

Also on the evening of **Friday, November 25**, 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 26, 27; December 2 (Art Walk) and 3rd, 4th, 9th, 10th, 11th, 16th, 17th, 18th**. 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: **Friday, 4-8pm; Saturdays: 2pm – 6pm; Sunday: 1 – 5 pm**. **These rides are free to the public. One wagon on Fridays + Sundays. Two wagons on Saturdays.**

Additionally, we have added the following times for VIP Sponsor rides: Friday, December 2nd from 2pm to 4pm Saturday, December 10th from 12pm to 2pm The pick-up and drop off location for VIP Sponsor rides will be at **Tommy's Park at our Visitor Information Booth. We will be requesting emergency no parking signs for 3-4 parking spots at the intersection of Exchange and Middle Street adjacent to the park for ease of pick-up and drop-off.**

Shop For A Cause (Saturday, November 26th) – Portland Downtown would like to request the use of Tommy's Park on Saturday from approximately 10am to 4pm. Machias Savings Bank – a Light Up Your Holidays event sponsor – will set up a 10x10 tent and/or table to give away free promotional products.

Merry Madness (Event 4-6pm)

We are requesting use of Federal Street from 12pm – 8pm for Merry Madness on Thursday, December 8th. We will be setting up a TENT (set-up beginning at 9am) in front of the Portland House of Music. Wine/wineglasses available to purchase inside tent. With approval from City Council, organizer requests that patrons be able to bring wine and beverages out to the street – enclosed 21+ TENT area. If needed, for street closure, we can provide access to the Post Office Parking lot and only block the west side of Federal Street (closest to Temple Street).

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? No	Please check: _____ FEE _____ PLEDGES
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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 PAFD Office 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). PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): ??????? 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 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 PAFD) List food and drink: A Temporary Food Service License (from the Business Licensing 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 – FREE EGG NOG (TREE LIGHTING) X – WINE (MERRY MADNESS)		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?		X	
* Are you setting up a PA (sound) system? Are you planning on having Amplified Music? Band? DJ?			