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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/04/16

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	3.15.16 Revised 3-29	**ORGANIZATION NAME**	Picnic LLC				
ORGANIZATION ADDRESS	6 Free Street	**CITY**	Portland	**STATE**	ME	ZIP	04101
CONTACT NAME(S)	**Noah DeFilippis & Amy Teh**	**TITLE**	**Co-founders**				
HOME #	**WORK**	**CELL**	415.6174	**FAX**			
EMAIL	picnicportland@gmail.com	**EMAIL**	ndefilippis@maine.rr.com				

PARK AREA OR PUBLIC SPACE REQUESTED	Lincoln Park and adjoining sidewalks Parking Spaces of Congress Street, Pearl Street, Federal Street				
EVENT DAY & DATE(S)	SAT 8-6-16	**RAIN DAY & DATE(S)**	N/A		
EVENT START TIME (i.e. set-up start time)	7:30am	**EVENT END TIME** (i.e. when event cleanup is complete)	7:30pm	**ACTUAL START & END TIME OF EVENT**	11am to 6pm

EVENT NAME	**EXPECTED ATTENDANCE**
Picnic Music+Arts Festival	500

DESCRIPTION OF EVENT:

100+ Crafters and artists will be selling handmade products in a variety of materials. Canopies and tables will be set up on the grass so that attendees may use the sidewalks areas to view merchandise. Shoppers can expect clothing, jewelry, prints, accessories, bags, dolls, paper goods, housewares, fine art, vintage goods, bicycles, records, and much more. The event will also feature live music at a small stage/riser. A 20x20 TENT (free-standing) will cover the stage area. Generators will provide power for the bands. 2 Food Vendors will be on site.

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.

Food Trucks normally permitted to park on Congress Street beside Lincoln Park shall not be allowed to park there during this Festival, unless permitted as a Picnic vendor.

NO CHARGE TO ATTEND. VENDORS PAY FEE TO PARTICIPATE.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	**Please check: ___X___ VENDOR FEE**	
IF YES FOR FEES, HOW MUCH?	**FEE**	$125

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
We will need some reserved parking along Federal St, beside the park

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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/04/16

	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**	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: **Stage**	X		
*	Will there be **refreshments** at the event**?** 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).	X		
*	Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.) **?** 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.**	X		
*	Are you setting up a **PA (sound) system ?** 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).	X		
*	Will your event require **electricity**? **Using own generator.**		X	
*	Are you planning on bringing a **Grill for a Barbecue**?		X	
*	Will the event require **reserved parking spaces / parking meters**? How many**? 10** "No Parking" signs may be purchased at PW Event Office, 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 Works, Event Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require **street closures**?		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-restroooms cleaned? **Organizers will rent their own.**	X		

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 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.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/04/16

You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). Please recycle whenever p (please do not use Styrofoam - it is NOT recyclable). The area will be checked following your event and if the park is clean a 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 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

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 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. If your event is rained out / cancelled, the bulk of the fee is returned (however $50 is non-refundable) Number of Hours of Use: **12 hours**	**$ 2400 pd CC to be charged following event**	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 - $1000	**$ 500 pd CC on file**
Key Deposit: $50 per key	**$ N/A**	Other (Porta-Restroom User Fee: $25, etc.)	**$ N/A - Rent Their Own**
Impact/Street Closure Fee (variable based on impact): $100-$500	**$ N/A**		

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	3-16-2016	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D	**$ 2400 CC on File**	SECURITY DEPOSIT	**$ 500 CC on File**
PAYMENT TYPE							
VISA	$	MC	$	CK #		CK AMOUNT	$	CASH AMT	$

PINECO0-01

CERTIFICATE OF LIABILITY INSURANCE

D

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/04/16

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

PRODUCER	CONTACT NAME:	
Clark Insurance 2385 Congress Street Portland, ME 04104	PHONE (A/C, No, Ext): (207) 774-6257	FAX (A/C, No): (207) 774-2994
	E-MAIL ADDRESS: info@clarkinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : MMG Insurance Company	15997
INSURED	INSURER B :	
Pine Cone & Chickadee LLC Noah Defilippis 182 Whitney Avenue Portland, ME 04102	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		BP 0440706	05/31/2016	05/31/2017	DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event: PICNIC, August 6, 2016

Certificate holder is included as additional insured for General Liability with regards to the named insured's premises and/or ongoing operations only where required by a written contract executed prior to the commencement of the named insured's work for or on behalf of certificate holder

CERTIFICATE HOLDER

City of Portland
389 Congress Street
Portland, ME 04101

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol Sulides-Yarra

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD