Inspections Division
Date: 10/06/16

**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION**
**PUBLIC PARK & SPACE APPLICATION (4 pages)**
**The EXPO 239 Park Ave. ~ Portland ~ ME ~ 04101**
**207-874-8200 x 231 or x 232**
**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)**

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|---|---|---|---|---|---|---|---|---|---|
| **TODAY'S DATE** | 6/15/16<br>(7-19-2016)<br>Revised: 8-2, 8-18 | **ORGANIZATION NAME** | Natural Resources Council of Maine in collaboration with Healthy Portland/City of Portland and others | | | | | | |
| **ORGANIZATION ADDRESS** | 3 Wade St. | | **CITY** | Augusta | **STATE** | ME | ZIP | 04330 | |
| **CONTACT NAME(S)** | **Sarah Lakeman - Sustainable Maine Project Director, Jim Hanna**<br>**Meghan Quinn – Maine Farmland Trust (NOT on committee anymore – 8-18-2016)**<br>**Troy Moon – City of Portland Hannah Semler** | | | | | | | | |
| **HOME #** | **WORK 430-0170** | **CELL** | 751-9539<br>Jim – 939-3854 | **FAX** | | | | | |
| **EMAIL** | slakeman@nrcm.org<br>jimhanna@maine.rr.com | **EMAIL** | hannah@healthyacadia.org | | | | | | |

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| **PARK AREA OR PUBLIC SPACE REQUESTED** | Monument Square | | | | |
| **EVENT DAY & DATE(S)** | Friday, October 7, 2016 | **RAIN DAY & DATE(S)** | Saturday, October 8th | | |
| **EVENT START TIME**<br>(i.e. set-up start time) | 8am | **EVENT END TIME**<br>(i.e. when event cleanup is complete) | 8pm | **ACTUAL START & END TIME OF EVENT** | 12-6pm |

| EVENT NAME | EXPECTED ATTENDANCE |
|---|---|
| Feeding the 5000, Portland, ME | 5000 ppl |

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

Creative Portland has already OK'ed the event happening on a FFAW in Mon Square (4-1-2016)…. On the condition that ARTISTS are a part of the event area (and spaces set aside for artists and performers).

On October 7, 2016, from Noon to 6pm, a coalition of local non-profit organizations will hold a **Feeding the 5000 event in Monument Square, Portland, Maine**. The event will feature a community feast made from rescued foods that would otherwise not have made it to our plates, as well as cooking demos and select speakers. The goal is to raise public awareness and give practical tips on how to be more resourceful with our food. As part of an international community of cities that have hosted an event like this, including Sydney, Barcelona and NYC, **Feeding the 5000 Portland, Maine** will draw attention to efforts underway in Portland and around Maine to reduce the amount of edible food that goes to waste in our homes, fields, institutions and grocery stores.

Lead event organizers are Cumberland County Food Security Council, Healthy Acadia, and Natural Resources Council of Maine, in collaboration with event partners Maine Farmland Trust, Portland Food Co-op, Garbage to Garden, University of Maine Cooperative Extension, Mid Coast Hunger Prevention Program, and the Locker Project along with Feedback, the UK–based organization behind the global Feeding the 5000 campaign, to produce this event.

We will have a **stage, audio, and will need electricity**. Some **LARGE TENTS** are requested for Mon Square.

We will be **cooking some food** on site using burners and also **serving food**. Information of the permitting process for that would be helpful. This event will be free and open to the public. We will have **tents**, tables, and chairs, but we won't be as large as Greenfest.

**16x16' STAGE** set up on the square. **Bands** to perform. **ELEC needed.** Some **reserved parking spaces needed.**

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| **IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?** | **Please check: _____ FEE _____PLEDGES** | |
| **IF YES FOR FEES, HOW MUCH?** | **FEE** | $ |
| | **STUDENT FEE** | $ |

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

## 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 PAFD Office and a Tent Permit issued from Inspections Division; please call Inspections – 874-8703 - for information on their application process / PLEASE give them at least a 2-week notice). PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward.<br>State size(s)**: UNSURE……?**<br>Exact Location(s) of Tent Placement Requested**:** UNSURE<br>In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233. | **X**<br>**?** | | |
| * | Will you be setting up **tables and/or chairs** ? How many tables**:** chairs**:** | **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**?**<br>Do you wish to **sell food?** NO<br>(If so, you will need approval from )<br>List food and drink**:** **????????????????**<br>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.) **?**<br>If so, you will need approval from PAFD Office, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office (874-8557).<br>List items you wish to sell**:** | | | X |
| * | Are you setting up a **PA (sound) system ?**<br>Are you planning on having **Amplified Music ? Band ? DJ ?**<br>If so, your event requires a concert license from the City Clerk's Office (874-8557).<br>(Just voice – i.e. Press Conference, would not require the license because it is not music).<br>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**?<br>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**?**<br>"No Parking" signs may be purchased at PAFD Office, 239 Park Ave. | **X** | | |
| * | Will your event need **safety vests, signs, barricades and/or cones**?<br>Please list what you would like to borrow**:**<br>A few orange vests and cones may usually be borrowed from PAFD Office.<br>Barricades and signs are borrowed from Public Works, 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 or parade | | 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 PAFD: 874-8200 x0. | | | X |

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| INSURANCE CERTIFICATE INFORMATION | | | | |
|---|---|---|---|---|
| * | Will your event require liability Insurance?<br>(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. | | | |

- 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 PAFD: email to tvm@portlandmaine.gov.

## PUBLIC ASSEMBLY FACILITIES DIVISION 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 PAFD Office 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. Organizer will most likely need to rent facilities. Please rent from the city's contracted company: (Associated Septic / Blow Bros., 207-799-1980).

### 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. Do not use existing trash barrels. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). Please recycle whenever possible, (please do not use Styrofoam - it is NOT recyclable). 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

PAFD 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.**

### SMOKE-FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, 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 | SL | DATE | 6/15/16 |
|---|---|---|---|---|

### 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 | SL | DATE | 6/15/16 |
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| FEE SCHEDULE – UPDATED JULY 1, 2015<br>Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructu | |
|---|---|
| Simple Event (no registration fee): $50/hour<br>Event with registration or pledges & attendance 25 – 300: $100/hr<br>Event with registration or pledges & attendance 301+: $200/hr<br>Public Space/Park Security Deposit/Sound Security Deposit: $100 -$1000 | Impact/Street Closure Fee (variable based on impact): $0-$500<br>Admin/Staff Fee (support for events): $30/hour<br>Porta Restroom User Fee (if attendance is 150+): $25 |

| 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" |
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| ♦ Please make out security deposit checks separate from permit fees. |

| TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION (Please make all security deposit checks out separately) | | | |
|---|---|---|---|
| Permit Fee for use of area: $50 - $200 per hour (i.e. a 3 hour event at $50 totals $150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however $50 is non-refundable)<br>Number of Hours of Use: **12 hours** | **$ 600 due (if not city co-sponsored)** | Vest/Cone Deposit: $10 per/item<br>Barricade Deposit: $25 per/item | **$ ?** |
| Admin/Staff Fee (support for events): $30/hour | **$** | Public Space / Park Security Deposit:<br>Sound Security Deposit $100 - $1000 | **$ 250 due** |
| Key Deposit: $50 per key | **$** | Other (Porta-Restroom User Fee: $25, etc.) | **$** |
| Impact/Street Closure Fee (variable based on impact): $100-$500 | **$** | | |

| FOR OFFICE USE ONLY | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| DATE REC'D APPLICATION | 8-2-2016 | DATE REC'D INSURANCE | **Due ?** | PERMIT FEE AMT REC'D | **$ Due ?** | SECURITY DEPOSIT | **$ DUE** | | |
| PAYMENT TYPE | | | | | | | | | |
| VISA | **$** | MC | **$** | CK # | | CK AMOUNT | **$** | CASH AMT | **$** |