



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
212 Canco Rd. ~ Portland ~ ME ~ 04103
207-808-5400
Ted Musgrave tvn@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	10-11-16 Revised: 10-20	ORGANIZATION NAME	Portland Downtown				
ORGANIZATION ADDRESS	549 Congress St.	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Casey Gilbert Adam MacDonald Sally Newhall	TITLE:	Executive Director Marketing & Communications Coordinator Events Coordinator				
HOME #	WORK 772-6828	CELL	450-2585	FAX	774-4640		
EMAIL	casey@portlandmaine.com		EMAIL	adam@portlandmaine.com			

PARK AREA OR PUBLIC SPACE REQUESTED	Congress Street CLOSED (beside Public Library – both lanes); Federal Street Ext.; Monument Square (Tree Lighting) Federal Street – between Temple and Exchange: CLOSED (Merry Madness)				
EVENT DAY & DATE(S)	Friday, November 25, 2016 (Tree Lighting Ceremony) Friday, Saturdays, and Sundays November 25 - December 18 (Horse & Wagon Rides); Shop For A Cause November 26; Thursday Dec. 8 (Merry Madness)		RAIN DAY & DATE(S)	None, rain or shine	
EVENT START TIME (i.e. set-up start time)	See below	EVENT END TIME (i.e. when event cleanup is complete)	See below	ACTUAL START & END TIME OF EVENT	5:00pm – 6:45 pm (Tree lighting ceremony) 4pm – 6pm (Merry Madness)

EVENT NAME	EXPECTED ATTENDANCE
Light Up Your Holidays Festival (Tree Lighting Ceremony in Monument Square, Horse & Wagon Rides, Merry Madness)	3000-4000

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

On Friday, November 25, 2016, from 5:00 – 6:45pm, there will be the traditional tree lighting ceremony in Monument Square and on Congress Street (with stage, entertainment and vendors). The ceremony is held rain, shine or snow. ELEC. at black box is needed. Christmas Tree will be in place there beside the box. New this year: our Presenting Sponsor, Hood, will be setting up a 35' x 35' inflatable snow globe in the corner of Monument Square closest to Monument Way and Others Café. Hood will serve free egg nog samples to event attendees.

For the 9th year in a row, organizers have asked that they be allowed to place a 20x24' stage on Congress Street (between Preble and Elm Street) that would face out to Monument Square. This would necessitate the closing of that section of Congress Street to vehicular traffic from 9am to 9pm, Friday, November 25th.

For crowd control, the tree lighting ceremony will also necessitate **closing Federal Street Extension** to vehicular traffic (from 4:30 – 7pm) and posted "No Parking" 2pm - 7pm. Vendors will be set up on the sidewalks and on Monument Square (they will also be parked on Federal Street Ext.).

This festival area is to include Congress Street (Preble to Elm Street) and all of Monument Square, Federal Street Ext., and the nearby sidewalks (One City Center sidewalk area and Monument Way), from Center Street to Temple Street, and both sides of Congress Street in that area. Police assistance is needed for the closing of Congress Street (during the Tree Lighting Ceremony)