 232-1787, regarding details for trash removal.

PORTA-RESTROOMS:

To alleviate the possibility of vandalism, please have porta-restrooms delivered and removed on festival day.

NOTIFICATION:

Please notify area businesses and residents affected by the street closures.

I have forwarded this permit to local bus companies.

Please bring a copy of this permit and the city council order with you to the festival.

TOTAL AMOUNT(S) DUE TO RECREATION (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:	\$ waived	Vest, Barricade, Cone Deposit: \$10 per/item	\$???
Electricity: \$5per/hr	\$ waived	Public Space / Park Security Deposit: \$100	\$ N/A
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	3-31-2009	DATE REC'D INSURANCE	5-2-2011	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ N/A
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT