



**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	4-16-2015	ORGANIZATION NAME	Portland Public Library					
ORGANIZATION ADDRESS	5 Monument Square		CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Samantha Soucy Rachael Weyand							
HOME #	318-2789 871-1700 x284	WORK	CELL	318-2789	FAX			
EMAIL	soucy@portlandpubliclibrary.org		EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED	Monument Square						
EVENT DAY & DATE(S)	Saturday, April 25, 2015			RAIN DAY & DATE(S)	If rain, moved indoors to Library		
EVENT START TIME (i.e. set-up start time)	10am	EVENT END TIME (i.e. when event cleanup is complete)	4pm	ACTUAL START & END TIME OF EVENT	11am-4pm (will conclude square activity at 3pm)		

EVENT NAME	EXPECTED ATTENDANCE
Makers@PPL	200 to 1000 total, both monument square and Portland Public Library combined.

DESCRIPTION OF EVENT:

Makers@PPL is the first maker fair to take place in Portland. Maker fairs are chances for people to explore new ideas, be creative and try new things. The event has five subjects—creative arts, local history, food & drink, science & technology, and entrepreneurship. The use of Monument Square is to both draw people into the library with some really interesting workshops and demonstrations, as well as to offer the opportunity for passers by and non-library users to engage in event activities.

We would like to park **one food truck ON the square – near the black elec. box**, and situate equipment from the Maine Fab Lab out there, as well as a few other presentations and workshops.

5-10 canopies will be set up near the Monument. Tables + Chairs.

A small PA system for speeches, announcements and background music. ELEC is needed.

Some parking spaces will need to be reserved.

Organizer states that PA system will only be used during the 11:45am – 1:15pm time frame (time permitted via sound policy).

Organizers are sharing the space with the Horse & Burro Rally organizers, who are also holding their event at the Square.

IS THERE A REGISTRATION FEE?	no
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? We are working with other area organizations (Maine Historical and Key Bank) and are hopeful they will donate space for parking for event participants. If this does not work out, we will direct people to the numerous nearby garages.

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: 5 to 10	X		
* Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved)		X	
* Will you be setting up tables and/or chairs ? How many tables: 20 chairs: 30	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: 1 to 2 Food Trucks, sander, 3d printers, computers, digital fabrication equipment,	X		
*	Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from Public Services) List food and drink: Food Truck parked nearby (El Corazon) 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 (874-8557).	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 ? yes Are you planning on having Amplified Music ? probably Band ? DJ ? DJ If so, your event requires a concert license from the City Clerk's Office (874-8557). (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 (amplification limited to 11:45am – 1:15pm , and 1 hour between 5pm - 8pm).	X DJ		
*	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? "No Parking" signs may be purchased at Public Services, 55 Portland Street (874-8822).	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 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-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	

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 email a copy to Public Services: email to tvm@portlandmaine.gov .			

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. Restrooms available at Library.

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	SS	DATE	3/5/15
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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	SS	DATE	3/5/15
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CONDITIONS FOR USE:

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC SERVICES EVENT OFFICE AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

CONDITION OF SIDEWALKS / SQUARES ASSUMPTION OF RISK and LIABILITY:

Users of the pathways/trails and streets/sidewalks/squares/parks/plazas/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.

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 Services 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.

PUBLIC SERVICES EVENT OFFICE FEES / SECURITY DEPOSIT / INSURANCE:

Permit Fee: \$ N/A – Portland Public Library event. License fees will be charged by other city departments / fees charged for staff assistance – if needed.

Security Deposits: One security deposit is required: \$100. This will cover both use of the square grounds (Park Security Deposit) and for the concert/amplified sound (Sound Security Deposit).

Please forward CC info, or a check, to the PS Event Office. You will forfeit the sec. dep. (i.e. card charged or ck deposited) if areas of use are not left as were found, items or grounds damaged, conditions for use not followed, or the police department receives calls about noise.

There may be additional deposits required for cones/vests.

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

USE OF THE SQUARE:

You have permission to use Monument Square for your event (sharing space and your PA system with the Horse & Burro Rally taking place at the square that same day). Load in times for both events will be around 10am.

You have permission to drive a delivery truck (with canopies, PA Gear, etc.) up onto the square, but the truck must only park there for 10 or 15 minutes (for load in / load out purposes only). Please load other items in from the street (Federal Street Ext. or Center Street). I understand that tables & chairs will just be walked across the street from the Library. All vehicles associated with your event must park off the square – except for the one Food Truck (you have permission to reserve parking meters along Federal Street Ext. / Center Street).

For vehicle access to Monument Square, there are 2 sidewalk cutouts that should be used; one at the corner of Federal St. Ext. & Congress St. and the other opposite Preble Street. Please keep these access areas clear.

You have permission to set up canopies, tables and chairs on the square.

You have permission to set up a PA system and speakers, and to play amplified music and speech at the square (time frame limited to 11:45am – 1:15pm), pending a Concert License is issued from the City Clerk's Office.

You also have permission to use electricity at the square.

Please do not block access to doorways and driveways, and entrances to businesses. Please do not use the monument, the grass or granite border around the monument, nor the monument flag poles, as part of the event. **(There are to be no stakes placed or driven into the grass area – there is an irrigation system underground there).**

During set up, please approach the storefronts, businesses, and restaurants abutting Monument Square to inform them of your event.

Please approach the hotdog vendor (a few days before) to inform them of your event in the square. If weather is nice, they may want to be there that day. They could probably still set up in their usual spot at the square on Saturday (that location is closer to the Federal Street Ext. side of Monument Square) and not be in your way.

RESERVED PARKING:

Some reserved parking (at meters) nearby is needed. As I understand it, you will also be posting some for the Horses Rally.

To reserve parking along Federal Street Ext. (or Center Street), please contact Ted or Jennifer, Public Services Event Office, 874-8826 / 874-8751. They can issue you "No Parking" signs. As this is a Library event, there is no fee charged to reserve spaces. You will need to label these and place on meters the day before. Please do not cover up the coin slots, as the public will be using these on Friday.

If you would like to ensure that you can call the Police Dept. to have vehicles towed - that are illegally parked at these signs you've posted, please make sure to complete and fax to city depts.. a No Parking Authorization Form, which you can get from Ted/Jen when you pick up the NP signs. Should you have a need for towing of vehicles parked at "no parking" signs, please go through Police Dispatch, 874-8575, and Parking Control, 874-8444, for this service.

Please make sure signs are removed once the event is complete.

ELECTRICITY / PA SYSTEM (SOUND SECURITY DEPOSIT):

You have permission to have a PA System and amplified speeches/music at the square (approx. 11:45am – 1:15pm).

Please set the PA System up over near the black electrical box. Please face the speakers out away from the storefronts abutting the square. Please keep volume levels low, as restaurants at Monument Square will be open (restaurants may also have outdoor dining). An alternate location for the PA system speakers, is directly beside the monument, facing west up Congress Street.

Please bear in mind, permission to have a PA System at the event does not give you permission to create a noise disturbance. And in fact, if the Police Dept. receives 3 independent noise complaints, you, as organizer, forfeit the security deposit (\$100). And obviously, you get the sound shut off by the police officer responding to that 3rd call (the officer would have already responded to the 2 previous noise complaints at the square, and asked your sound person or you the organizer, to turn the volume down).

Please be mindful of other users of the square, the businesses and the possible outdoor dining at the square.

Electricity: The black box on the square (40 feet west of the monument) has 4 exterior outlets (110 amps). They will be turned on for your use. Outlets are on the "east side" of the box.

If it is rainy or drizzly out, electricity can not be used (unless all connections and PA equipment are protected from the elements – i.e. all stays dry). You should bring a 10x10 canopy with you to for this purpose, if it looks like rain.

All cords in the public way need to be covered by orange cones, rugs or mats, etc., to alleviate the tripping hazard to the public. Cords may also be taped down the square sidewalk (you may also tie brightly colored ribbon every 10 feet or so, to the cable). If you need orange cones, please call the PS Event Office, 874-8826, as some may be borrowed from that Office. There is a \$10 per cone security dep. required.

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.

Again, please be mindful of the adjacent businesses and diners at the outdoor tables, and nearby residents.

CITY CLERK'S OFFICE / CONCERT + STREET GOODS VENDORS LICENSE / TFSL:

You have permission to have a DJ amplified music at the square – pending a license being issued and a sound sec dep. being on file at the PS Event Office. Time frame for music and amplified announcements: 11:45am – 1:15pm.

Please call in your Credit Card info – that will cover the Sound Security Deposit.

Please reach out to Janice/Melissa at the Clerk's Office (874-8557) for a music concert license.

A Food Truck (El Corazon) has permission to park up ON the square for the event. Thank you for already reaching out to the Clerk's Office for a TFSL. Please make sure that the Food Truck is parked 65 feet away from the restaurants and the hot dog vendor (who may be on site). It may need to park on the north side of the black electrical box, or on the east side of the monument (between the monument and Federal St. Ext.). Please see "Use of Square" (top of page 4) for info. on driving onto the square.

For t-shirt sales (and other non-food item sales), a street goods license is needed from the Clerk's Office. You do have permission for sales – if so desired; please procure a license from Janice/Melissa.

INSPECTION SERVICES / CANOPIES:

Small free-standing 10x10 canopies do not need a tent permit.

If it is windy out, please make sure that the legs of the canopies are weighted down.

The delivery truck does have permission to drive up onto the square (BUT ONLY TO DELIVER AND PICK UP THE CANOPIES, TABLES, etc. – i.e. a 15-minute time frame).

The city takes no responsibility for your items that are placed on city property.

PORTA-RESTROOMS:

None needed on site, as Library is across the street.

TRASH / SMOKING POLICY:

Please refer to "Public Services Policies" section of permit.

Please make sure all your trash and trash bags are removed from the square – and bring in your own trash containers (i.e. existing trash barrels on the square should not be full from your event).

NOTIFICATION / POSSIBLE CONFLICTS:

If there are members of the public at Monument Square when you arrive to setup, please show them this permit to let them know you have reserved that area for your event. If you need assistance, please call the Police Dept. - Dispatch: 874-8574 or 8575. Please do call Police Dispatch an hour before your event o remind them of your happenings at the square.

Please stop in at the businesses in and adjacent to the square to alert them to your event. I will forward a copy of this permit to some of those businesses.

Please speak to the hotdog vendor at the square (in advance of April 25).

Please alert Portland Newspapers to your use of the square.

Please stay in touch with the Horses Rally organizers.

If you have questions/concerns on the day of the event, please speak to PS Customer Service: 874-8493, or PS Event Office Staff: 838-9067. Please leave a detailed message if staff can not take your call.

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: 6 hours	\$ N/A	Vest, Barricade, Cone Deposit: \$10 per/item	\$???
Electricity: \$5per/hr (Note: a fee is not typically charged)	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 100 due
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	3-4-2015	DATE REC'D INSURANCE	4-13-2015	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ 100 due
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$