



CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
 212 Canco Rd. ~ Portland ~ ME ~ 04103
 207-808-5400 x0
 Ted Musgrave tvmm@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	7/5/2017 Revised: 7-17, 8-3	ORGANIZATION NAME	Greater Portland Sustainability Council				
ORGANIZATION ADDRESS	% Lift 360, 132 Spring Street	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Christine Martin Jeff Edelstein	TITLE	Event Coordinator	PAFD Event Manager: ?			
HOME #	WORK 841.8429	CELL		FAX			
EMAIL	martinchristinem@gmail.com		EMAIL	greaterportlandsustainability@gmail.com			

PARK AREA OR PUBLIC SPACE REQUESTED	Monument Square & Monument Way Federal Street Ext. closed to vehicles (6am – 6pm) Parking spaces reserved on Fed St. Ext.				
EVENT DAY & DATE(S)	SAT 9-9-2017	RAIN DAY & DATE(S) (50% added fee)	N/A		
EVENT START TIME (i.e. set-up start time)	5:00am	EVENT END TIME (i.e. when event cleanup is complete)	6:00pm	ACTUAL START & END TIME OF EVENT	10am - 4pm

EVENT NAME	EXPECTED ATTENDANCE
Portland Greenfest	5,000 throughout the day

DESCRIPTION OF EVENT:

Community festival (10am – 4pm) 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 wish to close off all of Federal Street Ext., as was done in 2016. **3 Large TENTS** set up on the square. Some canopies as well. Lots of Tables + Chairs set up.

Refreshments for sale (Food Truck on site, parked on Federal St Ext). Free gleaned produce exchange. Smoothie bike. Music, entertainment, PA System on site (sidewalk area at One Monument Square). ELEC needed... (at Black Box on Square.. as well as outlets at Key Bank Trees).
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 at Greenfest will take place in front of One Monument Square on an approx. **16 x 20 stage** (on Federal St. Ext 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 (Key Bank Outlets). 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 6am to 6pm. There will be reserved parking on the closed street, Federal Street Ext.: food trucks and several biofuel // natural gas //hybrid cars + Garbage to Garden Vehicle parked for demonstrations and educational activities, including a ride-and-drive event featuring Kia hybrid and electric vehicles. Some of those hybrid/electric vehicles may be parked up ON the square and ON Monument Way (similar to Farmers Market Trucks).

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

Parking Meters on Fed. St. Ext need to be reserved.

The city's Sustainable Portland Office is a co-sponsor of the festival.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	NO
--	-----------

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
 Reserved parking needed for participating vehicles. All other attendees responsible for their own parking.

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: 30	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 – (buildinginspections@portlandmaine.gov) 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. State size(s): 20 x 40 (2 tents) & 20 x 50 (1 tent) Exact Location(s) of Tent Placement Requested: 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: 60 chairs: 120	X		
* Are other items or equipment being placed on City property? Please List: Stage (16 x 20)	X		
* Will there be refreshments at the event? Do you wish to sell food ? List food and drink / Food Trucks, etc.: Some vendors will be selling food products. Food trucks will be onsite. We will have a free gleaned produce exchange. PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served PLEASE give the BL Office at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from PAFD Office, and you will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557) – 2 week notice. List items you wish to sell: Various by different vendors.	X		
* Are you setting up a PA (sound) system ? Are you planning on having Amplified Music? Y Band? Y DJ? N Boom Box? N If so, your event may require a concert license from BL Office (874-8557), and a Sound Security Deposit may also be required for amplification. 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). WE ARE REQUESTING TO HAVE MUSIC FROM 10 AM - 4 PM AS IN PAST YEARS.	X		
* Will your event require electricity ? Electricity is available at Monument Square. It is	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 PAFD Office, 212 Canco Rd. All parking spaces on Federal Street Extension since we are closing off the street.	X		
* Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: One barricade for end of Federal Street Extension. Two safety vests. A few orange vests and cones may usually be borrowed from PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
* Will your event require street closures ? (See "Description of Event") Will your event affect METRO BUS ROUTES ? No	X		
* Will your event require Police assistance?	X		
* Will your event require Fire/EMS assistance?		X	
* Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned?	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: 808-5400 x0.	X		

INSURANCE CERTIFICATE INFORMATION

* Will your event require liability Insurance? (Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.)	X		
---	---	--	--

- ◆ If you answered YES, you shall procure and maintain commercial and/or product liability insurance in an amount of at least \$400,000 combined single limit, covering claims for bodily injury, death, and property damage at your event. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement for coverage for the event, only in those areas where governmental immunity has been expressly waived by 14 M.R.S.A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit shall not be deemed a waiver of any immunities or limitations of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law.
- ◆ The insurance certificate shall be sent to tvm@portlandmaine.gov and must state with no exceptions one of the following:
 - 1) The policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).
 - 2) The policy contains a general liability extension endorsement by which the City of Portland is made an additional insured pursuant to the date of the event (and rain date).

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.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Organizers are renting units for this event.

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 or the metal liners inside. 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; if park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

MARKING OF GROUNDS

Event Organizers must not use Spray Paint or Spray Chalk when marking city property. Children's Art Chalk can be used with permission from PAFD Office.

ADA COMPLIANCE

Event organizer must comply with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), including maintaining the permitted use area and all public rights-of-way accessible during the entirety of the permitted event. In the event the permitted area is rendered inaccessible to disabled persons, and/or by request of PAFD staff, the organizer shall act immediately to provide accessibility. All requests to provide interpretive services shall be the responsibility of the organizer to provide and pay for such services. The organizer shall defend, indemnify, and hold the City harmless from any and all liability and damages resulting from alleged violations of the ADA and/or MHRA.

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	CM	DATE	7/6/2017
---	----------------------	-----------	-------------	-----------------

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, defend, 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	CM	DATE	7/6/2017
---	----------------------	-----------	-------------	-----------------

FEE SCHEDULE – UPDATED JULY 1, 2015

Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.

Simple Event (no registration fee): \$50/hour Event with registration or pledges & attendance 25 – 300: \$100/hr Event with registration or pledges & attendance 301+: \$200/hr Public Space/Park Security Deposit/Sound Security Deposit: \$100-\$1000	Impact/Street Closure Fee (variable based on impact): \$0-\$500 Admin/Staff Fee (support for events): \$30/hour Porta Restroom User Fee (if attendance is 150+): \$25
--	---

CREDIT CARD INFORMATION

Visa or MasterCard Number				8743	Exp Date (Mon/Yr)	10	18
---------------------------	--	--	--	------	-------------------	----	----

CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

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) Number of Hours of Use: Approx. 12 hours	\$ WAIVED – City Co-sponsoring	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$???
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 250 CC on File
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ N/A
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ WAIVED		

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	7-5-17	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ WAIVED	SECURITY DEPOSIT	\$ CC on File
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$