

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that CITY OF PORTLAND

Located At 356 STATE ST

Job ID: 2011-06-1417-SE

CBL: 035 - - I - 001 - 001 - - - -

has permission to Set up a 20'x24' temporary state in Deering Oaks Park for Southern Maine Pride, expires 6/18/11 provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

\_\_\_\_\_  
Fire Prevention Officer

*[Signature]* 6/17/11  
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD**



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-06-1417-SE

Located At: 356 STATE

CBL: 035 - - I - 001 - 001 - - - - -

## **Conditions of Approval:**

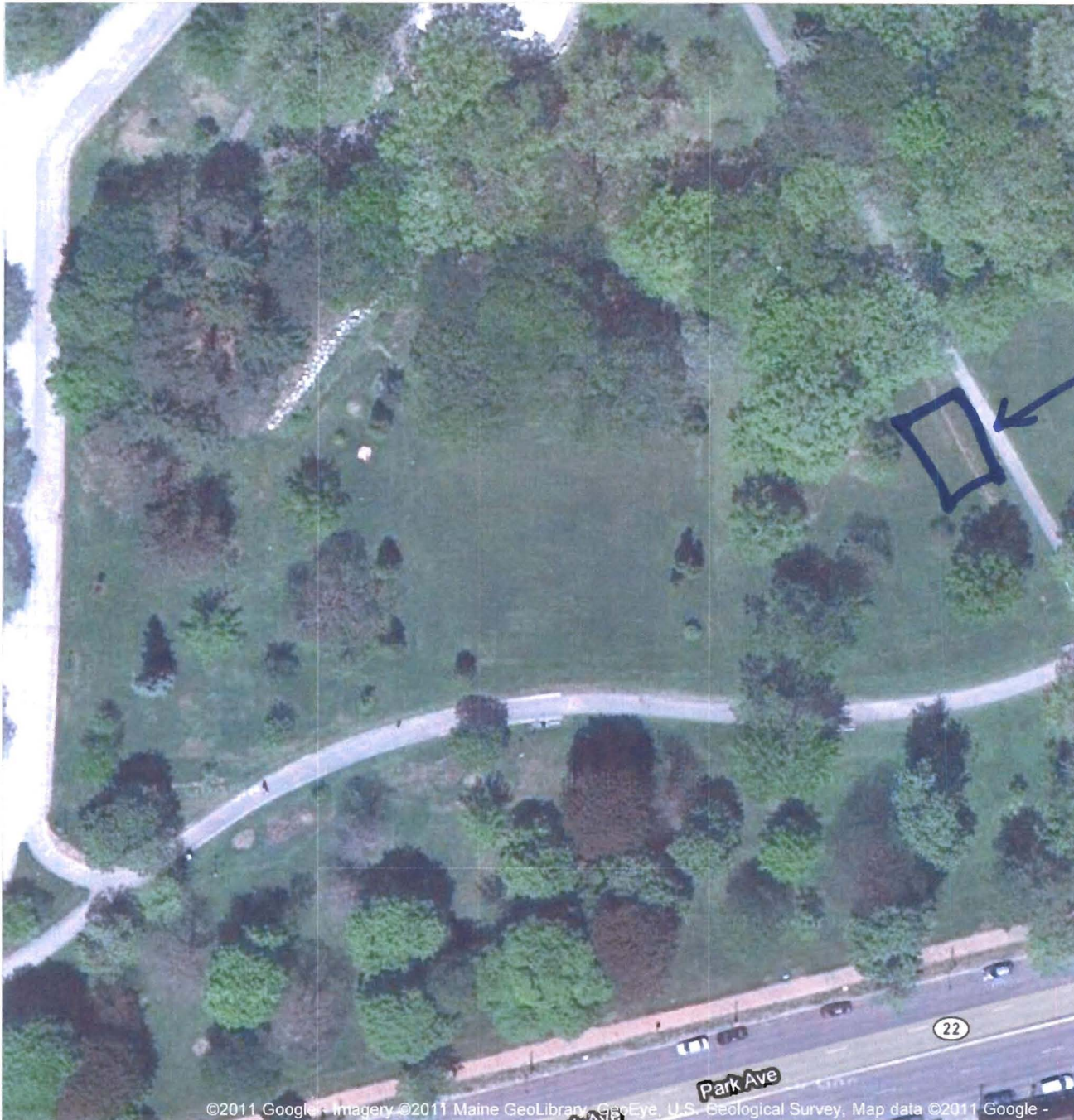
### **Building**

This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.





To see all the details that are visible on the screen, use the "Print" link next to the map.



## Lannie Dobson - PERMIT - Sat. June 18 - Pride Parade + Festival.....!!!!

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**From:** Ted Musgrave  
**To:** AV Technik, LLC; backcovebandit@yahoo.com; daniel@avtechnik.com; info...  
**Date:** 6/14/2011 8:50 PM  
**Subject:** PERMIT - Sat. June 18 - Pride Parade + Festival.....!!!!  
**CC:** Andy Downs; Anita LaChance; BUS COMPANY CONTACTS; Business Licensing;...  
**Attachments:** PRIDE FESTIVAL 2011 - permit.doc

hi mark and david, lauren and daniel -

PLS see your attached PERMIT... with detailed conditions for use... and follow up with city staff for assistance/licenses/permits/"no parking" signs, etc..  
(some of this - like the parade details - are subject to change)

PLS initial and date the blocks on page 3... and return a copy to the Rec Office.

PLS forward permit fee and sec dep (for use of grounds) to the Rec Office.

there is a meeting tomorrow morning (WED June 15) at 9am... with city staff, so i can grab these checks (and signed copy) from you then.

thanks... and best wishes on a great day..!!!!

i have cc'ed the bus companies on this... as well as PDD and some businesses in the Mon Square area



**CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT**  
**PUBLIC PARK & SPACE PERMIT (10 pages)**  
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101  
 207-756-8275 ~ Fax 207-756-8279  
 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)**

<b>TODAY'S DATE</b>	6-14-2011	<b>ORGANIZATION NAME</b>	Southern Maine Pride					
<b>ORGANIZATION ADDRESS</b>	c/o Paint Design Unlimited 500 Forest Avenue		<b>CITY</b>	Portland	<b>STATE</b>	ME	<b>ZIP</b>	04101
<b>CONTACT NAME(S)</b>	Mark Holt David Nadeau	<b>www.southernmainepride.org</b>	<b>TITLE</b> Organizers					
<b>HOME #</b>	<b>WORK</b> 761-1857	<b>CELL</b>	329-6046		<b>FAX</b>			
<b>EMAIL</b>	info@southernmainepride.org		<b>EMAIL</b>	podaydo@yahoo.com				

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Portland Streets (for parade), Deering Oaks Park – near Park Ave. (for festival)				
<b>EVENT DAY &amp; DATE(S)</b>	Saturday, June 18, 2011		<b>RAIN DAY &amp; DATE(S)</b>	None	
<b>EVENT START TIME</b> (i.e. set-up start time)	Parade (11am – Formation, 12:30 – parade start) 8am (festival) STAGE erected on Friday afternoon	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	1:30pm (parade) 6pm (festival)	<b>ACTUAL START &amp; END TIME OF EVENT</b>	12:30 – 1:30pm (parade)  1pm – 5pm (festival)

EVENT NAME	EXPECTED ATTENDANCE
<b>Southern Maine Pride Celebration Festival (and Parade)</b> <b>2011 Theme: "aLive with PRIDE @ 25"</b>	Parade: 1300 marchers 2500 spectators Festival: 2000 - 4000

**DESCRIPTION OF EVENT:**

There are two main events this year (that use city property) that make up the Festival.

- Pride Parade:** Sat., June 18, 2011 Parade forms up on Preble Street (between Cumberland and Congress) and Center Street (from Free to Congress) and Monument Square. Parade down Congress Street to High Street, Park Ave. to Mellen Street intersection, onto sidewalk + pathway to Deering Oaks.
- Pride Festival:** Sat., June 18, 2011 Festival is held in Deering Oaks Park (this year located on the Park Avenue and Bowling Green Path side of the Oaks) and includes the use of the grass areas and Bowling Green Path, a large stage erected on the grass beside the path, and electricity at nearby green box for entertainment (DJ's and bands). There will be food and non-food vendors at the festival. The food trucks have permission to park on the grass area beside the Park Avenue sidewalk. Parking spaces all along Park Ave. (park side, from State Street Ext. to Deering Ave.) need to be set aside for the festival.
- THERE IS NO PRIDE DANCE AT THE PIER THIS YEAR.**

<b>IS THERE A REGISTRATION FEE?</b>	NO (vendors pay a fee to participate in the festival + parade)
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**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?**

Reserved parking is needed for some vehicles... at Deering Oaks as well as around the Parade Formation Area. Otherwise, parking for participants is at area parking lots, garages, and on street.

**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 <b>canopy(s)</b> ? (canopy is 10x10 size) How many: <b>lots</b>	X		
* Do you wish to set up a <b>tent(s)</b> ? (a canopy or tent larger than 10x10 needs to be approved by Recreation and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process). Recreation 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: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.		X NO LARGE TENTS ON SITE	
* Will you be setting up <b>tables and/or chairs</b> ? 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: <b>Festival at Oaks: Vendor Trucks + booths – on grass, sponsor vehicles parked in parking lane of Park Ave., STAGE on grass, Moonbounce for children, possible radio station vans on Park Ave. Parking Lane, porta-lets on cobblestone areas near Bowling Green Path, Dumpster dropped in Parking Lane on Park Ave.</b>	X		
* Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? <b>yes</b> (If so, you will need approval from Recreation) List food and drink: <b>Festival: a variety of foods and drink, ice cream, etc. (no alcohol at festival)</b> 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).	X		
* Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: <b>t-shirts, cd's, artwork, crafts</b>	X		
* Are you setting up a <b>PA (sound) system</b> ? <b>yes</b> Are you planning on having <b>Amplified Music</b> ? <b>yes</b> 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).	X		
* Will your event require <b>electricity</b> ? Electricity is available at some of the parks &	X		
* Are you planning on bringing a <b>Grill for a Barbecue</b> ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.	X		
* Will the event require <b>reserved parking spaces / parking meters</b> ? How many? <b>50+</b> "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
* Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: barricades, vests, "no parking" signs A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	X		
* Will your event require <b>street closures</b> ? (Please be specific under "Description of Event")	X		
* Will your event require <b>Police</b> assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	X ORGANIZER IS HIRING 5 OFFICERS		
* Will your event require <b>Fire/EMS</b> assistance?		X	
* Will your event require <b>porta-restroom</b> 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 FESTIVAL 6 RENTED		
* Do you wish to have a <b>banner over the street</b> to advertise your event? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.		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 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 additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a>			

## RECREATION 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 equipment and connections are protected from the elements).

### PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (\*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, \*Entrance to Dyer's Flat – beside Payson Park, \*Deering Oaks Park – across from the Playground, \*East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (United Site Services, 508-594-2616 / 800-442-1286, M-F) to request and pay for a cleaning.

### 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). 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

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas. \$10 will be deducted from your security deposit for each vehicle parked on grass. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

### 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). 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!

### TOBACCO FREE ZONES

By city ordinance, smoking 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**

**DATE**

### 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**

**DATE**

## CONDITIONS FOR USE

**PORTLAND CITY COUNCIL HAS DECLARED YOUR EVENT A FESTIVAL. THE FESTIVAL GROUNDS – PUBLIC PROPERTY - ARE SET ASIDE FOR THE ORGANIZER TO HAVE CONTROL OVER DURING THE DAY: PLEASE SEE SPECIFIC WORDING OF CITY COUNCIL ORDER. CITY COUNCIL HAS ALSO APPROVED THE PARADE (AND ROUTE) PENDING SAFETY PRECAUTIONS ARE TAKEN.**



**Keep in mind (due to recent rain), if grass areas are wet and soggy, Park Managers may decide that all activities slated for the grass must take place on hard surfaces (tarred roadways/surfaces). It is understood by all parties, that if festival is permitted to take place under less than ideal conditions, that organizers are responsible financially for repair costs to the grounds.**

**I will call you on Friday afternoon to apprise you of the areas permitted for use (if rain in the forecast). In advance, please make alternative plans for your festival setup at Deering Oaks, should those grass areas not be usable. The Bowling Green Path (tarred areas and dirt areas) would be permissible for use.**

#### **RECREATION FEES / INSURANCE:**

**Fees:** Please forward the permit fee for use of Deering Oaks Park (\$320 – base on 9 hours use – 9am – 6pm) to the Recreation Office (134 Congress Street, Portland, Maine 04101). \$25 is also needed for use of electricity (the \$320 + \$25 can be combined for one check: \$345).

These fees can be charged to a credit card (please forward info to the Recreation Office: 756-8275).

There will also be fees from other City Departments (licenses, staff assistance, etc.). Those you will need to take up with the other city departments.

There is no permit fee for use of city streets for the Parade, as this event falls under 1<sup>st</sup> Amendment use. (There would be a charge for some Police services at the events.) Please discuss details of police costs with the Police Dept.

**Security Deposits:** Please also forward a \$500 park security deposit to the Rec. Office (you will receive this back if the area is left as was found and conditions for use adhered to).

A credit card may also be used for the security deposits.

**Insurance:** Thank you for already forwarding a certificate of insurance, naming the City of Portland as additional insured, to the Rec. Office. 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.

#### **PARADE INFO - USE OF THE STREETS: (some of these locations could change, pending further review by staff or day of event reconfiguration)**

**route of the parade: starts at Monument Square/Preble Street (at Congress Street intersection), proceeds west on Congress Street, right to High Street, left to Park Ave., crosses State Street Ext. , continues to the Mellen Street intersection, where parade participants enter into Deering Oaks via the sidewalk. Floats and vehicles would park along Park Avenue (which will have "reserved parking areas").**

**All volunteers at barricades need to wear safety vests. Safety vests to be borrowed from Public Services.**

**Elm and Congress** - 4 barricades, manned by volunteer(s). Westbound traffic on Congress diverted down Elm (or Federal Street Ext.).

**Preble and Cumberland** - 3 barricades, manned by volunteer(s). Local only traffic allowed up Preble beyond Cumberland.

**Center and Free** - 2 barricades, manned by volunteer(s). No traffic up Center from Free.

**Brown at Congress** - one way self regulating. 3 Barricades across Congress with volunteer.

**Casco at Shepley** - 2 barricades, manned by volunteer(s). Southbound traffic on Casco diverted onto Shepley.

**Oak at Congress** - one way self regulating.

**Forest at Congress** - 4 barricades, manned by volunteer(s). No traffic onto Congress.

**Forest at Cumberland** - 3 barricades, manned by volunteer(s). Local traffic only on Forest between Cumberland and Congress. (Cars will want to get to the Parking Lots on upper Forest Ave.)

**\*\*\*\* High, Free and Congress** - 8 barricades, manned by volunteer(s) and Police Officer. High diverted to Congress Westbound, Congress Eastbound diverted to Free. Pending the size of the parade and number of large floats, Police Officer may decide to Close High Street at Spring Street (at which point these barricades would be brought down to that lower intersection). **Possible High Street closed - at Spring Street (determined by Officers on site).**

**Deering at State** - 1 barricade plus 1 detour sign, manned by volunteer(s). Local only allowed from State.

**Deering at High** - 3 barricades, manned by volunteer(s). No traffic allowed onto High.

**Cumberland at State** - 3 barricades, manned by volunteer(s). No traffic allowed East bound on Cumberland.

**Cumberland at High (both sides)** - 6 barricades, manned by volunteers (+ Parking Control – if possible). No traffic allowed to cross High Street.

**Cumberland at Forest** - 3 barricades, manned by Parking Control/POLICE. No traffic allowed Westbound on Cumberland.

**YMCA parking lot at High St** - Manned by volunteer(s).

**Sherman at High** - one way self regulating.

**Grant at State** - 1 barricade plus 1 detour sign, manned by volunteer(s). Local only allowed from State.

**Grant at High** - 2 barricades, manned by volunteer(s). No traffic allowed onto High.

**Forest at Park Ave / Portland St** – (For 2010, it was determined that this intersection could stay open). For 2009, barricades were placed at this intersection and a Police Officer assigned to that post: 2 barricades, manned by a police officer. No Westbound traffic on Park Ave, traffic diverted out Forest or east on Portland

**Mellen at Park Ave** - 2 barricades, manned by a Police Officer. No Eastbound traffic on Park Ave. Lead car will block and turn traffic up Mellen Street.

**Mellen at Grant Street** - 2 barricades, manned by a volunteer(s). Traffic diverted onto Grant Street.

**Park Ave. at Deering Street** – a Police Officer may be needed at this intersection. The Lacrosse Tournament is in process at Fitzpatrick Stadium.

**Forest At State Street Extension / Marginal Way** - 6 barricades, manned by a Police Officer. No traffic allowed onto State Street Extension.

**High Street at Park Ave** - manned by a Police Officer

**TIMES: PARADE KICKS OFF IN THE STREET AT 12:30PM**

Twelve hours prior, No Parking signs posted by volunteers along route for Saturday 6/18: from 10am – 1pm.

**10am** - Preble Street closed at Cumberland  
Center Street closed at Free

**12:20pm** - Congress St and all feeder streets (Center, Casco, Forest, and Congress Eastbound at High) closed to traffic. Congress Westbound at Elm can be closed a few minutes earlier if it becomes necessary.

**12:30pm** - High Street and feeder streets (Deering, Cumberland, and Grant) closed to traffic.

**12:45pm / 1pm** - Park Ave and State Street Extension / closed to traffic. East bound traffic on Park Ave. diverted either up Deering Ave. or Mellen Street. These can be closed as the lead car turns from High Street onto Park Ave..

**FARMERS MARKET – AT THE PARK on SATURDAY, JUNE 18: will exit the park at their usual time (1pm)**

**FESTIVAL VENDORS ARE NOT SETTING UP ALONG FARMERS MARKET ROADWAY OR IN THE GRASS AREA NEAR THE BANDSTAND. This year the festival is being held in the grass areas on the Park Avenue side of the Park (away from Farmers Market Road). Festival vendors and volunteers will be entering the festival grounds from the Park Avenue side of Deering Oaks Park.**

**However, Festival Organizers state that they may wish to use the Farmers Market and Bandstand area in future years. Therefore, their use of the other areas of the park this year does not mean they are relinquishing their right to use the grass areas and bandstand areas in future years.**

**(This following policy will not apply for this year, but may apply for future years): Per the management policy for Saturday events at the Park: Farmers Market Vendors – who park their vehicles on Farmers Market Roadway (from the bandstand to Deering Ave.) will be ending sales at the park @ 11:30am; they will then exit the park @ Noon. Please make sure that your setup in the park at the bandstand area does not block them in or interfere with their morning sales.**

## USE OF DEERING OAKS PARK:

**Deering Oaks Park** – If we have rain, (and grass areas are wet and soggy), the Park Manager may require that you keep activities to the tarred areas of the park (i.e. Bowling Green Path and dirt areas, King Court – after Farmer Market exits the park). I will follow back up with you on June 17 regarding areas of use – if rain is in the forecast.

**Some of the low lying areas of the Oaks may be wet & mushy regardless; PLEASE stay clear of these areas.**

If grass areas can be used:

You have permission to use Deering Oaks Park – the grass areas to the south of the pond and ravine (and south of Farmers Market Roadway), and grass areas east of King Court Rd. Grass areas mainly used will be nearer to Park Avenue, and between the pond and King Court Rd.

You have permission to erect a **large stage on the grass area** abutting the sidewalk that leads to the ravine bridge, as long as a PERMIT is issued from the Inspections Division. **The stage truck and sound truck have permission to drive down the park sidewalk (from Mellen Street) that leads down to this area.** Organizers must take precautions to ensure that grounds do not get tire ruts or damage (i.e. plywood should be placed down on grass areas where truck tires will be going to minimize this damage possibility). Organizer will forfeit all or part of the Park Security Deposit for any damage. Furthermore, if repair estimates exceed the \$500 Park Security Deposit, then organizer is financially responsible for covering those repair costs above the \$500 level.

You may place (park) **Food Vendor Trucks/Vehicles** (approx. 5 or 6) on the grass area directly beside Park Avenue Sidewalk (between Mellen Street and Deering Avenue). There are enough flat, and large enough, grass areas for these units. Care must be taken to ensure that grass areas under and around these vehicles are not damaged (i.e. plywood placed to protect the grass from tire ruts and to catch oil leaks, etc.). – Farmer's Market Roadway and (the parking lane of) Tennis Court Road (or if there are booths or 10x10 canopies – they may be placed on the grass areas abutting the roadway/sidewalk area).

**These Food Vendor Units have permission to drive down the Park Avenue Sidewalk** in order to position themselves on the grass.

**Bowling Green Path is driveable, but ONLY to the Porta-Restroom Truck delivering the restrooms.** (Restrooms will be positioned on the cobblestone and grass area directly beside the Bowling Green Path).

**NO regular vendors (table vendors) at the event are to drive on the grass or on the park sidewalks, etc. They are all to load in (and load out) from the Parking Lane of Park Avenue (directly beside the park).**

**Floats, sponsor vehicles, and other vehicles in the parade, and not permitted to drive onto the grass, sidewalk, or pathways (Bowling Green Path included). They are to park up in the Parking Lane of Park Avenue.**

You have permission to set up a moon bounce and other kids games on the grass.

You have permission to use electricity at the park. The green box by the park sidewalk has new outlets.

Bowling Green Pathway will be kept open and accessible to festival attendees, the public and other pedestrians.

Bowling Green (itself – the large, raised flat grass area) will also be kept open to the public, for games, Frisbee, etc.

You have permission to sell food and goods at your event (and to play music over a PA system), pending City Clerks licenses are issued.

**You also have permission to reserve parking spaces that run along Park Avenue (the park side of the street) from State Street Ext. to Deering Ave. (approx. 35 parking spaces).**

**Both organizer and City understand that this use is a trial basis use.** Review by both parties will be made following the festival to determine if this location was a good fit. If not, the festival may return to the Bandstand/ Farmers Market side of Deering Oaks Park.

## DEERING OAKS PARK – GRASS AREAS OFF-LIMITS TO VEHICLES

Other than what is stated above, there are to be no vehicles driven or parked on grass areas OR Bowling Green Path (even for unloading purposes). Tables, chairs, equipment, etc. must be walked over from Park Avenue into the park. **For each vehicle parked on the grass, \$25 will be deducted from your park security deposit.** Recreation/Ranger staff may be on site during set up and break down to document any violations of this stipulation.

Please make sure that participating groups/vendors plan in advance regarding parking at the park. There are many events happening in the vicinity of the park that morning and afternoon, so parking will be very limited. Festival participants should plan on being dropped off, and the vehicle then moving away from the park to find a permanent parking spot.

Additional parking may be available at King Middle School and the Marginal Way Parking Lots. State Street Ext. and High Street (as well as Forest Ave.) all have parking available. There may be events taking place at the Expo. **And there are Lacrosse Tournaments all morning and afternoon at Fitzpatrick Stadium.** These games will draw a lot of spectators and the Deering Ave. / Park Ave. area will be very congested with vehicles.

### **ELECTRICITY at DEERING OAKS:**

The green box beside the park sidewalk (100 feet south of the Ravine Bridge) will have the exterior outlets turned on. The box will also be left unlocked (just in case) but tied shut. The box is within eyesight of the soundboard (please have the sound tech check it from time to time).

The sound company will tie into this 50 watt outlet for power. For additional electricity: there are also regular outlets (2) located on the exterior of the green transformer box. Organizers may use these as well. These outlets are ground fault protected. If the breaker goes, the button in the middle of the outlet will need to be reset.

All cords in the public way must be covered by rugs or orange cones, or brightly colored ribbons tied to the cord every 20 feet or so, to alleviate the tripping hazard to the public. (This goes for the vendors as well as the sound company.) If you would like to borrow orange cones, you may do so from the Recreation Office, 756-8275. A \$10 per cone security deposit is required.

If it is raining or drizzly out, we require that you not use the outlets (unless all connections and equipment is under cover and protected from the elements).

### **PORTABLE STAGE AT THE OAKS (INSPECTIONS DIVISION: 874-8693):**

Stage is planned to go up on Friday afternoon, June 17 / to come down Saturday evening, June 18. You have permission to erect a **large, portable stage on the grass area** abutting the sidewalk that leads to the ravine bridge, as long as a PERMIT is issued from the Inspections Division. Please contact Lannie Dobson at Inspections for this stage permit application.

**The stage truck and sound truck have permission to drive down the park sidewalk (from Mellen Street) that leads down to this area.** Organizers must take precautions to ensure that grounds do not get tire ruts or damage (i.e. plywood should be placed down on grass areas where truck tires will be going to minimize this damage possibility). Organizer will forfeit all or part of the Park Security Deposit for any damage. Furthermore, if repair estimates exceed the \$500 Park Security Deposit, then organizer is financially responsible for covering those repair costs above the \$500 level.

### **PORTABLE RESTROOMS:**

We require that you rent portable restrooms/toilets (at least 4 regular and 1 handicap-accessible) for the Deering Oaks event. The restrooms are to be positioned on the grass and cobblestone area, adjacent to the Bowling Green Path, about 100 feet in from King Court Rd. The restrooms should be dropped off on Saturday early morning (6am – before Farmers Market starts heating up) and removed Saturday early evening, after the festival concludes.

Please make sure festival organizers are on site when these are delivered, to show the driver the exact location. The driver may also need assistance driving into and onto Bowling Green Rd. (from Deering Ave.).

The **Porta-Restroom Company DOES have permission to drive down Bowling Green Path.** To minimize damage to the grass, the truck can make a 3-point-turn further down BG Path, where the path splits and leads down to the pond. I do not believe the truck can exit out onto State Street Ext (as the bollards are in place across the exit).

The city currently contracts with United Site Services, 800-442-1286 / 508-594-2616 (though you do not have to use that company).

### **TENTS / CANOPIES AT THE OAKS:**

There are to be no tents (larger than 10x10 canopies) in the park that require stakes being driven into the ground unless authorized by Recreation. (If so, you will need a tent permit from the Inspections Division, and will need to call DIG SAFE, 1-888-344-7233, and the locations need to be approved by Recreation). It is too late to apply for TENT permits, so no tents or canopies larger than 10x10's will go into the park.

The smaller 10x10 canopies need no tent permit (and can be placed on grass areas and tarred areas). Please make sure that the legs are weighted down if it is windy out.

### **TRASH:**

For the festival at the Oaks, you are expected to bring heavy duty trash bags and extra trash barrels and remove all your trash from the areas unless other arrangements are made through Public Services.

As I understand it, you are renting a small dumpster, which is to be parked in one of the parking spaces on Park Avenue. This should be delivered on Saturday morning (8 or 9am) as that is when residents cars are supposed to be removed from those spaces. This dumpster location should be clearly marked/signed (by the organizer) so that it is placed exactly where the organizer needs it. It could be dropped off on Friday (if you reserve that parking space for Friday). Please make sure the dumpster is removed by Saturday evening.

The dumpster should also be a locking one, so that the public does not use it.

It is expected that organizers will pick up and dispose of all trash generated by the festival. The park will be checked by city staff, prior to, and immediately following the festival to determine Park Security Deposit status.

#### **POLICE ASSISTANCE..... AND PCO'S AT PARADE:**

Please call Sgt. Troy Bowden, 874-8554, or Lt. William Preis, 874-8569, to arrange for police services at your parade and festival. You may also follow up with Police Shift Command to hire officers for the event and parade.

City Staff and organizers are meeting on Wed., June 15 to discuss Police and Barricade issues (details and conditions for use stated in this permit may change as a result of this meeting.)

But as I understand it, organizers will request to hire 5 officers (4 officers / 1 supervisor), to cover both the parade and the festival. Parade Volunteers will still need to staff a majority of the parade intersections.

Parking Control Officers may also be needed for the Parade Detail as well.

Please contact Sgt. Troy Bowden on Thursday, June 16 to get the Police Supervisor's name and phone number so that you may consult with him/her prior to June 18. You will want to confirm all locations for volunteers and police officers, route of the parade, what is expected from Police Officers covering the Festival, etc.

Please make sure you call Police Dispatch, 874-8574 or 8575, on the morning of the events, to remind them of your need for assistance. In case of emergency, please dial 911

#### **PARKING CONTROL OFFICERS for DEERING OAKS PARK:**

You will need to have 2 Parking Control Officers for Deering Oaks Park. Time frame is during the PARADE portion only: 12:30 – 1:45pm (approx). This will hopefully be ironed out at the Wednesday meeting with city staff. Because State Street Ext. is closed to traffic during the parade (and so no cars can exit onto that street), a PCO would need to be situated at the entrance (Deering Ave) and also one at the Exit (Castle) so that cars exiting the park can be turned around to head in the opposite direction (towards Deering Ave). With the park roadway closed to traffic, this should be able to happen.

I have been told that a PCO is available to work at the festival that day (you will still need to call Parking Control to get the PCO's info, and to give that office your billing information).

**(YOU WILL ALSO WANT TO POSITION A QUALIFIED ADULT VOLUNTEER(S) with the PCO at the Deering Ave. entrance – starting at 12:30pm - to assist the PCO in letting your volunteers/vendors through those barricades.) This volunteer(s) should have a list of those vendors and participants. I.E. This park road (Tennis Court Rd) may be used by organizers for parking of their vehicles during the festival.**

**PLEASE CONTACT THE PARKING CONTROL OFFICE, 874-8444 / or 874-2842, TO SCHEDULE THE PCO's. .**

#### **PARADE / FESTIVAL STAFF at DEERING OAKS..... BARRICADES & SIGNAGE:**

Remember that Farmers market will still be held in the park along the bandstand roadway (i.e. Farmers Market Roadway). To direct your vendors and groups to the correct festival area of the park, you may want to position some volunteers at the Oaks Entrance (Deering Avenue) to catch any vendors trying to load in from that side of the park (as they are supposed to load in from the Park Avenue side of the park).

You may erect temporary signage at the entrances to the park stating this. Don't forget to remove these signs after the event.

#### **PUBLIC SERVICES - BARRICADES & SIGNAGE (FOR PARADE AND FESTIVAL):**

**FOR THE PARADE:** Public Services Downtown Div. Staff will be dropping off barricades for the parade and parade formation areas. You will hopefully have a PS's phone number from our Wednesday meeting with city staff.

Pride volunteers will need to set up most of the barricade locations and staff them for the parade. Please remember to dismantle them and place them at the edge of the sidewalk (on the sidewalk – not in the street). All volunteers need to wear safety vests.

By copy of this permit, I am asking Public Services to drop off 4 barricades at the Deering Ave. entrances into the Park (and 2 more barricade over at the exit – Castle side).

"No Parking" Signs: Pride organizers will post Preble Street (both sides – from Cumberland Ave. to Congress Street) the afternoon before (Friday, June 18). Center Street (from Free to Congress) would also be posted. To be on the safe side, signs should state "no parking, 9am – 1pm, Sat. June 18, Pride Parade." This posted area is for parade formation. In order to free the parade route of parked cars, all of the parade route would also need to be posted the afternoon before. Organizers are responsible for posting these streets.

Please call Carol Merritt, Public Service's, 874-8822, for these needed signs (at least 50). You will need to label these and attach to meters and signs on Friday afternoon, June 17. Please make sure all signs are removed immediately after the parade. (Please return those signs that you do not use). There may be a charge for signs (please speak to Public Service's about this).

**FOR THE FESTIVAL:** barricades need to be dropped off at each location: (1) **5 barricades** near the Park Ave. sidewalk/park grass area at Mellen Street, (2) **5 barricades** on the east side of the Metro Bus Shelter, which is located near the intersection of Park Ave/Deering Ave. Organizers will pay for Public Services to drop off and pick up these 10 barricades (as they do not fall under 1<sup>st</sup> Amendment use).

The Park Avenue (the west-bound side – from State Street Ext. to Deering Ave.) will be posted as “no parking” this year (about 35 parking spaces). Organizers must post this area on Friday Morning, June 17.) The Recreation Office will provide you with stakes and signs. The stakes can be pounded into the grass area beside the street. Some of the signs can be taped to existing signposts and trees along the street. Please remember to remove these once the festival is over.

Some of these posted “No Parking” areas will be additionally labeled as “Drop off / Pick up ONLY” etc., and some areas will be set aside for sponsor vehicles and floats, the dumpster, and handicap parking.

## **MAINE STATE PIER USE – THERE IS NO PRIDE DANCE AT THE PIER THIS YEAR.**

### **CITY CLERK'S OFFICE / LICENSES (CONCERT INFO) 874-8557:**

You will need to contact Julie Ann or Jenny at the Clerk's Office (874-8557) for the temporary food service licenses, the outdoor concert license and the street goods vendors licenses. Only licensed vendors (vendors that are approved by the Pride Committee) are permitted to vend at the park, and at the parade.

(I understand that these license applications are already in process.)

An inspector will show up @ 12:30pm to inspect the food service area at the Oaks. If you have questions about food service requirements, please call Inspections (see block below).

Remember, a license to hold a concert does not give you permission to create a noise disturbance. If the Police Department receives complaints, they will respond accordingly.

So as not to interfere with Farmer's Market sales, the PA gear must not be turned on and tested for music until Noon.

### **INSPECTION SERVICES 874-8693, 8701 or 8703:**

There are to be no large tents installed at the Oaks, or other parks/squares. 10x10 canopies (which vendors will be using) do not need a tent permit.

An inspector will show up at the Oaks @ 12:30pm to inspect the food service area. If you have questions about food service requirements, please call Inspections.

You may want to update Inspectors on your food vendors (prior to June 18). The Inspections Office would appreciate a map, showing the locations of the food vendors. Most of the food vendors will be parked on the grass area beside the Park Avenue sidewalk.

You should also make sure that all your food vendors have a list of requirements that inspectors will require before the Temp. Food Service License is issued.

You have permission to sell food items and crafts, t-shirts, etc. at Deering Oaks Park.

Alcohol is prohibited on public property.

### **FIRE / EMS ASSISTANCE:**

Should you have a need for Fire Department / EMS assistance, please call Fire Chief Fred LaMontagne or Dept. Chief Terry Walsh, 874-8400, prior to the event. In case of emergencies, please dial 911. You may want to consider having EMS staff on site at your festival. There would most likely be a cost for this service.

### **PARKING:**

See language contained in the various sections of this permit.

No vehicles are allowed on the sidewalk or square areas, unless specifically stated above or below.

For delivery of items, please park on the street or park roadways and walk items in. Only the Food Vendor Trucks (about 5 of them) have permission to drive up onto the grass area and stay parked there during the Festival.

The Stage Truck and the Sound Truck have permission to drive into the park (staying to the sidewalk areas as much as possible) for setup and take down purposes only. Those vehicles may not stay parked on the grass areas for more than 1 hour (to unload and load). Trucks must then exit the park and park in legal spots nearby.

The porta-restroom delivery truck has permission to drive on Bowling Green Path.

### **TRASH AND TOBACCO FREE ZONES POLICIES:**

Please see above "Recreation Policies" blocks.

You have permission to park a Dumpster at one of the parking spaces along Park Avenue. This should be dropped off on Saturday morning and picked up Saturday night, day of festival.

### **NO ALCOHOL ALLOWED:**

There is to be no alcohol permitted on city property for the parade or the festival.

**RAIN / CANCELLATIONS:**

Please make sure that you have a phone list of all city staff assisting with the events.

By this permit, I am asking that city staff assisting in the Pride Events call you with their phone numbers. If inclement weather necessitates canceling any of these staff assisted events, you need to call staff before the work is done or staff arrives for their shift, or you will be charged.

Please remember, electricity must not be used outdoors if there is rain (unless ALL connections and equipment is fully protected and covered from the elements).

**NOTIFICATION:**

Please ask Portland Newspapers to run an article alerting the public to your parade event and traffic delays (and the aspect of Park Avenue – parking lane on the park side, being posted "No Parking" for Saturday 8am – 6pm).

I have sent a copy of this permit to Bus Companies to alert them of the street closures, so that they may plan alternate routes during the parade time.

Please alert all businesses and residents on Preble Street and Center Street that will be affected by the longer street closure of that particular street (especially Maine Bank & Trust as they have the drive-through window).

Please also alert the Monument Square businesses to your event (parade assembly).

Upon arrival at Deering Oaks, please alert the CVB Castle Staff to your festival activities.

I have sent a copy of this permit to my Farmer's Market representatives, Dan Price and Larry Bruns, so that they may alert the other farmers to your event (and that you are now using the Park Avenue side of the park).

Please bring a copy of this permit with you to the events. If there are members of the public in the areas you have reserved, please show them this permit to let them know you have permission to use the grounds. Please contact Police Dispatch if you need assistance: 874-8574 or 8575.

If you have questions about use of the park on the day of your event, please contact the Public Services Customer Service Desk, 874-8493 (or the Park Ranger cell phone: 712-0287). They will hopefully be able to assist or contact other city staff to follow up with you.

**REVOKABLE PERMIT:**

The City reserves the unconditional right to control or cancel events to protect public safety.

The City reserves the unconditional right to control or cancel events to prohibit damage to public property.

The City reserves the right to revoke or revise an issued permit.

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

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"
◆ Please make out security deposit checks separate from permit fees.

TOTAL AMOUNT(S) DUE TO RECREATION (Please make all security deposit checks out separately)			
Permit Fee for use of area: \$40 first hr plus \$35 each additional hr (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: <b>9 HOURS TOTAL</b>	<b>\$ 320 DUE</b>	Vest, Barricade, Cone Deposit: \$10 per/item	<b>\$ needed - 20 vests to be loaned out from PS's</b>
Electricity: \$5per/hr	<b>\$ 25 DUE</b>	Public Space / Park Security Deposit:	<b>\$ 500 DUE</b>
Key Deposit: \$50 per key -	<b>\$</b>	Other (Porta-Restroom User Fee, etc.)	<b>\$</b>

**PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.**

FOR OFFICE USE ONLY								
DATE REC'D APPLICATION	Letter received 4-6-2011	DATE REC'D INSURANCE	needed	PERMIT FEE AMT REC'D	\$ needed	SECURITY DEPOSIT	\$ needed	
PAYMENT TYPE								
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$









# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

6-15 20 11

Received from \_\_\_\_\_

Location of Work 200 York Street

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

Total: 300

Building (IL) \_\_\_\_\_ Plumbing (I5) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other Work + Permit -

CBL: 35-T-1

Check #: \_\_\_\_\_ Total Collected \$ 300

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy