

CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS PUBLIC PARK & SPACE APPLICATION (3 pages)

55 Portland St. ~ Portland ~ ME ~ 04101 207-874-8826 / 8751 (Event Office) ~ Fax 207-874-8816 tvm@portlandmaine.gov

For uses of city property, there are typically:

2. a security deposit required

3. insurance required

(There may be fees due and applications required from other City Departments)

TODAY'S I	DAIE	3.15.16 Revised 3-2		NIZATION	NAME	•	Picnic LLC						
ORGANIZA	ATION ADD		6 Free Stree	t			CITY	Portland		STATE	ME	ZIP	04101
			2 . 100 01100	•			3111	i ordand		J 17 (1 E			1 31101
CONTACT	CONTACT NAME(S) Noah DeFilippis & Amy Teh TITLE Co-founders												
HOME #		WORK		С	ELL	415.6	174		FAX				
EMAIL	picnicportla	and@gmail.con	n		EI	MAIL	ndefili	ippis@maine.	rr.com				
								-					
		LIC SPACE RE	QUESTED			of Co		Street, Pearl S	treet, F	ederal Stre	eet		
EVENT DA	Y & DATE(S) SAT 8-	6-16			RA	IN DAY 8	& DATE(S)	N/A				
EVENT ST	ART TIME	7:30am	EVENT EN	D TIME		7:30)pm	ACTUAL ST	TART &	END	11am	to 6pm	
(i.e. set-up	start time)		(i.e. when e	event clear	nup is			TIME OF EV	/ENT			•	
			complete)										
			EVENT	NAME						EXPE	CTED A	TTENDA	ANCE
Picnic Mu	sic+Arts Fe	estival								500			
DESCRIPT	ION OF EV	ENT:							II.				
that attended	ees may use Is, housewa	ists will be sellir e the sidewalks res, fine art, vin ENT (free-stand	areas to view stage goods, b	merchano picycles, re	dise. S ecords,	hoppe and m	rs can ex uch more	cpect clothing,	, jewelry will also	, prints, ac feature liv	cessorio e music	es, bags at a sm	s, dolls, nall
Organize	10 parking spaces need to be reserved. Organizer will rent Porta-Restrooms (place on concrete beside the wrought iron fence, close to Federal Street – but just inside the park). Organizers have requested that the FOUNTAIN be turned on.												
		permitted to par Picnic vendor.	k on Congres	s Street b	eside L	incoln	Park sha	all not be allow	ved to p	ark there o	during th	is Festiv	/al,
NO CHAR	GE TO ATTI	END. VENDOF	RS PAY FEE	TO PART	CIPAT	E.							
COLLECTI	ED FOR TH		LEDGES			check		VENDOR	FEE				
IF YES FO	R FEES, HO	OW MUCH?		F	EE		\$125						
		ANTICIPATED erved parking a					S YOUR	PARKING P	LAN?				
		, , ,											

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: 85+	Х		
	Canopies in Lincoln Park do not need Public Work's review.			
*	Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved	Χ		

		ı	1	
	by Public Works 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). Public Works will contact Inspections once the tent location is approved so			
	that the Tent Permit Application may go forward.			
	State size(s): 20x20 (free standing – no stakes / cement blocks used to weigh down)			
	Exact Location(s) of Tent Placement Requested: Over Stage			
	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: 100 chairs: 200	Х		
*	Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk	Х		
	Tank, Radio Station Van, Helium Tank, etc.) Please List: Stage			
*	Will there be refreshments at the event?	Х		
	Do you wish to sell food?			
	(If so, you will need approval from Public Works)			
	List food and drink: For Sale by Festival-approved Vendors			
	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).			
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?	Х		
	If so, you will need approval from Public Works, and you will need to apply for a Street			
	Goods Vendor License(s) at the City Clerk's Office (874-8557).			
	List items you wish to sell: Clothing, jewelry, prints, accessories, bags, dolls, paper			
	goods, housewares, fine art, vintage goods, bicycles, records, and much more.			
*	Are you setting up a PA (sound) system ?	X		
	Are you planning on having Amplified Music? X Band? X DJ? ?			
	If so, your event requires a concert license from the City Clerk's Office (874-8557).			
	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).			
	Will your event require electricity? Using own generator.		Х	
*	Are you planning on bringing a Grill for a Barbecue?		Х	
*	Will the event require reserved parking spaces / parking meters? How many? 10	X		
	"No Parking" signs may be purchased at PW Event Office, 55 Portland Street.	, -		
*	Will your event need safety vests, signs, barricades and/or cones?	Х		
	Please list what you would like to borrow:			
	A few orange vests and cones may usually be borrowed from Public Works, Event Office.			
	Barricades and signs are borrowed from Public Works, Customer Service.			
*	Will your event require street closures?		X	
*	Will your event require Police assistance?		Х	
*	Will your event require Fire/EMS assistance?		Х	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms	Х		
	cleaned? Organizers will rent their own.			
	INSURANCE CERTIFICATE INFORMATION			

	INSURANCE CERTIFICATE INFORMATION									
*	Will your event require liability Insurance?	Х								
	(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 Public Works: email to tvm@portlandmaine.gov.

PUBLIC WORKS 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. Because your event meets both of those conditions, you are required to contract with a vendor to provide porta-restrooms at your 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.

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

Public Works 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	ND	DATE	3.15.16
			1	i e e e e e e e e e e e e e e e e e e e

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 ND DATE 3.15.16

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				0186	Exp Date (Mon/Yr)						
CREDIT	CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED										

TOTAL AMOUNT(S) DUE TO PUBLIC WORKS (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.	\$ 2400 pd CC to be	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$???						
If your event is rained out / cancelled, the bulk of the	charged	, , , , , , , , , , , , , , , , , , ,							
fee is returned (however \$50 is non-refundable)	following								
Number of Hours of Use: 12 hours	event								
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit:	\$ 500 pd						
, ,,		Sound Security Deposit \$100 - \$1000	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):	\$ N/A		Rent Their						
\$100-\$500			Own						

	FOR OFFICE USE ONLY											
DATE REC'D 3-16-2016		DATE REC'D	NEED	PERMIT FEE	\$ 2400	SECURITY	\$ 500					
APPLICATION		INSURANCE		AMT REC'D	CC on File	DEPOSIT	CC on File					
	PAYMENT TYPE											
VISA \$	MC	\$	CK#	CK AMOUNT	\$	CASH AM	T \$					



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/21/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

С	ertificate holder in lieu of such endors	seme	ent(s)	-							
PRC	DUCER				CONTA NAME:	CT					
Clark Insurance 2385 Congress Street				PHONE (A/C, No, Ext): (207) 774-6257 FAX (A/C, No): (207) 774-2994							
	5 Congress Street tland, ME 04104				E-MAIL	ss: info@cla	arkinsurano	ce com	(A/C, NO).	(,	
	mana, m2 0 1 10 1				ADDRE						
						INS RA: MMG In		RDING COVERAGE			NAIC #
13.10.1	IDED				INSURE	RA: WING II	isurance C	опрапу			13997
Pine Cone & Chickadee LLC Noah Defilippis					INSURE	ERB:					
					INSURE	ER C:					
	182 Whitney Avenue				INSURE	ER D:					
Portland, ME 04102						RE:					
					INSURE	RF:					
CO	VERAGES CER	TIFIC	CATE	NUMBER:				REVISION NUI	MBER:		
11 C	HIS IS TO CERTIFY THAT THE POLICIE IDICATED. NOTWITHSTANDING ANY RETTIFICATE MAY BE ISSUED OR MAY XCLUSIONS AND CONDITIONS OF SUCH	EQUI PER	IREMI TAIN,	ENT, TERM OR CONDITIO THE INSURANCE AFFOR	DED B	ANY CONTRA Y THE POLIC	CT OR OTHER IES DESCRIB	R DOCUMENT WI SED HEREIN IS S	TH RESPE	CT TC	WHICH THIS
INSR	TYPE OF INSURANCE		SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)		LIMIT	s	
A	X COMMERCIAL GENERAL LIABILITY	INSD	WVD	TOLIOT HOMBER		(WINV/DD/1111)	(WINDE/TTTT)	EACH OCCURREN		\$	1,000,000
	CLAIMS-MADE X OCCUR	Х		BP 0440706		05/31/2016	05/31/2017	DAMAGE TO RENT	ED	\$.,,,,,,,,,
	CLAINIS-INIADE 11 OCCUR	^				00.0 = 0.10	00,01,2011	PREMISES (Ea occ			5,000
								MED EXP (Any one	. ,	\$	1,000,000
								PERSONAL & ADV		\$	
	GEN'L AGGREGATE LIMIT APPLIES PER: PRO- LOC							GENERAL AGGRE		\$	2,000,000
	JEG1							PRODUCTS - COM	P/OP AGG	\$	2,000,000
	OTHER:							COMBINED SINGLE	FIIMIT	<u> </u>	
	AUTOMOBILE LIABILITY							(Ea accident)		\$	
	ANY AUTO ALL OWNED SCHEDULED							BODILY INJURY (P		\$	
	AUTOS SCHEDULD AUTOS NON-OWNED							BODILY INJURY (P	,	\$	
	HIRED AUTOS AUTOS							(Per accident)	GE	\$	
										\$	
	UMBRELLA LIAB OCCUR							EACH OCCURREN	CE	\$	
	EXCESS LIAB CLAIMS-MADE							AGGREGATE		\$	
	DED RETENTION \$									\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE	OTH- ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A						E.L. EACH ACCIDE	NT	\$	
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA	EMPLOYEE	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - PO	LICY LIMIT	\$	
Eve Cer	CRIPTION OF OPERATIONS / LOCATIONS / VEHICI nt: PICNIC, August 6, 2016 ificate holder is included as additional i lired by a written contract executed pric	nsur	ed fo	r General Liability with rec	jards to	the named in	nsured's prer	nises and/or ong		ration	s only where
CE	RTIFICATE HOLDER				CANO	CELLATION					
City of Portland 389 Congress Street Portland, ME 04101				ACC	EXPIRATION	N DATE TH	ESCRIBED POLIC IEREOF, NOTIC CY PROVISIONS.				
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