



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
PUBLIC PARK & SPACE APPLICATION (3 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 / 8751 (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	1-18-2016 Revised 1-22. 1-25	ORGANIZATION NAME	Hospice of Southern Maine					
ORGANIZATION ADDRESS	180 US Route One		CITY	Scarborough	STATE	ME	ZIP	04074
CONTACT NAME(S)	Heidi Farber Kristin Melville	TITLE	Events Coordinator Development Director					
HOME #	Work: 289-3669		CELL	303-8771		FAX	883-1040	
EMAIL	hfarber@hospiceofsouthernmaine.org		EMAIL	kmelville@hospiceofsouthernmaine.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Deering Oaks Park – Ravine area and FM Road				
EVENT DAY & DATE(S)	SAT 9-24-16		RAIN DAY & DATE(S)	SUN 9-25-16	
EVENT START TIME (i.e. set-up start time)	2 PM (tent set up Fri night)	EVENT END TIME (i.e. when event cleanup is complete)	9 pm	ACTUAL START & END TIME OF EVENT	6:30 – 8 pm

EVENT NAME	EXPECTED ATTENDANCE
Twilight in the Park	400
DESCRIPTION OF EVENT:	
<p>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.</p> <p>Ceremony includes reading, words from families and friends, music / taps, vocalist (PA system) and refreshments, and of course, the traditional culmination with lighting of the wish lantern. (is this a large SKY LANTERN...?) - yes</p> <p>A large tent (20 x 40) and smaller canopy (10 x 10) are set up on the grass area beside the Farmer's Market roadway (near ravine bridge). Tent Truck sets up tents Friday evening (Sept 23) before the event to minimize interference with Farmer's Market. Large Banner hung from Ravine Bridge.</p> <p>Request to close Farmer's Market Rd. to traffic for duration of event. King Court Rd. may need to be open for parking. Electricity is needed. Green Box as well as underground outlets. The Castle may be open (for bathrooms and warmth) if a city employee staffs it.</p>	
IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	NO - Donations suggested.

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Guests will use street parking and handicapped parking on FM road

**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: 1	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 – 874-8703 - for information on their application process / PLEASE give them at least a 2-week notice). Public Works will contact Inspections once the tent location is approved so	X		

	that the Tent Permit Application may go forward. State size(s): 20x40 Exact Location(s) of Tent Placement Requested: Grass area beside the Farmer's Market roadway (near ravine bridge). In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up tables and/or chairs ? How many tables: ? chairs: ?	X		
*	Are other items or equipment being placed on City property ? Please List: Podium + Luminarias	X		
*	Will there be refreshments at the event? Do you wish to sell food ? NO List food and drink: Coffee donated by Coffee by Design; doughnuts or cookies from Hannaford. 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 least a 2-week notice (874-8557). WILL APPLY FOR LICENSE	X		
*	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 ? YES Band? NO DJ? NO If so, your event requires a concert license from the City Clerk's Office (874-8557). WILL APPLY FOR LICENSE	X		
*	Will your event require electricity ? Electricity is available but is turned off & requires key	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? 2-3 "No Parking" signs may be purchased at PW Event Office, 55 Portland Street.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: 2-4 barricades to block off FM road. 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 ? (See "Description of Event")	X		
*	Will your event require Police assistance?		X	
*	Will your event require Fire/EMS assistance?	X		
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? (Event participants may use existing porta-restrooms, 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		
◆	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: email to 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.

PORTA-RESTROOMS / BATHROOM FACILITIES

Some of Portland's parks already have portable restrooms (incl. Deering Oaks Park – Playground + Ravine). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Public Works). 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 (Associated Septic, 207-799-1980, 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). 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.**

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	HF	DATE	1/19/2016
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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	HF	DATE	1/19/2016
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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)		
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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 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: (2-9pm) 7 hours + rain date (50% charge)	\$ 350 + \$175 Total: \$ 525 due	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$ 25 Farm Rd
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 100 due
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ 25 due if unit not rented
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	1-19-2016	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT