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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

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

Date: 10/05/15

TODAY'S DATE	9/1/15	**ORGANIZATION NAME**	The Iris Network				
ORGANIZATION ADDRESS	189 Park Avenue	**CITY**	Portland	**ME**		04102	
CONTACT NAME(S)	**Terri Tomchak, Donor Relations at The Iris Network**						
HOME #	**WORK 207-518-5040**	**CELL**	838-2487	**FAX**			
		EMAIL	ttomchak@theiris.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Monument Square, sidewalks for walk				
EVENT DAY & DATE(S)	Sat. October 17, 2015	**RAIN DAY & DATE(S)**	n/a		
EVENT START TIME (i.e. set-up start time)	7:00 AM	**EVENT END TIME** (i.e. when event cleanup is complete)	1:00 PM	**ACTUAL START & END TIME OF EVENT**	9:00 Am – 12:00 AM

EVENT NAME	**EXPECTED ATTENDANCE**
The 20th Iris Network White Cane Walk for Independence	150-200

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

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. 1.4 miles

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.
Refreshments on site. LARGE TENT - 20x40' (free-standing / NO stakes) set up at the square. Need sandbags from the City
TENT up between 7 am and 8am taken down by 2pm

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. Porta- Potties will be rented and set up.

IS THERE A REGISTRATION FEE?	yes	
IF YES, HOW MUCH?	**FEE**	$ 20.00 - $25.00 for a family
	STUDENT FEE	

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? *Walkers will need to find their own parking – parking garages etc… will not be reserving spaces for parking this year*

PLEASE CHECK OFF AND ANSWER:

PLEASE SEEE 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	**X**		

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	so that the Tent Permit Application may go forward. State size(s): **20x 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 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.			
*	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 donuts, coffee, orange juice 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.) Large print calendars?	X		
*	Are you setting up a **PA (sound) system ?** Are you planning on having **Amplified Music ? yes Band ? 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	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-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 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 tvm@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 withl the porta-restroom company (Associated Septic, 207-799-1980, M-F).

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TRASH
All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacl You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area v event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLE
Public Services has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (u by city staff). $10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas **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	9/1/15

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**	9/1/15

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 $40 is non-refundable) Number of Hours of Use: **6 hours**	**$ 240 due**	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**
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)	**$**

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	6-30-2015	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D	**$ NEED**	SECURITY DEPOSIT	**$ NEED**		
PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT		CASH AMT	**$**