Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/11/14

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	10/4/13 revised: 7-15	**ORGANIZATION NAME**	Greater Portland Sustainability Council				
ORGANIZATION ADDRESS	c/o Institute for Civic Leadership	**CITY**	Portland	**STATE**	ME	ZIP	04112
	PO Box 422						
CONTACT NAME(S)	**Jeff Edelstein TITLE Organizer Zoe Craft**						
HOME #	632-8440 **WORK same**	**CELL**	same	**FAX**			
EMAIL		**EMAIL**	Edelstein@psouth.net zoe.croft@gmail.com				

PARK AREA OR PUBLIC SPACE REQUESTED	Monument Square and Federal Street Ext.				
EVENT DAY & DATE(S)	Saturday, September 13, 2014	**RAIN DAY & DATE(S)**	None		
EVENT START TIME (i.e. set-up start time)	6 am	**EVENT END TIME** (i.e. when event cleanup is complete)	10 pm	**ACTUAL START & END TIME OF EVENT**	10 am – 4 pm

EVENT NAME	EXPECTED ATTENDANCE
Portland Greenfest	1,000 – 5,000

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

Community festival featuring exhibits, vendors, music and dance performances, with workshops and talks to be held in nearby venues, such as Portland Regional Chamber, Public Library, MECA, SPACE Gallery.
We will close off all of Federal Street.
3 Large TENTS set up on the square. Lots of Tables + Chairs set up. Refreshments for sale.
Music, entertainment, PA System on site. ELEC needed. Parking Meters on Fed. St. Ext need to be reserved.

Revised Description: 7-15-2014
This community festival will host exhibits, vendors, demonstrations and kids activities under three 20 x 40 tents and a number of 10x10 stand alone tents. There will be 60 tables and 120 chairs for participants to set up at.
Some vendors will be selling refreshments / snacks or goods and will have either a temporary food license or goods vendors licenses issued to them. The musical aspect and fashion show at Greenfest will take place in front of **One Monument Square** on an approx. 16 x 20 stage **(on sidewalk).** This stage will have a PA system and we plan on having amplified sound for bands during the event. **This performance stage/bands will need to borrow elec. from the outlets at the base of the trees on the sidewalk.**
All of the activities and booths/tents **(on Monument Square itself)** will borrow electricity from the black box at monument square.
Federal Street Ext needs to be closed to traffic – lasting from 6 am to 10 pm. There will be reserved parking on the closed street, Federal street extension, as well as 3-5 biofuel // natural gas //hybrid cars parked for demonstrations and educational activities.

Greenfest will require several porta-restrooms for event participants (positioned against the black wrought iron fence at the square).

IS THERE A REGISTRATION FEE?	No

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

PLEASE CHECK OFF AND ANSWER:
PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE

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*	Are you setting up a **canopy**(s) ? (canopy is 10x10 size) How many**:** approximately 25	**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)**: We expect to set up three 20' x 40' tents using concrete blocks for anchors** Exact Location(s) of Tent Placement Requested**:** see drawing **MON SQUARE** 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**: 50-80** chairs**: 100-160**	**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**:**		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**:** 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**		
*	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**:** various	**X**		
*	Are you setting up a **PA (sound) system ? yes** Are you planning on having **Amplified Music ? Yes Band ? Yes DJ yes** 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 (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.	**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**:** barricades for each end of Federal Street ext. 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 street, or parade would typically require police assistance.		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-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**		
*	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 Public Services: 874-8801.		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 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)

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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 (dr 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. There are no restrooms at Monument Square. The event organize will be required to rent some facilities. The city is currently contracted with Associated Septic, 207-799-1980, though you need not specifically rent from them (they are however, familiar with the downtown parks + squares).

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	JE	DATE	10-4-13

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**	JE	**DATE**	10-4-13

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 SERVICES (Please make all security deposit checks out separately)			
Permit Fee for use of area: $40 per hour (i.e. a 3 hour event totals $120) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however $40 is non-refundable) Number of Hours of Use: **16 hours**		Vest, Barricade, Cone Deposit: $10 per/item	**$?**
Electricity: $5per/hr (fee only pertains to 1st Amendment uses – i.e. no charge if paying hourly fee)	**$**	Public Space / **Park** Security Deposit: **Sound** Security Deposit $100 - $1000	**$ 500 due** **TBD ?**
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)	**$**

FOR OFFICE USE ONLY								
DATE REC'D APPLICATION	10-4-2013	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D		**$ NEED**	SECURITY DEPOSIT	**$ N**
PAYMENT TYPE								
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT

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