



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION  
PUBLIC PARK & SPACE PERMIT (14 pages)  
212 Canco Rd. ~ Portland ~ ME ~ 04103  
207-808-5400 x0  
Ted Musgrave tvmm@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>	6-14-2017	<b>ORGANIZATION NAME</b>	Pride Portland!				
<b>ORGANIZATION ADDRESS</b>	511 Congress Street Suite 107	<b>CITY</b>	Portland	<b>STATE</b>	ME	<b>ZIP</b>	04101
<b>CONTACT NAME(S)</b>	Rich Beaudoin, At Large Member (207) 450-8867 Michelle Patrick, Chair (207) 749-3900 Charlie Johnson, Co-Chair (603) 498-9805						
<b>HOME #</b>	<b>WORK</b>	<b>CELL</b>	<b>FAX</b>				
<b>EMAIL</b>	<a href="mailto:Rbeaudoin68@yahoo.com">Rbeaudoin68@yahoo.com</a>		<b>EMAIL</b>	<a href="mailto:portmepride@gmail.com">portmepride@gmail.com</a> PridePortlandFestival@gmail.com			

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Portland Streets (+ Mon Square) – <b>PARADE + Formation Areas</b> Deering Oaks Park (south side of Pond & Ravine) – <b>FESTIVAL</b> Congress Square sidewalk area – Small stage/riser (reviewing stand) for Parade				
<b>EVENT DAY &amp; DATE(S)</b>	Saturday, June 17, 2017	<b>RAIN DAY &amp; DATE(S)</b> (50% added fee)	NONE – if rain, parade will go on. Festival in Oaks may be canceled		
<b>EVENT START TIME</b> (i.e. set-up start time)	7am – Festival set up begins. 10am- Parade Formation	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	1:30pm (parade) 7:00pm (festival clean-up)	<b>ACTUAL START &amp; END TIME OF EVENT</b>	12pm-1:30pm – <b>PARADE</b>  1pm-5pm - <b>FESTIVAL</b>

<b>EVENT NAME</b>	<b>EXPECTED ATTENDANCE</b>
Pride Portland! Pride Celebration and Festival	Parade: 1,500 marchers 3000+ spectators Festival: 5000+ throughout the day.

**DESCRIPTION OF EVENT:**

**Pride Parade: Saturday, June 17, 2017 Noon Kick-Off** Parade forms up on Preble Street (between Cumberland and Congress), Center Street (from Free to Congress), Brown Street (from Congress to Cumberland.... As well as Congress to Free), Federal Street Ext., and Monument Square. Parade (west) from Mon. Square, down Congress Street, right to High Street, left to Park Ave. to Mellen Street intersection, onto sidewalk + pathway to Deering Oaks. Organizer will hire some Police Officers and PCO's to assist with traffic control. Many volunteers will staff the parade route intersections (barricades).

A few of the streets need to be posted "No Parking" - especially on formation streets (Congress Street as well).  
Viewing stand at Congress Square Park. Elec. needed for PA system there.  
Parade may run from Noon – 1:30pm, depending on number of marchers and floats, etc.

**Pride Festival: Saturday, June 17, 2017 1 – 5pm** Festival is held in Deering Oaks Park (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 (near the pond), and electricity at nearby green box for entertainment (DJ's and bands). **CONCERT LICENSE** needed.

Stage set up on SAT morning, hoped to be removed on SAT night. (Could be postponed to Sunday or Monday.)

Many tables set up on the grass, some canopies set up.

A kids area (MoonBounce / Kids Games) will be set up on the grass area off Bowling Green Path, under shade trees.

A generator will be used to power the MoonBounce.

There will be food and non-food vendors at the festival. Some gas grills will be used for cooking. The food trucks will need to park in other areas (NOT on grass near trees) – could park in parking spaces on Park Avenue (beside park).

The Bowling Green itself, will NOT be used for any formal events (other than recreation + socializing and blanket seating). Organizer will rent a number of porta-restrooms (10+) to be positioned on grass area just to the side of the Bowling Green Path.

Parking spaces all along Park Ave. (park side, from State Street Ext. to Deering Ave.) need to be set aside for the festival.

**\* we are requesting parking spaces to be reserved on State Street Ext., between Farmers Market Road and Park Ave. (for volunteers, vendors and political speakers).**

A **Beer Garden** will be set up in the park, past the vendor tables, separate from the stage area. The festival organizers will secure a licensed vendor (State Theatre) to serve alcohol. The sponsor for the Beer Garden is Equality Maine (a non-profit). Only guests 21+ will be admitted to the beer garden. It will run from 1:00-4:00pm, with a last call. Additionally, 2 porta-restrooms will be inside of the beer garden. A small riser for a DJ will be set up on grass. Generator for power. The city's PAFD Staff will need to be hired by organizers to oversee the security / ID checking for this area.

The Farmers Market will also be in Deering Oaks, therefore the area could be congested with pedestrians as well as vehicles. In addition, there are the State High School Lacrosse Tournaments taking place at Fitzpatrick Stadium all day long.

A banner is requested to be hung over Congress Street at the City Hall location.

**Dance Party: Saturday, June 17, 2017 – 7pm-1am - Brick South Event Center, Thompson Point**

This is a private event center. However, we've been told, a **SOUND PERMIT** may still be needed, so we've included in this permit. Setting up during the day, and immediate break down.

**IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?**  
**NO Admission Charge to the Festival**

Please check: \_\_\_\_\_ FEE \_\_\_\_\_ PLEDGES

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?** Streets, Parking Garages

**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>many - 20</b>	X		
* Do you wish to set up a <b>tent(s)</b> ? (A canopy or tent larger than 10x10 needs to be		X	
* Will you be setting up <b>tables and/or chairs</b> ? How many tables: <b>164</b> chairs: <b>320</b>	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>stage, kids games, bounce house, beer garden</b>	X STAGE  KIDS GAMES  BOUNCE HOUSE  BEER GARDEN		
* Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) <b>List food and drink / Food Trucks, etc.:</b> <b>Harbor Masters of Maine, PB &amp; Me, Leonardo's Pizza, Thainy Boda, Mainely Meatballs, Robyn's Ice Cream, Au Coin Concessions.</b> 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	X  FOOD TRUCKS		

	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.			
*	Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from PAFD Office, and you will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557) – 2 week notice. <b>List items you wish to sell:</b>	X T-SHIRTS CRAFTS ARTWORK		
*	Are you setting up a <b>PA (sound) system</b> ? Are you planning on having <b>Amplified Music? Band? DJ? Boom Box?</b> 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 AMPLIFIED MUSIC BAND DJ		
*	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>lots</b> "No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.	X		
*	Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: <b>Barricades Trash Rings</b> 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 <b>street closures</b> ? (Please be specific under "Description of Event") Will your event affect <b>METRO BUS ROUTES</b> ? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 ( <a href="mailto:gffenton@gpmetrobus.com">gffenton@gpmetrobus.com</a> ) to discuss.	X		
*	Will your event require <b>Police</b> assistance? An event such as a road race, march or parade in the street, would typically require police assistance.	X		
*	Will your event require <b>Fire/EMS</b> assistance? (For a large walk/race, it is recommended.)		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.) For renting porta-restrooms, event organizers must rent from the company contracted with the city.	X ORGANIZER RENTS		
*	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 PAFD: 808-5400.	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 [tvm@portlandmaine.gov](mailto: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.

### BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills or open burning. Barbecuing must first be approved by PAFD Office and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

### 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 does NOT need to necessarily rent from Associated Septic / Royal Flush.

### 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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>RMB</b>	<b>DATE</b>	<b>01/23/17</b>
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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.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>RMB</b>	<b>DATE</b>	<b>01/23/17</b>
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# 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. CITY COUNCIL ALSO APPROVED THE BEER GARDEN AREA AT DEERING OAKS, PENDING ALL STATE REQUIREMENTS FOR THE SERVICE OF ALCOHOL ARE FOLLOWED – AND CITY STAFF ARE HIRED TO OVERSEE THE SECURITY OF THIS AREA.**

**YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC ASSEMBLY FACILITIES DIVISION OFFICE, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.**

**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 (tared roadways/surfaces). It is understood by all parties, that if festival is permitted to take place under less than ideal conditions, organizers are responsible financially for repair costs to the grounds.**

**PAFD Staff will call organizers on Friday 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. As you are aware, the festival has been canceled due to bad weather and park conditions in the past. If grass areas were not permitted to be used, then The Bowling Green Path (tared areas) would be permissible for use, Food Trucks would still set up in the "parking spaces" along Park Ave., but proposed GRASS AREAS for the vendor tables and kids area and STAGE areas, as well as Beer Garden area would be off-limits.**

## **CONDITION OF PATHWAYS / STREETS / SQUARES ASSUMPTION OF RISK and LIABILITY:**

Users of the pathways/trails and streets/sidewalks/parks/squares/parking lots agree to accept the areas in an "as is" condition and shall be responsible for all risk and liability in using the grounds/city property for the event.

## **WEATHER EMERGENCY:**

In the case of a weather emergency, the streets and sidewalks may not be usable for your event (they may be hazardous). Please call Public Works Dispatch, 874-8493 or 874-8461, (and Police Dispatch: 874-8575 / Shift Command: 874-8555), to discuss canceling.

In case of extreme weather, please consider canceling/rescheduling.

## **PAFD OFFICE FEES / INSURANCE:**

**Fees: \$600 PD.** (based on 12 hours use of grounds). Thank you for forwarding a check to the PAFD Office.

There will also be fees due other City Departments (licenses, staff assistance, etc.). Those you will need to take up with those city departments. An operating agreement has been signed with the PAFD Office for Beer Garden Staff/Assistance.

There is no permit fee for use of city streets for the Parade, as this event falls under 1<sup>st</sup> Amendment use. (City Staff assistance for this event is also in-kind.) Additional police officers will be hired by the organizer to assist the parade. Some "No Parking" signs – for the parade portion - will be issued free of charge. Reserved parking signs for the Festival will be at cost.

**Security Deposits: \$1000** park security deposit required. Your check (#1198) is on file at the PAFD Office.

This security deposit will also cover Sec. Dep. needed for the parade and use of streets.

You will receive this back - if the areas are left as were found, no damage to grounds, and conditions for use adhered to. If the amount of damages is greater than Sec. Dep. on file, organizer is responsible for covering that balance due.

A **\$250 Sound Security Deposit** (ck #1199) is also on File at the PAFD Office. This will be returned if sound complaints not received by city staff.

Sec. Dep. checks on file may also be used to cover security deposits needed for borrowing of city equipment.

**Insurance:** Thank you for forwarding the insurance certificates covering the festival and the beer garden (and banner hanging).

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 over 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") or continue on to find parking elsewhere (smaller vehicles may proceed through the park to exit onto State Street Ext – where parking is reserved).

All volunteers at barricades need to wear safety vests. Pride organizers have a number of Safety Vests – so none need to be borrowed from PAFD.

**PLEASE KNOW, there may be street/road construction underway along the route. Please tour the route a few days before the parade to get a handle on these areas – and point them out to volunteers and parade participants.**

**Elm and Congress** - 4 barricades, manned by volunteer(s). Westbound traffic on Congress diverted down Elm (or Federal Street Ext.). Police Officer stationed here as Follow Car. As parade participants arrive and parade starts to form up, Federal Street Ext. is closed to traffic (with one of these barricades). **Federal Street Ext.** is a Formation Street.

**Preble and Cumberland** - 3 barricades, manned by volunteer(s). Local only traffic allowed up Preble beyond Cumberland. **2 Police Officers** on site early to assist with towing of vehicles and detouring of traffic. (This is a Formation Street)

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

**Brown at Congress** – BOTH SIDES: 2 Barricades (this is a formation street) across Congress with volunteers.

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

**Oak at Congress** - one way self regulating. (No barricades should be needed)

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

**Forest at Cumberland** - 4 barricades, manned by **PCO**. 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 (2 officers). Any traffic on High diverted to Congress Westbound, Congress Eastbound diverted to Free. **As parade time draws near (Noon) - Close High Street at Spring Street** – see below (at which point these barricades would be brought down to that lower intersection).

**High at Spring** - 3 barricades, manned by **Police Officer** + volunteer(s). No traffic allowed onto High.

**Deering at State** - 1 barricade plus 1 detour sign, manned by **PCO** and 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 **PCO** and volunteer(s). No traffic allowed East bound on Cumberland.

**Cumberland at High (both sides)** - 6 barricades, manned by volunteers. No traffic allowed to cross High Street.

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

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

**Sherman at High** - one way self regulating (however, 2 barricades needed, just in case).

**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** – 2 barricades, manned by a **Police Officer**. No Westbound traffic on Park Ave, traffic diverted out Forest or east on Portland.

**Big Apple Store Exit onto High Street** – 2 barricades, with volunteer. No traffic exiting out onto High Street (Parade route).

**Park Ave. at State St. Ext. at Park Ave** - 3 barricades, manned by a volunteer. (a **Police Officer may also be in vicinity**). No traffic should be coming up to Park Ave. Any vehicles on State St. Ext. during the parade, can turn around and go down the wrong way to meet up with Police Officer at the Forest Ave. intersection (who will then guide them through the intersection).

**Mellen at Park Ave** - 2 barricades, manned by a volunteer. (a **Police Officer may also be in vicinity**). No Eastbound traffic on Park Ave. When parade is near, all traffic sent up Mellen Street. Then when Lead Car arrives, Lead car will block and turn traffic up Mellen Street. Depending on conditions at Mellen Street intersection, Officer may decide to divert traffic at Deering Ave. (so no traffic on Park Ave. coming east to Mellen Street).

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

**Park Ave. at Deering Ave.** – 2 barricades (WITH a **Police Officer/Cruiser** needed at this intersection).  
**The Lacrosse Tournament is in process at Fitzpatrick Stadium.**

**Forest Ave. at State Street Extension / Marginal Way** - 6 barricades, manned by **2 Police Officers**. No traffic allowed onto State Street Extension.

**295 Exit Ramp/Forest Ave.** – 2 barricades, manned by a **Police Officer**. 295 Off Ramp Lane barricaded so NO traffic can turn right and go onto State Street Ext.

**Deering Oaks Exit (TIQA Café) at State St. Ext** - 2 barricades, manned by volunteer(s). Vehicles exiting the park are detoured left onto State Street Ext., and directed to drive over to the Forest Ave. intersection to meet up with the Police Officer there. The officer there will assist and wave them through the intersection.

**4 EXTRA BARRICADES dropped near Bus Shelter (corner of Park Ave & Deering Ave.)... in case extras are needed.**

**STATE POLICE cover the 295 Forest Ave. off ramp (ramp is closed down to vehicles).**

**TIMES: PARADE KICKS OFF IN THE STREET AT 12:00PM (NOON)**

Twelve hours prior, No Parking signs posted by volunteers along route for Saturday 6/17: from 10am – 1pm.

**10:00 am** - Preble Street closed at Cumberland (formation area)  
Center Street closed at Free (formation area)

**11:00am** - Brown Street closed at Congress (both sides of Brown Street) – formation area  
Federal Street Ext. closed (formation area)

**11:30 am** - 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.

**12:15 pm** - High Street and feeder streets (Deering, Cumberland, and Grant) closed to traffic.

**12:30 pm** - Park Ave and State Street Extension closed to traffic. East bound traffic on Park Ave. diverted up Deering Ave.

**PARADE – REVIEWING STAND - USE OF CONGRESS SQUARE PARK SIDEWALK:**

Organizers have permission to setup a reviewing stand at the sidewalk of Congress Square, near High & Congress.

You may also use electricity at the stage area – for a PA system to announce the floats and groups as they go by.

**ELECTRICITY:** the black box at the stage will be unlocked for your use (10am).

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

Friends of Congress Square also has events taking place at the square in the early afternoon. They are being emailed a copy of this permit so they know of your parade and setup of reviewing stand.

Please make sure that the reviewing stand is dismantled and hauled away, as soon as the last parade group marchers by. You may reserve those parking spaces directly beside Congress Square Park (for ease of delivery / loadup).



**FARMERS MARKET – AT THE PARK on SATURDAY, JUNE 17: Trucks will exit the park at their usual time (2pm)**

**FESTIVAL VENDORS ARE NOT SETTING UP ALONG FARMERS MARKET ROADWAY OR IN THE GRASS AREA NEAR THE BANDSTAND.** This year (like the past few previous years) 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 Road 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 below, 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 organizers keep activities to the tarred areas of the park (i.e. Bowling Green Path and dirt areas, King Court – after Farmers Market exits the park). PAFD Office Staff will follow back up with organizers on June 16 regarding areas of use – if rain is, or has been, 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** near the pond, as long as a PERMIT is issued from the Building Inspections Division. **The stage truck / 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 must 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 \$1000 Park Security Deposit, then organizer is financially responsible for covering those repair costs above the \$1000 level. Some of the grass areas up closer to Mellen Street, were reseeded last summer. Please do not set up on these grass areas – if it look like the new grass is coming in “spotty”.

**Food Vendor Trucks/Vehicles** (approx. 5 or 6) will be parked in the "parking lane" of Park Avenue, directly beside the park (windows facing in to the park). **Only small food carts will be allowed on the grass.** Food Trucks must park on asphalt (Park Ave. parking lane).

#### **Bowling Green Path is driveable, but ONLY to:**

**(1) the Porta-Restroom Truck delivering the restrooms.** (Restrooms will be positioned on the cobblestone and grass area directly beside the Bowling Green Path). 2 or 3 Units will also be on the Park Ave. side of Bowling Green Pathway (to be used for the Beer Garden). The Delivery Truck may enter the park through the "Do Not Enter" access point – Deering Ave. – as long as safety precautions are taken. Exiting is back to Deering Ave. or continue driving on Bowling Green Path to exit onto State Street Ext.

For ease of access, Porta-Restrooms can be delivered on Friday June 16. If delivery on Sat. June 17, delivery is needed prior to 6:45am – as Farmers Market opens at 7am.

**(2) the Truck (and support Van) delivering the Stage & PA Gear. Access for this vehicle (and the support Van) will be from the Mellen Street sidewalk area. Truck is to stay to sidewalk area as much as possible when driving down to reach Bowling Green Pathway.** Exiting is back to Mellen Street sidewalk, and then parking back on street.

**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, are 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 or other legal spots. Parking Spots for dignitaries and floats (at conclusion of parade) can park on State Street Ext. (reserved parking spaces).



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

You have permission to use a generator for areas where there is no electricity, as long as safety precautions are taken.

You have permission to use electricity at the park. The green box by the park sidewalk has outlets on the exterior (50 amp as well as 20amp outlets). Those should be tested and inspected by your sound person on Thur. or Fri. prior to Festival.

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 be kept open for audience sitting (blankets, towels). NO activities set up there, no frisbee or ball playing, Tents or canopies, tables or chairs with legs, are to be set up here.

You have permission to sell food and goods at your event (and to play music over a PA system), pending Business Licensing licenses are issued (and a sound security dep. is on file at the PAFD Office – which it is).

Organizers also have permission to set up a Beer Garden area, and to serve and sell alcohol at the park, given city staff (PAFD Staff) are hired, and City and State Licenses are issued. Items needed at the Beer Garden are to be brought in from Park Ave. Trucks park in the parking lane, and carry items over the sidewalk to the grass.

You have permission to park a dumpster in 2 of the parking spaces on Park Ave. (beside the park).

**You also have permission to reserve parking spaces that run along Park Avenue – North side (the park side of the street) from State Street Ext. to Deering Ave. (approx. 35 parking spaces) from 6am to 7pm, June 17.**

#### **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.** PAFD/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, afternoon, and evening, 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 Sea Dogs Stadium Parking Lots or Marginal Way Parking Lots. 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 at 9:30am – door handle opens the door (breakers inside). 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 the 50amp 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 mats, 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 and any groups using generators.) If you would like to borrow orange cones, you may do so from the PAFD Office, 808-5400 x0 (Ted or Rusty). 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).

#### **GENERATORS at DEERING OAKS:**

Some gas-powered generators will be used at the festival. These will be used in the Beer Garden as well as at the Kids Games area. Please make sure children are kept away from generators, and that adults are nearby. Please make generators are not used near combustibles, make sure fuel for generators is not stored near them, and that generators are in safe working order.

Please make sure a fire extinguisher is nearby.

#### **PORTABLE STAGE (BUILDING INSPECTIONS DIVISION: 874-8703):**

Stage is planned to go up on Saturday morning, June 17; to come down Saturday evening. If need be, stage may also be erected on Friday (removed on Sunday or Monday). The city is not responsible for items left on city property (i.e. overnight security should be hired and on site Friday evening into Saturday + Sunday).

You have permission to erect a **large, portable stage on the grass area** near the pond, as long as a PERMIT is issued from the Building Inspections Division. Please contact Inspections for this stage permit application.

**The stage truck / sound truck both have permission to drive down the park sidewalk (from Mellen Street) that leads down to this grass area.** Organizers must take precautions to ensure that grounds do not get tire ruts or damage (i.e. plywood must 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 repairs exceed the \$1000 Park Security Deposit, then organizer is financially responsible for covering those repair costs above the \$1000 level.

#### **10X10 CANOPIES:**

No large tents will go up.

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. If it is too windy out, please do not set up canopies.

#### **PORTABLE RESTROOMS:**

We require that you rent portable restrooms/toilets (at least 4 regular and 1 handicap-accessible) for the Deering Oaks event. (I understand you are renting 10 – thank you.) 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 can be dropped off on Friday, June 16 (or Saturday early morning), and removed Saturday early evening, after the festival concludes. If dropped off on Saturday morning, this must be done before 7am as that is when the access road to Bowling Green gets clogged up with Farmers Market shoppers vehicles.

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. The truck could also continue down BG Path and exit out onto State Street Ext (that is now possible).

If need be, precautions (plywood on the grass) should be used to minimize damage.

The city currently contracts with Associated Septic, 799-1980 (though you do not have to use that company).

If units delivered Friday night, organizers should hire overnight security to keep watch on the restrooms. The city is not responsible for items left on city property.

#### **TRASH:**

For the festival at the Oaks, you are expected to bring heavy duty trash bags and remove all your trash from the areas unless other arrangements are made through Public Works. You may borrow "metal trash rings" from the PW (\$25 per ring security deposit required). See further info below.

You may also rent a dumpster, which is to be parked in one/two of the parking spaces on Park Avenue. This should be delivered on Saturday morning (6-7 am) 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 those parking space for Friday). Please make sure the dumpster is removed by Saturday evening. In case it needs to stay parked there until Monday, please make sure this is a covered dumpster (with locks on the lids). Any trash spread about will mean a forfeit of all or part of the park security deposit.

Again, 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. Eric Nevins, 874-8554, ASAP to again confirm officers for the parade detail and discuss any last minute changes. At a minimum; 2 Supervisors, 8 Officers. There is a new OPS Plan for the event (organizer has a copy).

An 11am meeting (at Monument Square) with Police, PCO's, organizers, and volunteers is scheduled.

A PCO needs to be scheduled for an early start (6am or so) to assist with towing of any illegally parked vehicles (both in Festival area – Park Ave., and Parade Formation and Route area). Please confirm with Kevin Ready (Parking Div.: 874-8901 or 8444) that a PCO is scheduled. For towing purposes, you should get the phone-contact info for this assigned staff, so you may reach out to them directly. If a PCO cannot be dedicated to this detail, then Police Dispatch: 874-8574 or 8575, should be called for towing of vehicles. Please have a copy of this permit, your Council Order, and the OPS Plan on hand.

Parade Volunteers will still need to staff a majority of the parade intersections.

Parking Control Officers will also be needed for the Parade Detail as well – 3 will be needed (please follow up with the Parking Control Office: 874-8901, to make sure they are assigned). The supervising PCO (through the Police Supervisor) will oversee these PCO's. The Parking Office will invoice organizers following the event.

Please contact Sgt. Nevins (or Shift Command: 874-8555) on June 16 to get the Police Supervisor's name and phone number so that you may consult with him/her prior to June 17 (should there be a need). 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. (and also confirm a morning meeting at Mon. Square).

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.

**POLICE ASSISTANCE..... AT FESTIVAL:**

Please contact Sgt. Nevins (or Shift Command: 874-8555), to confirm officers for the festival detail. The Police Dept. has mandated the hiring of a minimum number of officers (details included in the OPS Plan). The Police Dept. will invoice organizers for the parade detail and festival detail following the event.

**PARKING CONTROL OFFICERS for DEERING OAKS PARK: (NONE NEEDED THIS YEAR)**

In year's past, PCO's were needed for the Deering Ave. entrance into the park, but similar to last year, the park roadway (Tennis Court Rd.) is NOT being shut down to traffic.

There should be no need for PCO's to be hired for the Festival portion of the event (however, the Police Dept. may want that to happen if parking issues are of a major concern at the festival site). Organizers would be responsible for covering that cost.

**PARADE / FESTIVAL STAFF at DEERING OAKS (ENTRANCE OFF DEERING AVE.)..... 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 (ON DAY OF EVENT ONLY). Don't forget to remove these signs immediately after the event.

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

**FOR THE PARADE:** Public Works Staff and Downtown Div. Staff will be dropping off barricades for the parade and parade formation areas. Detour signs are also a possibility. Marc Spiller (PW Manager: 808-5464), is assisting with this. Detailed List on Page 6 + 7 of PERMIT.

An A-Frame sign is needed for the Free/Temple Street intersection. Pride organizers will make up a paper sign to attach to the A-Frame Sign: DETOUR – PRIDE PARADE IN PROGRESS. STREET CLOSED AHEAD. This A-frame sign will be placed out in the middle of Temple Street (in the brick crosswalk). When the parade is close to High Street (12:30pm), please do not forget to remove the sign from the street and laydown for PW Staff to pick up again.

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

**FOR THE FESTIVAL: barricades** need to be dropped off at:

- (1) **4 barricades** on the east side of the Metro Bus Shelter, which is located near the intersection of Park Ave/Deering Ave.

**“NO PARKING” SIGNS (FOR PARADE..... AND FESTIVAL) PAFD OFFICE:**

"No Parking" Signs: Pride organizers will post Preble Street (both sides – from Cumberland Ave. to Congress Street) the afternoon before (Friday, June 16). Center Street (from Free to Congress), and Federal Street Ext., and Brown Streets, would also be posted. To be on the safe side, signs should state "No Parking, 9am – 1pm, Sat. June 17, Pride Parade." This posted area is for parade formation. Congress Street (Elm to High) would also be posted "No Parking" but those signs should read "11:30am – 1pm" – as this area is parade route (not formation area).

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 (and for removing signs immediately following the parade). As I understand it, just Congress Street is being posted NP. Cars will still be parked on both sides of High Street – and the land side of Park Ave. NP signs will go up on the "park side" of Park Avenue (sign should state a time of 7am – 7pm). State Street Ext. will also be used for Festival parking: 15 NP Signs. Those particular signs should read "11:30am – 2pm."

Please call the PAFD Office: 808-5400 x0 (Ted or Rusty), for these needed signs:

Federal Street Ext.: 15 signs (10AM – 1PM), Center Street: 11 signs (10AM – 1PM), Preble Street: 18 + 12 (10AM – 1PM), Brown Street(s): 17 + 11 (11AM – 1PM).

Congress Street (High to Elm): 40 signs (11:30AM – 1PM), Park Ave (park side, State St. Ext to Deering Ave): 35 signs (6AM – 7PM).

State Street Ext.: 15 signs (11:30AM – 7PM).

Some of these posted "No Parking" areas on Park Ave. 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/BEER GARDEN.

(Some signs to be taped to orange cones: \$10 sec. dep. per cone required; some signs on wooden stakes - \$1 sec. dep. per stake required). The PAFD Office will provide you with stakes and signs (PLEASE call to arrange for pickup). 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.

All signs should go out on Friday, June 16 (morning, early afternoon).

Please make sure all signs are removed immediately after the parade. (Please return those signs that you do not use).

NP Signs for the parade are free of charge. NP Signs for the festival area (50 signs) are 25 cents each.

## **BUSINESS LICENSING OFFICE / LICENSES (CONCERT / STREET GOODS / FOOD SALES) 874-8557:**

You have permission to sell food items and crafts, t-shirts, etc. at Deering Oaks Park, as well as to hold a musical concert at the park – pending licenses are issued. Thank you for already getting in touch with the BL Office (I understand that these license applications are already in process – info below).

You will need to contact Jessica/Mellisa at the BL 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 a number of Food Trucks are participating.

An inspector may show up at the park to inspect the food service area at the Oaks. If you have questions about food service requirements in advance, please call the city's Health Inspector, Mike Russell: 756-8008.

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 (main stage speakers) must not be turned on and tested for music until Noon. Please make sure your sound tech understands this.**

Please reach out to BL Office for licenses needed for the Sat. June 17, Thompson's Point Dance Party.

## **PA SYSTEM / SOUND SECURITY DEPOSIT / TIME FRAME FOR AMPLIFICATION:**

You have permission to have a PA System and amplified music at the Park, pending a sound sec. dep. is on file at the PAFD Office – which it is.

Time frame for amplified music is approximately (Noon – 5pm), soundcheck: Noon – 1pm, Festival music 1 – 5pm. A \$250 Sound Security Deposit is required. Your check on file will cover this sec. dep.

Please face PA System speakers away from the residences and Farmers Market (i.e. face out towards Deering Avenue), and keep volume levels low.

Please bear in mind, permission to have a PA System at the event, does not give you permission to create a noise disturbance. If the Police Dept./City Staff receive noise complaints, they will respond accordingly.

The Permittee shall not allow the sound emanating from the event to exceed an A-weighted 92 decibels. One verbal warning shall be issued if the sound has been found to have exceeded 92 decibels. The warning may be given to the sound board operator or the organizer/organizer's designee. If the 92 decibel limit is found to have been exceeded a second time during the same event, the single event concert permit (or permission to use a bullhorn/PA system) shall be immediately suspended, the PA system / amplification / bullhorn turned off, and the sound security deposit forfeited.

Again, please be mindful of the Farmers Market and nearby residents.

## **BEER GARDEN / PUBLIC ASSEMBLY FACILITIES DIVISION STAFF:**

Organizers have permission to set up a Beer Garden area, and to serve and sell alcohol at the park, given city staff (PAFD Staff) are hired, and City and State Licenses are issued. Hours for the garden: approx.. 1 – 4pm.

Please stay in touch with your assigned PAFD EM (Tony Alves) regarding the setup needs/staff/delivery of items, etc.

Items needed at the Beer Garden should be brought in from Park Ave. Trucks park in the parking lane, and carry items over the sidewalk to the grass.

There will be a small riser (8x12) setup on the grass, for a DJ and PA gear (power from a generator).

PAFD will invoice organizers following the event (organizers should already have a copy of the operating agreement).

## **MARKING OF ROUTE / STREETS / SIGNAGE:**

**Do not mark the race route in any permanent way (NO spray paint / NO spray chalk).**

**Do NOT nail or staple signage to trees.**

Please make sure that sidewalk chalk is used to mark out where items are to be placed on the street (park path / roadway – if using the park roadway). Do not use spray paint or spray chalk. Tape on the sidewalk/street can also be used.

If the chalk markings stay for more than a few rain storms, you would be responsible for removing the markings. If city staff or Graffiti Busters remove the marks, event organizers are responsible for covering cost of staff time and materials.

You may also use directional signage (hammered into the grass) on the side of streets or pathways.

**You may place signage around the park + pathways DAY OF EVENT only.**

Please post a sign on the morning of your event at the entrance to the Oaks (Deering Ave. side as well as State Street Ext. side) that alerts the public to your festival.

Please make sure all signs are removed immediately following the event.

## **BUILDING INSPECTIONS 874-8703 / 756-8008:**

There may be the inspector that would be at the park to inspect the food service area (issue licenses). Some of the food vendors on site will need a TFSL. If you have questions about food service requirements, please call Mike Russel at Inspections.

The Inspections Office would appreciate a map, showing the locations of the food vendors. Most of the food vendors will be parked on Park Ave. Parking Lane beside the Oaks.

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.

**GAS GRILLS ONLY:**

Please make sure you use gas grills only for any barbecues or food vendor cooking (i.e. no charcoal) and keep grills away from children's activities. Please set up grills away from combustibles. Please make sure that fire extinguishers are on site (just in case). Please make sure all your participating food vendors abide by this.

**FIRE / EMS ASSISTANCE:**

You need to have a Medical Canopy on site (or medical table area – with a first-aid kit).

Should you have a need for Fire Department / EMS assistance, please call Dept. Chief Terry Walsh, or Asst. Chief Keith Gautreau, 874-8400, prior to the event. In case of emergencies, please dial 911. I believe last year's festival had city EMS staff on site at the Oaks, so you may want to consider having EMS staff on site again. There would 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.

The Stage Truck / Sound Truck have permission to drive into the park (staying to the sidewalk areas for access – and then driving on the grass to get close to setup area) for setup and take down purposes only. Those vehicles may not stay parked on any grass areas for more than 1 hour (to unload and load). Trucks must then exit the park and park in legal spots nearby. The Support Van may park nearby on the tarred park road leading down to the pond.

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

The Delivery Truck of large Kids Games (Moonbounce, Generator, etc.) also has permission to drive down Bowling Green Pathway to access that area of the park. These vehicles should stay to the tarred area (and not drive on the grass), as the Kids Area is directly beside the tarred Bowling Green Pathway.

**TRASH AND TOBACCO FREE ZONES POLICIES:**

Please see above "Public Assembly Facilities Division Policies" blocks.

You have permission to park a Dumpster at one/two of the parking spaces along Park Avenue. This should be dropped off on Saturday morning and picked up Saturday night, day of festival. Please make sure all trash is disposed of properly.

You have permission to borrow some metal trash rings (20+) from PW. These will be dropped off at the park on Friday afternoon (near Mellen & Park Ave. intersection). Please make sure to stack them back there at the end of the Festival so staff can pick back up again on Monday. There is a \$25 per ring Sec. Dep. required. Organizer must provide all trash bags for these (extra large trash bags).

**NO ALCOHOL ALLOWED:**

There is to be no alcohol permitted on city property for the parade or the festival (except in the pre-approved Beer Garden area at Deering Oaks).

**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 confer with Police Dept. about their notice).

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

Please know that even if Saturday is a sunny day, if the grounds are still soggy and wet from previous rain storms, the Park Manager may decide because of damage that will occur, that grass areas cannot be used.

**NOTIFICATION / POSSIBLE CONFLICTS:**

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 6am – 7pm).

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, Center Street, Federal Street Ext., and Brown Streets that will be affected by the longer street closure of that particular street (especially Maine Bank & Trust as they have the drive-through window). There is also a conflict with Brown Street – as Port City Music Hall has reserved 3 parking spaces there already for Saturday.

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

Please alert the Westin Hotel to the parade route taking up High Street (and the need to make alternative plans for Valet Parking, guest services, etc.)

Please contact Portland Downtown: 772-6828, to ask if they can send a mass email out to their business partners (stores and businesses in the Congress Street / Downtown area) alerting them to the large parade downtown that day.

Please know that the Castle at the Oaks – TIQA Restaurant, is now open (I have already alerted them to your event). I have sent a copy of this permit to Friends of Deering Oaks Park and Farmer's Market representatives - so that they may alert the other farmers to your event (and that you are again this year, using the Park Avenue side of the park).

There is the State Lacrosse Tournaments happening at Fitzpatrick Stadium, across the street from the Oaks.

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: 874-8574 or 8575, or your Supervising Officer, if you need assistance.

Please remember to bring along a copy of your City Council Order: Festival Declaration, which gives you the organizer specific rights over the areas when it pertains to vendors in the festival zone. Only vendors invited in by you may participate within the festival grounds.

If you have questions about use of the park on the day of your event, please contact Public Works Customer Service Desk, 874-8493, the Park Ranger: 712-0287, or PAFD Staff: 838-9067 (NO TEXTS), or Tony - your assigned EM for the Beer Garden. Please leave a detailed message if staff cannot take your call.

If you have questions about the parade route or formation area, etc., please reach out to your hired Police staff.

**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.

<b>FEE SCHEDULE – UPDATED JULY 1, 2015</b>	
<b>Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.</b>	
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

<b>TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION</b> (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: <b>possibly 12 hours</b>	<b>\$ 600 pd</b>	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	<b>\$ TBD</b>
Admin/Staff Fee (support for events): \$30/hour	<b>\$</b>	Public Space / <b>Park</b> Security Deposit: <b>Sound</b> Security Deposit \$100 - \$1000	<b>\$ 1000 pd 250 pd</b>
Key Deposit: \$50 per key	<b>\$</b>	Other (Porta-Restroom User Fee: \$25, etc.) No Parking Signs Trash Rings	<b>\$ TBD</b>
Impact/Street Closure Fee (variable based on impact): \$100-\$500	<b>\$ waived</b>		

<b>FOR OFFICE USE ONLY</b>									
DATE REC'D APPLICATION	3-20-2017 Revised: 3-20, 6-8	DATE REC'D INSURANCE	6-13-2017	PERMIT FEE AMT REC'D	\$ PD	SECURITY DEPOSIT	\$ cks on file		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	1197 1198 1199	CK AMOUNT	\$ 600 1000 250	CASH AMT	\$