Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/01/17

CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE PERMIT (5 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 (Event Office) ~ Fax 207-874-8816
tvm@portlandmaine.gov

For uses of city property, there are typically: 1. fees charged for use of the area
2. a security deposit required 3. insurance required
(There may be fees due and applications required from other City Departments)

TODAY'S DATE	2.21.17	**ORGANIZATION NAME**	Portland's Downtown				
ORGANIZATION ADDRESS	549 Congress Street	**CITY**	Portland	**STATE**	ME	ZIP	04101
CONTACT NAME(S)	**Casey Gilbert** **TITLE** **Executive Dir.** **Sally Newhall** **Events Manager**						
HOME #	**WORK 772-6828**	**CELL**	Sally: 781-856-4805	**FAX**			
EMAIL	casey@portlandmaine.com	**EMAIL**	sally@seaglassevents.com				

PARK AREA OR PUBLIC SPACE REQUESTED	Old Port District Streets & Sidewalks and Parks Monument Square / Monument Way / One City Center sidewalk areas				
EVENT DAY & DATE(S)	Sunday, June 11,, 2017	**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 (43rd annual)	40,000

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

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 (Federal St.) + Bungee Trampoline: Market 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, M Silver Streets; Newbury Street, from Market to Pearl; and Union Street, from Spring to Fore Street. The festival wi 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 Offic proceeds down Exchange Street, takes a left onto Fore Street, then right onto Silver Street where the parade disb 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.

ON APRIL 25th, 2016 CITY COUNCIL DECLARED THE EVENT A FESTIVAL

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IS THERE A REGISTRATION FEE?	Not to the public…. Vendors pay a fee to participate

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**:** 100+	**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**:** vendors only chairs**:** vendors only	**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**:** **Vendors and Crafters Booths Stages for music Children's Amusement Rides Rock Wall Bungee Trampoline**	**X**		
*	Will there be **refreshments** at the event**?** yes Do you wish to **sell food?** yes (If so, you will need approval from Public Services) List food and drink**:** See vendor apps 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.	**X** **LOTS OF VENDORS**		
*	Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.) **?** If so, you will need approval from Public Services, 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**:** see vendor apps	**X** **TRINKETS CRAFTS ETC.**		
*	Are you setting up a **PA (sound) system ? yes- 5 or 6 live music stages** Are you planning on having **Amplified Music ? Band ? DJ ?** If so, your event requires a concert license from the City Clerk's Office. (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**		
*	Will your event require **electricity**? Electricity is available at some of the parks &	**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**?** **LOTS - To cover entire Old Port** "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**:** Provided by Public Works A few orange vests and cones may usually be borrowed from Public Services, Event Office. Barricades and signs are borrowed from Public Services, Customer Service.	**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	**X**		

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	street, or parade would typically require police assistance.			
*	Will your event require **Fire/EMS** assistance? (For a large walk/race, it is recommended.)	**X** MEDCU ON BIKES		
*	Will your event require **porta-restroom** rental(s) or need existing porta-restroooms 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- 14 RENTED**		

	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 fax a copy to Public Services: 207-874-8816 or email to tvm@portlandmaine.gov. (Email preferred)

PUBLIC SERVICES 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 Public Services 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.

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!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Public Services 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.**

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		DATE	

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 th space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agr indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities event.				
I have read the Assumption of Risk & Liability Agreement	**TYPE INITIALS**		**DATE**	

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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. STREET CLOSURES APPROVED AS WELL, AND FESTIVAL TO TAKE PLACE ON CITY PROPERTY, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

Some of the associated City Clerk's license fees, will be charged to the organizer.

CONDITION OF SIDEWALKS / PARKS / STREETS ASSUMPTION OF RISK and LIABILITY:

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

PUBLIC SERVICES EVENT OFFICE FEES – PARK SECURITY DEPOSIT / INSURANCE CERT.:

Fees: There are no permit fees required for use of city property, however, City Clerk's License fees will be charged to organizer. City Staff assistance is free of charge, as outlined in contract with PDD.

Security Deposits: N/A (PDD will be responsible for covering repair costs, should there be damage to city property)

Insurance: Thank you for already forwarding a certificate of insurance to the PS Event Office.

INCLEMENT WEATHER / CANCELLATION OF EVENT:

Should there be a weather event which poses a public safety concern, please consult with city staff: PS's Customer Service, 874-8493; and the on-duty Police Shift Commander, 874-8555 (or Dispatch: 874-8574), or PS Event Staff: 838-9067. Please alert your city contacts if any of the events are being cancelled.

OLD PORT FESTIVAL / OLD PORT + MON. SQUARE AREA (Sunday, June 12)

Please keep in mind, if there has been a large amount of rain prior to, or on the day of your event, the Park Manager may require that your event stay OFF the grass areas completely, i.e. you may need to keep all activities to the streets or hardscape areas of parks/squares. I will call you to discuss this if the weather forecast calls for lots of rain.

USE OF GROUNDS:

Organizers have permission to use city property for the festival.

Much of the details regarding the festival (use of the streets, sidewalks, parks, etc.), have been already been discussed and finalized in previous meetings and correspondence.

For the One City Center/ Monument Square area, please do not use the Monument or the Lighthouse as part of the event.

POLICE ASSISTANCE / FIRE ASSISTANCE / CITY SECURITY STAFF:

Police Officers will be needed. Please contact Lt. Cliff Strout, 874-8353, to discuss Police and logistics of the Police Command Center (which this year will be situated on Congress Street at Central Fire Station). A number of officers (5 or 6) 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. Towing to start at 5am.

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. Some bike medics will be ava
Please make sure vendors follow fire safety guidelines. Please have fire extinguishers on site. Please speak to
Headquarters regarding storage of items at Central Fire Station.

Organizer is hiring Showdog Security to be on site at some intersections/stage locations/festival grounds.

CITY OF PORTLAND, MAINE RESURGAM
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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, PS Event Office, 874-8826, 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: Janice).

(I understand that these licenses have already been processed – thank you for applying early.)

Please speak to clerk's staff regarding any Kids Amusement Ride, etc., as they need to be licensed and inspected. Please also include the Gondola Wheel at Dimillo's Parking Lot to that list.

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 or the Health Inspector, Mike Russell: 756-8008.

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.

Please forward Inspections a list of exact Vendor Locations (with map).

"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.

Chuck Fagone, Inspector, will be on site in the morning hours to check on electrical hookups. Please work with the inspector to ensure a safe festival. Please make sure cords in the public way are covered. 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 (spray chalk is OK). 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. As I understand it, trash detail and changes made last year, will be similar to this year.

PORTA-RESTROOOMS:

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

In addition to units in the Old Port, there will also be 2 units placed on sidewalk of Federal St. Ext., for the concerts at One City Center (WBLM Patio).

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NOTIFICATION:

Please bring a copy of this permit with you to the event, in case you are questioned by the public or city staff.

If there are members of the public in the area you'd like to set up at, please show them this permit so that they have reserved it for your event. If you need assistance, please contact the Police Dept.: 874-8574 or 8575.

Please notify area businesses and residents affected by the street closures, including the newer hotels bordering, or inside, the festival grounds. I have forwarded this permit to local bus companies.

Please ask Portland Newspapers to run an article alerting the public to the street closures (and where to find parking facilities).

If you have questions or concerns about use of the parks/streets on the day of your event, please call the PS Customer Service Office: 874-8461, Tom Higgins: 232-1787, Police Officers on site, or PS Event Staff: 838-9067. Please leave a detailed message if staff can not take your call.

TOTAL AMOUNT(S) DUE TO PUBLIC SERVICES (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: $5per/hr	**$**	Public Space / Park Security Deposit: Sound Security Deposit $100 - $1000	**$ N/A**
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)	**$**

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	5-8-2013	DATE REC'D INSURANCE	**5-15-2014**	PERMIT FEE AMT REC'D	**$ waived**	SECURITY DEPOSIT	**$ N/A unless items borrowed**

PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT	**$**