CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (3 pages)
212 Canco Rd. ~ Portland ~ ME ~ 04103
207-808-5400 x0
tvm@portlandmaine.gov

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 04/14/17

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	3/7/17 3-21-2017	**ORGANIZATION NAME**	Hospice of Southern Maine				
ORGANIZATION ADDRESS	180 US Route One, #1	**CITY**	Scarborough	**STATE**	ME	ZIP	04074
CONTACT NAME(S)	**Heidi Farber, Events Coordinator** **Susan Guimond, Gift Processor**						
HOME #	**WORK 289-3643**	**CELL**	303-8771	**FAX**	883-1040		
EMAIL	hfarber@hospiceofsouthernmaine.org	**EMAIL**	sguimond@hospiceofsouthernmaine.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Deering Oaks Park – Ravine Area (and FM Road)				
EVENT DAY & DATE(S)	Saturday, September 23, 2017	**RAIN DAY & DATE(S)**	Sunday, September 24, 2017		
EVENT START TIME (i.e. set-up start time)	2PM (After Farmers Market) **TENT setup on Friday Night**	**EVENT END TIME** (i.e. when event cleanup is complete)	9:00 PM	**ACTUAL START & END TIME OF EVENT**	6:30pm – 8pm

EVENT NAME	**EXPECTED ATTENDANCE**
Twilight in the Park	400

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**, and of course, the traditional culmination with lighting of the wish lantern.
A large tent (20 x 40) and smaller canopy (10 x 10) are set up on the grass area beside the farmers market roadway (near ravine bridge). **Tent Truck sets up tents Friday evening (Sept 22)** before the event to minimize interference with Farmer's Market.
Electricity is needed. King Court Rd. may need to be open for parking.
The **Castle is now a restaurant (TIQA Café) and may be open** (for bathrooms and warmth). Please discuss with operators.

IS THERE A REGISTRATION FEE?	No. Donations for luminaria are suggested.

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Guests will utilize street parking.

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 Assembly Facilities Div. 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). PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s)**: 20x40**	**X** **FREE STANDING TENT**		

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	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.			
*	Will you be setting up **tables and/or chairs** ? How many tables: 6 chairs: 25	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: **podium**	X		
*	Will there be **refreshments** at the event? Do you wish to **sell food?** No (If so, you will need approval from PAFD) List food and drink: **Coffee and donuts, Pizza,** 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 **NO LICENSE NEEDED**		
*	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 ? Y Band ? N DJ ? N**	X **NO LICENSE NEEDED**		
*	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**? 6** "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
*	Will your event need **safety vests, signs, barricades and/or cones**? Please list what you would like to borrow: a few vests and cones for us A few orange vests and cones may usually be borrowed from PAFD. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require **street closures**? (Please be specific under "Description of Event")	X **FM PARK RD**		
*	Will your event require **Police** assistance? An event such as a road race, march in the		X	
*	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-restroooms 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		

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		

- 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 tvm@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. Some of Portland's parks already have portable restrooms (*Deering Oaks Park – Playground + Ravine). If over 150 people are expected to attend the event, a $25 user fee is required (paid to PAFD). 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 / Royal Flush, 207-799-1980, M-F) to request and pay for a cleaning. If renting units, event organizer MUST rent from Associated Septic / Royal Flush.

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TRASH
All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove 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 security deposit(s). Please recycle whenever possible, (please do not use Styrofoam - it is NOT recyclable). The area will be following your event; if park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank y

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	SG	DATE	3/7/17

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**	SG	**DATE**	3/7/17

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

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 $150) includes use of elec. If your event is rained out / cancelled, the bulk of the	**$ 350 + $175 (rain reservation) Total:**	Vest, Barricade, Cone Deposit: $10 per/item	**$?**

fee is returned (however $50 is non-refundable) Number of Hours of Use**: Approx. 7 hours**	**$525 due**	
Electricity: $5per/hr (fee only pertains to 1st Amendment uses – i.e. no charge if paying hourly fee)	**$**	Public Space / **Park** Security Deposit: **Sound** Security Deposit $100 - $1000
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)

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FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	3-21-2017	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D	**NEED**	SECURITY DEPOSIT	**$ NEED**
PAYMENT TYPE							
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**
CASH AMT	**$**						