



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES  
PUBLIC PARK & SPACE APPLICATION (3 pages)**  
55 Portland St. ~ Portland ~ ME ~ 04101  
207-874-8826 (Event Office) ~ Fax 207-874-8816  
tvm@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	July 16, 2013	ORGANIZATION NAME	Hospice of Southern Maine			
ORGANIZATION ADDRESS	180 US Route One		CITY	Scarborough	STATE	ME ZIP 04074
CONTACT NAME(S)	Susan Hubbard					
HOME #	WORK 289-3669	CELL 434-594-4528	FAX			
EMAIL	shubbard@hospiceofsouthernmaine.org		EMAIL			

PARK AREA OR PUBLIC SPACE REQUESTED	Deering Oaks Park - Children's Ravine (FM Road)				
EVENT DAY & DATE(S)	Saturday, September 28, 2013		RAIN DAY & DATE(S)	Sunday, September 29, 2013	
EVENT START TIME (i.e. set-up start time)	1PM (After Farmers Market)	EVENT END TIME (i.e. when event cleanup is complete)	8:00 PM	ACTUAL START & END TIME OF EVENT	6:30pm

EVENT NAME	Twilight in the Park	EXPECTED ATTENDANCE	250
DESCRIPTION OF EVENT:	Please be specific regarding area of public space/park and describe Event in detail		
	Twilight in the Park is an annual Luminaria lighting event for remembering those who have brought love and light to our lives. 1000 votive candles are lit in a dramatic and touching display of light. Ceremony includes reading, words from families and friends, music (PA system) and refreshments. A large tent (20 x 40) is set up on the grass area beside the farmers market roadway (near ravine bridge). Elec. Is needed.		
IS THERE A REGISTRATION FEE?	No but donations for luminaria are suggested		

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

**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 Services 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. State size(s): 20x40... Exact Location(s) of Tent Placement Requested: GRASS near FM Road 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: 4 chairs: 8	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	
*	Will there be refreshments at the event?	X		