



CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
PUBLIC PARK & SPACE PERMIT (10 pages)
 55 Portland St. ~ Portland ~ ME ~ 04101
 207-874-8826 (Event Office) ~ Fax 207-874-8816
 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		11-23-2015		ORGANIZATION NAME		Portland Downtown					
ORGANIZATION ADDRESS			549 Congress St.			CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)		Casey Gilbert TITLE: Executive Director Adam MacDonald - Marketing & Communications Coordinator Sally Newhall - Events Coordinator (sallynewhall@gmail.com)									
HOME #	772-6828			CELL	450-2585			FAX			
WORK											
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 27, 2015 (Tree Lighting Ceremony) Friday, Saturdays, and Sunday November 27 - December 20 (Horse & Wagon Rides); Thursday Dec. 10 (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		5:30pm – 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 – use of Federal Street)	1000 - 2000

DESCRIPTION OF EVENT:

Tree Lighting Ceremony

On **Friday, November 27, 2015**, from 5:30 – 6:45pm, there will be the traditional tree lighting ceremony in Monument Square and on Congress Street (with stage, entertainment: Dancers, Rick Charette Band, Santa, and vendors). The ceremony is held rain, shine or snow.
 ELEC. at black box is needed. Holiday Tree will be in place there beside the box.

For the 8th 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 11am to 9pm, Friday, November 27.
 During this closure on Fri. Nov. 27, METRO and other BUSES will still be able to access one lane of that closed section of Congress Street from 12:30 – 3pm and then again from 7:30 – 9pm (a special bus lane will be available).

For crowd control, the tree lighting ceremony will also necessitate **closing Federal Street Extension** to vehicular traffic (from 4:45 – 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 (only during the Tree Lighting Ceremony itself: 5 – 7pm). Private security will be on site to assist with the street closure, and letting buses through.

Haywagon Rides

Also on the evening of **Friday, November 27**, horse-drawn wagon rides will begin downtown, **4-8pm** (pick up and drop off location: Monument Square). Wagon rides will continue Fridays, Saturdays, and Sundays: **November 28, 29; December 4 (Art Walk) and 5, 6, 11, 12, 13, 18, 19, 20**. The festival area for these events is to include **Monument Square, One City Center sidewalk area and Monument Way**. Festival time for the horse-drawn wagon rides will run from approximately: **Fridays, 4-8pm; Saturdays: 2pm – 6pm; Sundays: 1 – 5 pm**. **These rides are free to the public. One wagon on Fridays + Sundays. Two wagons on Saturdays.**

Merry Madness

We are requesting use of Federal Street from Noon – 9pm for Merry Madness on Thursday, December 10. Merry Madness is a PD promotion (a ticketed event) where Portland stores stay open until 9pm for late night shopping. The Portland House of Music (at that closed section of street) is participating in this event with music and libations (21+).

Portland City Council (Nov. 2, 2015 meeting) approved the alcohol service area outside (an expansion of PHoMusic's alcohol footprint) for just this date/event.

The actual event runs 4 – 6pm. (Noon – 9pm time frame needed for setup and breakdown.)

We will be setting up a tent (set-up beginning at Noon) in front of the Portland House of Music. Wine/wineglasses available to purchase inside tent. We will provide access to the Post Office Parking lot (**Organizers hire 2 Police Officers with cars – stationed at Temple and at Exchange**) and private security monitors the in and out of the Parking Lot.

The 30x60 Tent will cover the sidewalk closest to PHoMusic, and extend 3 feet onto the sidewalk near the Post Office Parking Lot (across the street).

A number of barricades are needed to partition off the Tent area to the public.

Electricity for lights and music inside the tent will come from the PHoMusic.

IS THERE A REGISTRATION FEE?	No
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

Area garages and street parking will be sufficient for events.

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 Public Works and a Tent Permit Issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. Tent size(s): 30x60 Free-Standing Exact Location(s) of Tent Placement Requested: Federal Street (Merry Madness) In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X X MERRY MADNESS		
* 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 RADIO STATION VAN		
* Will there be refreshments at the event? Do you wish to sell food? (If so, you will need approval from Public Services) List food and drink: see BOX 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	X – HOT COCOA (TREE LIGHTING) X- WINE (MERRY		

	least a 2-week notice.	MADNESS)		
*	Do you wish to sell non-food items (like T-shirts, crafts, CDs, etc.)?		X	
*	Are you setting up a PA (sound) system? Are you planning on having Amplified Music? Band? DJ? If so, your event requires a concert license from the City Clerk's Office. (Just voice - i.e. Press Conference, would not require the license because it is not music). (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 - 6pm).)	X		
*	Will your event require a permit? (Permits are available at some of the parks.)	X		
*	Are you planning on having a Chill to 3 T-shirt sale?		X	
*	Will the event require reserved parking spaces/parking meters? How many? "No Parking" signs may be purchased at Public Services, 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? (Please be specific under "Description of Event")	X		
*	Will your event require Police assistance? (An event such as a road race, march in the street, or parade would typically require police assistance.)	X		
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)	X - DELIVER SANTA		
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms 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	

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 ON FILE		
♦	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: 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.

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 Public Works 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.

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.

TOBACCO 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	WTE	DATE	10/14/13
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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	WTE	DATE	10/14/14
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CONDITIONS FOR USE:

Portland City Council has declared your event a festival, granted approval for the closing of streets, and approved the extension of the alcohol service footprint for Portland House of Music (onto Federal Street). Associated fees for city licenses will be charged to the organizer. As the events fall under PD's contract with the City, most of the fees for staff assistance shall be waived. Fee for services that need to be paid by organizer include: 2 Police Officers on site for Merry Madness event (approx.. 3:30 – 6:30pm, Thurs. Dec. 20, 2015).

CONDITION OF SIDEWALKS / SQUARES / STREETS ASSUMPTION OF RISK and LIABILITY:

Users of the pathways/trails and streets/sidewalks/squares/parks/parking lots agree to accept the areas in an "as is" condition and shall be responsible for all risk and liability in using the grounds/city property for the event.

INCLEMENT WEATHER / CANCELLATION OF EVENT:

Should there be a snowstorm or weather event which poses a public safety concern, please consult with city staff: PW Customer Service, 874-8493; and the on-duty Police Shift Commander, 874-8555 (or Dispatch: 874-8574). Please alert your city contacts if any of the events are being cancelled.

PUBLIC WORKS EVENT OFFICE FEES – PARK SECURITY DEPOSIT / INSURANCE CERT.:

Fees: There are no permit fees required for use of city property, however, some associated license fees will be charged to the organizer (City Clerk's License fees / Tent Permit fee required), and Police Officers at Merry Madness need to be hired by organizer.

Security Deposits: N/A (unless items are borrowed from city depts.)

Insurance: Thank you for already forwarding a certificate of insurance to the PW Event Office. This also includes liquor liability for Merry Madness. The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

HORSE-DRAWN WAGON RIDES

USE OF CITY STREETS AND FEDERAL STREET EXT. (FOR WAGON RIDES):

You have permission to run wagon rides on Portland city streets. Please make sure the wagon has lights on it (front and rear). The wagons may unload and load up on Monument Square (if need be), by using the sidewalk cutout at the Federal Street Ext. & Congress Street. To reserve some parking meters on Federal Street Ext., please procure "No Parking" signs from Ted/Rusty at Public Works Event Office, 874-8826/8751 (Tom Higgins may also be able to provide signs).

Please contact the City Clerk's Office, Janice/Melissa, 874-8557, about any licenses that may be needed.

TREE LIGHTING CEREMONY (Friday, Nov. 27)

USE OF THE STREETS:

You have permission to hold the ceremony on Monument Square and on Congress Street (Congress Street, between the Library and Monument Square, closed to traffic), pending safety precautions taken (police officers on site for the event, and security staff at intersections for the setup). You also have permission to close down Federal Street Ext. to traffic, and to post area streets "No Parking."

For the large stage to be placed on the street, you have permission to use both lanes of Congress Street for the Tree Lighting Ceremony (i.e. Congress Street will be barricaded to traffic at Brown Street and at Elm Street, Center Street will be barricaded to traffic at Free Street, and traffic coming up Preble Street may only take a right onto Congress Street – to travel away from the ceremony). Police would also have the option of closing down Preble Street (at Cumberland Ave.) if necessary (so that no traffic comes up Preble Street during the Tree Lighting Ceremony).

This closure of Congress Street would start at Noon (when stage is delivered). The street would open up again to traffic at around 9pm (when stage is loaded up and removed).

This year, METRO (and other buses) will use a special bus lane through that closed section of Congress Street. Buses will only be able to travel that closed section from 12:30 – 3pm, and then again from 7:30 – 9pm. I.E. from approx.. 3 – 7:30pm, there will be NO traffic on that section of street. This closure (and monitoring for bus traffic) will be done by private security (Show Dawg), hired by the organizer.

USE OF MONUMENT SQUARE:

You have permission to use Monument Square for audience members.

You also have permission to have food vendors up on the square (and on the grounds), as long as Temp. Food Service Licenses has been procured from the Clerk's Office.

Please do not block access to doorways and driveways, and entrances to businesses (other than Federal Street Ext. being closed to traffic). Please do not use the monument, the grass or granite border around the monument, nor the monument flag poles, as part of the event. **No stakes are to be placed into the grass around the monument (there is an underground irrigation system there now).**

You have permission to use electricity from the black electrical box on the square.

POLICE:

Police Officers are to be on site for the Tree Lighting Ceremony event itself (approx.. 4:30 – 7pm). 2 Officers will be present. There is no charge for this service.

Please call your Police contacts in advance to review the duties of those assigned officers. Sgt. Mike Rand, 874-8554, or Police Shift Command: 874-8555 or 8556.

Please also discuss with them the logistics of the Noon Congress Street closure. Private Security (Show Dawg) will be on site at the intersections: Brown + Congress, Elm + Congress, the top of Preble Street, and at Center + Free.

The intersections will need barricades at those locations (where cars are being detoured). Orange cones will also be used to close off the "left turn lane" near the top of Preble Street.

Please contact Police Shift Command, 874-8555 or 8556, on Nov. 25 or 26, to get the contact info for the police officers working the Tree Lighting (4:30 – 7pm shift). You may want to touch base with them prior to Nov. 27. Should you also need to cancel the event (and therefore the need for officers), you will need to call Shift Command to let them know this. Please give at least a 12-hour notice.

Please call the Police Dispatch: 874-8574 or 8575, at 11am, November 27 to remind them of the closing of Congress Street (Preble/Brown to Elm).

Should there be a need for more than 2 officers at the event, then the Police Dept. may invoice you for those additional officers.

PARKING CONTROL OFFICERS:

There will probably be no need for Parking Control Officers (874-8884) to be on site for the Tree Lighting Ceremony.

FIRE / EMS DEPT. CONCERNS:

No Fire Dept. personnel need to be hired for the event. The Fire Dept. will be helping out by delivering Santa to the stage.

Please make sure for setup in the street, that an emergency lane is kept open (and that fire hydrants are easily accessible). The stage being erected, is just to be on one side of Congress Street (leaving the other lane open for emergencies..... that will also be the "bus travel" lane).

If you are having barbecue grills on site, please take safety precautions (fire extinguisher handy, etc.).

PRIVATE SECURITY:

Portland Downtown will hire private security (Show Dawg Security) to cover the road closures. The closures will start at Noon (when stage is delivered) and finish up at around 9pm (when stage is removed from the street). Covered intersections include: Brown + Congress, Elm + Congress, the top of Preble Street, and at Center + Free.

Security staff (and volunteers assisting) will wear safety vests, bring flashlights, and inform drivers of detours and parking facilities. Security will need to set up barricades and place them out in the street. When finished, they will then disassemble and place back on the edge of the sidewalk (out of the way of pedestrians).

When police arrive on site (4:30pm), officers may determine that Preble Street (at Cumberland Ave.) needs to be closed down to traffic, at which point, Show Dawg Security staff may need to relocate to that intersection.

PUBLIC WORKS – BARRICADES / SAFETY VESTS / CONES:

Public Works (Tom Higgins / Maynard Sprague: 874-8493, 8460) will arrange for barricades to be dropped off at intersections; security staff/volunteers will need to set these into place and dismantle them. Please remind Tom about orange cones that are needed up the side of Preble Street (to divert traffic coming up Preble Street over to the right lane). Security Staff may also need to assist with putting those out (and collecting them at the end).

Metal bicycle racks (barricades) may also be needed. Please address this with Tom.

Please confer with Tom / Maynard regarding exact locations for barricades.

If you need safety vests (security/volunteers), please call the PW Event Office, 874-8826/8751, as some can be loaned out. There is \$10 per vest security deposit required.

PUBLIC WORKS – RESERVING PARKING SPACES ("NO PARKING" SIGNS):

To reserve parking meters (or parking spaces along Congress Street/Federal Street Ext./Brown Streets – the corners at Congress Street), please contact Ted or Rusty at PW Event Office, 874-8826/8751 (Tom Higgins may also be able to provide you with these). Please do not forget to post Brown Street – post sides at the top near Congress (for turning traffic).

Towing of cars is at owner's expense.

There would be no cost for NP Signs, as this falls under the typical service provided by the city to facilitate the event.

If you would like to ensure that you can call the Police Dept. to have vehicles towed - that are illegally parked at these signs you've posted, please make sure to complete and fax/email to city depts. a No Parking Authorization Form, which you can get from the PW Event Office when you pick up the NP signs.

Please make sure signs are immediately removed once the event is complete.

METRO BUS SERVICE:

METRO and other bus companies will need to access the closed section of Congress Street (only for a portion of the 9 hour closing). Elm Street (Metro pick up/drop off location) will still act as their main pickup/drop off location.

From Noon – 3pm, and then again from 7:30 – 9pm, a separate bus lane will be set up (beside the stage in the street).

This closure (and monitoring for bus traffic) will be done by private security (Show Dawg), hired by the organizer.

Buses will NOT have access to the closed section of street from 3 – 7:30pm (and will need to detour around – most likely using Cumberland Ave. as the detour route).

Please reach out to METRO (774-0351) to personally discuss details of the street closure / special "bus lane."

USE OF CITY STREETS AND FEDERAL STREET EXT. (FOR WAGON RIDES):

For the Tree Lighting Ceremony, you have permission to run wagon rides on Portland city streets. Please contact the City Clerk's Office, Janice/Melissa, 874-8557, about any licenses that may be needed.

The wagons may unload and load up on Monument Square (if need be), by using the sidewalk cutout at Federal Street Ext. & Congress Street. To reserve some parking meters on Federal Street Ext., please procure "No Parking" signs from Ted/Rusty at PW Event Office, 874-8826/8751 (or confer with Tom Higgins).

CITY CLERK'S OFFICE - TEMPORARY FOOD SERVICE LICENSE / CONCERT LICENSE:

For food to be given away (or sold at the event), please contact the City Clerk's Office, 874-8557(Janice/Melissa), for a temporary food service license. Sponsor vehicles, like Dunkin' Donuts, may be parked on Federal Street Ext.

Please also procure a concert license from the Clerk's Office. (I understand that an ap is already on file there.)

If non-food items are being sold, please procure a "street goods vendors license" for each vendor or table, etc.

If you have questions about food service, please call the City's Health Inspector, Mike Russell, 756-8008.

INSPECTION SERVICES / STAGE PERMIT / BUILDING PERMIT: 874- 8701, or 8703

Small free-standing 10x10 canopies do not need a tent permit. Please use canopies on the square (if need be).

Please speak to Inspections about the covering over the stage area, as you may need a permit for this.

The area for your performance stage is on Congress Street (Library side of the street). You have permission to set up the stage in the street, given the following:

Please contact Inspection Services to apply for a stage permit, as one may be required.

Please make sure barricades and volunteers/security staff are at the closed intersections/detours.

The city takes no responsibility for your items that are placed on city property.

FIRE DEPT. ASSISTANCE:

Please contact Central Fire Station (874-8400) to discuss the Fire Truck delivering Santa.

ELECTRICITY / LIGHT SWITCH / CITY ELECTRICIAN / TREE:

Electricity for the Tree Lighting Ceremony will come from the black box at Monument Square. Please make sure that you have followed up with Kathy Alves or her associates (City Public Buildings Dept., 874-8892 / Randy Emmons: 899-9227) or Tom Higgins, 232-1787, regarding power at the box. The oversize switch (the candy cane) to turn on the tree lights – will be used. Please touch base with Tommy or Jeff Tarling, 874-8820, about this.

To alleviate the tripping hazard to the public, make sure that any cords in the public way are either covered with rugs, taped down to the sidewalk area, or orange cones placed on top of the cords.

If it were raining out, we require that you not use electricity to power the PA system, etc., unless all components and connections are under cover and protected from the elements.

Please touch base with Jeff Tarling for updates on the Holiday Tree.

PORTA-RESTROOMS:

If similar to previous years, the Public Library will be open that night, so those bathrooms will be available.

No porta-restrooms are being required to be on site for the event. Organizer may rent and place some if needed. Those units should go in a parking space (on Federal Street Ext.), up on the sidewalk in front of the bank, or against the wrought iron fence near the entrance to the Monument Square Parking Garage. Please have these delivered the day of the event, removed that evening.

SIGNAGE:

You may place A-Frame signs out on the sidewalk and on Monument Square and the other areas as well, to alert the public to your event. Please do not hang signage from trees or the monument flag poles.

PUBLIC SERVICES – TRASH:

Please make sure you touch base with Tom Higgins regarding trash disposal needs.

TOBACCO FREE ZONES / NO ALCOHOL ALLOWED:

Please see above "Public Services Policies."

There is no alcohol allowed on city property.

NOTIFICATION:

Please bring a copy of this permit with you to the event.

If there are members of the public in the area you'd like to set up at, please show them this permit so that they realize you have reserved it for your event. If you need assistance, please contact the Police Dept.: 874-8574 or 8575.

Please approach the hotdog vendor (a few days before) to inform them of your event in the square. They typically exit the square a little after lunch time.

The Public Market House places a few tables out in front of their business, so those tables may be there. Please stay clear of these tables.

Some of the restaurants at the square have dining tables out front. Please stay clear of these.

Please make sure all safety measures are followed.

Please make sure sound levels are kept in check (businesses, restaurants and stores may be open).

I have also forwarded a copy of this permit to some of the businesses in the Monument Square area. However, please do remind Monument Square businesses of your event (especially One City Center, Two City Center and the Parking Garage). Please also reach out to the Public Library.

Please also alert the Preble Street businesses as well.

Please ask Portland Newspapers to run an article alerting the public to the Congress Street closure.

I have forwarded a copy of this permit to Bus Companies, to alert them to the street closures (and to remind them of the special bus lane being set up for part of the closure time).

Please remember that there is the annual Thanksgiving Day Road Race taking place on Nov. 26. The gathering spot & finish line area for this race is the Monument Square, Federal Street Ext., Congress Street area. Race organizers have been reminded to remove all trash from the square and to leave the area clean for your Friday event.

Conditions for use are subject to change. Police Officers on site have discretion to revise any and all, especially in matters of public safety.

MERRY MADNESS (Thursday, Dec. 10)

USE OF FEDERAL STREET:

You have permission to hold the event on Federal Street and the adjoining sidewalks, pending Police Officers hired and security staff working the barricaded locations. Street closed to traffic Noon – 9pm.

At Noon – for setup when the street closes to traffic, security staff will be positioned at Barricades on Federal Street, at Temple Street and at Exchange Street – and another set of barricades set up on Federal Street just after the Post Office Parking Lot entrance – so vehicles may come and go from that parking lot.

With the event starting at 4pm, Police Officers will arrive on site a little earlier to that and will position themselves at the Temple and Exchange Street intersections (with police cars). They will then stay there until the event is over and people exit from the tent and street. After that (around 6pm), security staff manage the barricaded street (and parking lot flow of traffic). The street should open up again to traffic at around 9pm – when Tent is packed up and removed.

Please make sure you follow up with the Police Dept. for the details on Police responsibilities and time of service, etc.

The event is centered inside (Portland House of Music) as well as outside under a large tent (set up on Federal Street and the sidewalks).

Street will be closed to traffic (Noon – 9pm) except for cars coming and going from the Post Office Parking Lot.

Time frame for setup: Noon. Items removed by 9pm. Event Time: 4 – 6pm.

You also have permission to post area streets "No Parking," (Federal Street in particular).

Inside the Tent (30x60) will be tables and chairs, possibly small riser and possibly a small band/musicians.

You have permission to set up a large FREE-STANDING TENT in the street, as long as a Tent Permit is procured.

You have permission to serve refreshments (and to host a wine garden inside the tent), given a Temp. Food Service License is procured from the Clerk's Office and all State requirements for alcohol service have been adhered to. The PHOM will be overseeing and serving wine (21+) at their establishment, participants are permitted to take their wine outside on the sidewalk and into the tent on the street (Show Dawg and PHOM staff will oversee the ID checking area and monitor exits/entrances, etc.).

POLICE:

2 Police Officers need to be hired for the event (4-6pm time frame).

Please contact Sgt. Mike Rand, 874-8554, or Police Shift Command, 874-8555 or 8556, in the near future to hire and discuss details.

Please call the Police Dispatch: 874-8574 or 8575, early afternoon Dec. 10, to remind them of the event on Federal Street and the street closure.

The Police Dept. will invoice organizer following the event.

PARKING CONTROL OFFICERS: None should be needed.

FIRE / EMS DEPT. CONCERNS:

If you are having barbecue grills on site, please take safety precautions (fire extinguisher handy, etc.).

For the large tent setup in the street, there are code requirements that need to be followed. Please speak with Assistant Chief Keith Gautreau at Fire Headquarters (874-8400) to discuss. (The Fire Dept. has already OK'ed the tent being setup in the street, blocking traffic in both directions.)

VEHICLE ACCESS TO CLOSED SECTION OF STREET:

Organizer will want to post the street "No Parking..." (see below).

The only vehicle access through barricades are for cars coming and going from the Post Office Parking Lot (and those vehicles must exit and enter from the Exchange Street side). Security staff (and Police Staff – from 4-6pm) will monitor this traffic on that short section of closed street.

PUBLIC WORKS – BARRICADES:

For needed barricades, please reach out to Public Works (Tom Higgins / Maynard Sprague: 874-8493, 8460) to arrange for barricades to be dropped off. Your staff/volunteers/security will need to set these into place and dismantle them.

PUBLIC WORKS – RESERVING PARKING SPACES ("NO PARKING" SIGNS):

To reserve parking meters (or parking spaces along Federal Street/Temple Streets), please contact Ted or Rusty at PW Event Office, 874-8826/8751 (Tom Higgins may also be able to provide you with these). These will need to be posted the day before. (if you would like to tow cars from the street so that it is completely clear of vehicles by Noon, then please label signs for a 10am "No Parking" time.

There would be no cost for NP Signs, as this falls under the typical service provided by the city to facilitate the event.

If there are no signposts or meters for signs to be taped to, you may borrow cones from the PW Event Office, tape signs to those and place out on the sidewalk beside that area of street. There is a \$10 per cone security deposit required.

If you would like to ensure that you can call the Police Dept. to have vehicles towed - that are illegally parked at these signs you've posted, please make sure to complete and fax/email to city depts.. a No Parking Authorization Form, which you can get from the PW Event Office when you pick up the NP signs.

Towing of cars is at owner's expense.

Please make sure signs are immediately removed once the event is complete.

CITY CLERK'S OFFICE - TEMPORARY FOOD SERVICE LICENSE / CONCERT LICENSE / ALCOHOL:

City Council has approved the off premises liquor license. This is a 21+ event.

Please make sure all state guidelines are followed, and that any City Clerk's licenses for alcohol service are applied for and adhered to. Please have the owner/manager of PHofMusic follow back up with Clerk's Office to submit necessary documentation, etc.

For food to be given away (or sold at the event), please contact the City Clerk's Office, 874-8557(Janice/Melissa), for temporary food service licenses. The festival zone for Merry Madness is Federal Street (beside PHofMusic) and the adjoining sidewalks (Federal and Temple).

If you have questions about food service, please call the City's Health Inspector, Mike Russell, 756-8008.

Please also procure a concert license (music outdoors) from the Clerk's Office. Please remember to keep the amplification at a reasonable volume so as to not disturb nearby residents.

There is a cost for the above licenses.

INSPECTION SERVICES / TENT PERMIT: 874-8693

Small free-standing 10x10 canopies do not need a tent permit. However, the large free-standing tent (A-Plus Tent) for Merry Madness (Federal Street) area will need a permit issued.

Please complete the Tent Permit Application at the Inspections Office: (buildinginspections@portlandmaine.gov / 874-8693). There is a fee for the tent permit.

The tent will go up on Thursday at Noon, come down Thursday night (out of the street by 9pm).

Remember this tent must be free-standing. No stakes will be pounded into the sidewalk or street area or any nearby flower beds, etc. Please make sure the tent legs are weighted down. Please do not tie off the tent to light poles or street signs, etc.

If you are placing canopies in the area, please make sure canopy legs are weighted down as well, especially if it is windy out.

The city takes no responsibility for your items that are placed on city property.

ELECTRICITY:

Electricity may be needed. If so, electricity will come from the Portland House of Music.

To alleviate the tripping hazard to the public, make sure that any cords in the public way are either covered with rugs, taped down to the sidewalk area, or orange cones placed on top of the cords.

If it were raining out, we require that you not use electricity, unless all components and connections are under cover and protected from the elements (locate all performances under the tent or a canopy).

PORTA-RESTROOMS:

No porta-restrooms need to be on site for the event (organizer may rent some if so desired). Restrooms inside the PHoMusic will be used.

If renting, please have them delivered and placed in a parking space just after the tent, or placed up on the sidewalk area beside the PHoMusic.

Please have them delivered on Thursday, Dec. 10, and removed no later than Friday, Dec. 11.

PUBLIC WORKS – TRASH:

Please make sure you touch base with Tom Higgins regarding trash disposal needs.

Please ask participating food vendors/establishments to place out extra containers near their setups. The PHoMusic should provide trash receptacles at the wine bar.

SIGNAGE:

You may place A-Frame signs out on the sidewalks to alert the public to your event. Please do not hang signage from trees or sign posts, or flag poles in the area.

TOBACCO FREE ZONES / NO ALCOHOL ALLOWED:

Please see above "Public Works Policies."

There is no alcohol allowed on city property. However, Alcohol Service has been approved by City Council for this event (Merry Madness, 4 – 6pm, Thurs. Dec. 10, 2015). The alcohol service area for Merry Madness is confined to the 21+ area on the sidewalk and inside the tent, which is located on Federal Street just outside Portland House of Music.

NOTIFICATION:

Please bring a copy of this permit with you to the event. If there are members of the public in the area you'd like to set up at, please show them this permit so that they realize you have reserved it for your event. If you need assistance, please contact the Police Dept.: 874-8574 or 8575. Please also bring a copy of your City Council Order (approved 11-12-15).

Please remind businesses in the closed section of Federal Street area of your event.

Please make sure all safety measures are followed.

Please make sure sound levels are kept in check.

Please ask Portland Newspapers to run an article alerting the public to the event and the Federal Street closure.

Conditions for use are subject to change. Police Officers on site have discretion to revise any and all, especially in matters of public safety.

Should you have questions/concerns leading up to (or on the day any of the events), please reach out to City Staff above. Please leave a detailed message if staff can not take your call.

FEE SCHEDULE - UPDATED JULY 1, 2016	
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		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:	\$ N/A PD Event	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
Admin/Staff Fee (support for events): \$30/hour	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ N/A
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee: \$25, etc.)	\$
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	10-20-2015	DATE REC'D INSURANCE	June 2015	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ N/A unless items borrowed
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT
							\$