

**CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE APPLICATION (3 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		7/22/13		ORGANIZATION NAME		The Iris Network				
ORGANIZATION ADDRESS				189 Park Avenue		CITY	Portland	ME	04102	
CONTACT NAME(S)		Terri Tomchak, Director of Donor Relations								
HOME #	774-6273 direct # 518-5003			CELL	838-2487			FAX	774-0679	
WORK		ttomchak@theiris.org		EMAIL						

PARK AREA OR PUBLIC SPACE REQUESTED		Monument Square, sidewalks for walk, some reserved parking								
EVENT DAY & DATE(S)		Sat. October 19, 2013			RAIN DAY & DATE(S)		n/a			
EVENT START TIME (i.e. set-up start time)		6:00 AM		EVENT END TIME (i.e. when event cleanup is complete)		2:00 PM		ACTUAL START & END TIME OF EVENT		9:00 Am – 11:30 AM

EVENT NAME		EXPECTED ATTENDANCE
The 18 th Iris Network White Cane Walk for Independence		150-200
<p>DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.</p> <p>The Iris Network White Cane Walk for Independence will start at Monument Square and end at Monument Square. We start at Monument Square and walk up (west) Congress Street to Free Street (using sidewalks), to Union Street, to Exchange St. At Exchange, another left and up to Congress and then one more left and back to Monument Square. approx. 1.1 miles</p> <p>This event is to raise awareness of the white cane law and increase public awareness of independent safe travel for people who use a white cane or guide dog. An additional goal of the walk is to raise funds for The Iris Network's programs.</p> <p>Refreshments on site. LARGE TENT - 30x40' (free-standing / NO stakes) set up at the square. Need sandbags from the City TENT up between 6 am and 7am taken down by 2pm</p> <p>PA system set up.. A RADIO VAN will be on site playing music (the van needs a close parking spot—preferably on the bricks in Monument Square. ELEC needed. Some reserved parking spaces needed as well.</p> <p>Porta- Potties will be rented and set up.</p>		
IS THERE A REGISTRATION FEE?		yes
IF YES, HOW MUCH?		FEE \$ 15.00
		STUDENT FEE \$ 5.00 (children under 12)

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? <i>Walkers will need to find their own parking – parking garages etc... We'll need about 4 reserved parking spots.</i>

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 Public Services and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 30x 40 tent free standing (sandbags used to weight legs down provided by city Exact Location(s) of Tent Placement Requested: on Mon Square The entrance of the tent will be facing the location of the reserved parking spots, looking at the parking garage, with the library on the left side and stores on the right 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: 12 chairs: 24	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: radio station van 100.9	X		
*	Will there be refreshments at the event? yes Do you wish to sell food ? no (If so, you will need approval from Public Services) List food and drink: ???? A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice. Will do	X		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?		X	
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? yes Band ? DJyes 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 & squares	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? 4 "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 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		X	
*	Will your event require Police assistance? An event such as a road race, march in the		X	
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.)	X RENTING TWO		

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 tvn@portlandmaine.gov. (Email preferred) will do			

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.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. There are no public facilities at Mon Square. The city is currently contracted with the porta-restroom company (Associated Septic, 207-799-1980, M-F).

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	TT	DATE	7/22/13
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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	TT	DATE	7/22/13T
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CREDIT CARD INFORMATION

Visa or MasterCard Number		Exp Date (Mon/Yr)	
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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 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: 8 hours	\$ 285 due	Vest, Barricade, Cone Deposit: \$10 per/item	\$ 7
Electricity: \$5per/hr 4 hours	\$ 20 due	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 500 due
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$ n/a

Total \$305.00 plus security deposit \$500.00 minus refund of \$25.00 due us from 2011

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	7-25-2013	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$

From: Ted Musgrave [mailto:TVM@portlandmaine.gov]
Sent: Friday, September 20, 2013 11:33 AM
To: Terri Tomchak
Subject: Re: FW: The Iris Network - Certificate for White Cane Walk

thanks terri -

I've added INS to your file... also got your 2 cks and have added them as well