



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
212 Conco Rd. ~ Portland ~ ME ~ 04103
207-908-5400 x0
Ted Musgrave 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	5/23/17 Revised: 5-23	ORGANIZATION NAME	Systems Engineering				
ORGANIZATION ADDRESS	120 Exchange Street	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Jenna Grant	TITLE	Marketing Events Specialist				
HOME #	WORK 207-553-1889	CELL		FAX			
EMAIL	jgrant@syseng.com	EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED	Section of Federal Street directly beside Portland House of Music (Federal Street – between Temple and Exchange, closed to thru traffic: Noon – Midnight)				
EVENT DAY & DATE(S)	Thursday, August 3, 2017	RAIN DAY & DATE(S) (50% added fee)	N/A		
EVENT START TIME (i.e. set-up start time)	12pm (noontime)	EVENT END TIME (i.e. when event cleanup is complete)	12am (midnight)	ACTUAL START & END TIME OF EVENT	4pm – 9pm

EVENT NAME	EXPECTED ATTENDANCE
Systems Engineering Annual Customer Appreciation Event	300 – 400 ppl

DESCRIPTION OF EVENT:

Holding annual customer appreciation event at the Portland House of Music and would like to close the section of Federal street that is directly beside the PHOM. Street closure would allow us to have a tent for additional guests. This event is free to attend but is by invite only. We will be having live music in the PHOM and will have a bar and additional food out under the tent. Police Officers and city PAFD Staff need to be hired by organizer.
(Federal Street – between Temple and Exchange, closed to thru traffic: Noon – Midnight). Vehicles needing access to businesses and parking lots on that closed section of street, will be allowed in (via traffic control from city staff).
6 Parking Spaces need to be reserved on Federal Street.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? Invite only event	Please check: _____ FEE _____ PLEDGES
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Additional parking will not be needed. Most attendees will be coming from In-town Portland.

**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 – (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): 30x60 Free Standing Exact Location(s) of Tent Placement Requested: Federal Street 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: chairs:			X

*	Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Hellum Tank, etc.) Please List:		X	
*	Will there be refreshments at the event? Do you wish to sell food? (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) List food and drink / Food Trucks, etc.: 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 - NOTHING WILL BE SOLD BUT WILL BE USING A LICENSED CATERER.		
*	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? Boom Box? If so, your event may require a concert license from BL Office (874-8557). (Just voice - i.e. Press Conference, would not require the license because it is not music). However, 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).			X
*	Will your event require electricity? Electricity is available at some of the parks &			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 Conco Rd.	X		
*	Will your event need safety vests, signs, barricades and/or cones? Please list what you would like to borrow: Barricades 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? (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 (gfenton@opmetrobus.com) to discuss.	X		
*	Will your event require Police assistance? An event such as a road race, march or parade in the street, would typically require police assistance.	X 4-9PM		
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms		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		
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◆ 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 tym@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. Using PHOM's facilities.

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	JHG	DATE	5/23/17
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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, 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	JHG	DATE	5/23/17
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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
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CREDIT CARD INFORMATION

Visa or MasterCard Number				Exp Date (Mon/Yr)	
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED					

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ◆ Please make out security deposit checks separate from permit fees.

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.	\$ 600 due	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
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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			
Admin/Staff Fee (support for events): \$30/hour	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$? due
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee: \$25, etc.) "No Parking" SIGNS	\$? due
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$? due		

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	5-23-2017	DATE REC'D INSURANCE	need	PERMIT FEE AMT REC'D	\$ need	SECURITY DEPOSIT	\$ need		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #		CK AMOUNT	\$	CASH AMT	\$