



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION  
PUBLIC PARK & SPACE APPLICATION (4 pages)  
212 Canco Rd. ~ Portland ~ ME ~ 04103  
207-808-5400 x0  
Ted Musgrave 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)**

<b>TODAY'S DATE</b>	12/26/2017 Revised: 12-26, 12-27	<b>ORGANIZATION NAME</b>	Hospice of Southern Maine				
<b>ORGANIZATION ADDRESS</b>	180 US Route One, #1	<b>CITY</b>	Scarborough	<b>STATE</b>	ME	<b>ZIP</b>	04074
<b>CONTACT NAME(S)</b>	Heidi Farber	<b>TITLE</b>	Events Coordinator				
<b>HOME #</b>	289-3669	<b>CELL</b>	303-8771	<b>FAX</b>	883-1040		
<b>EMAIL</b>	hfarber@hospiceofsouthernmaine.org		<b>EMAIL</b>				

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Deering Oaks Park – Ravine Area; and King Court Rd open for parking				
<b>EVENT DAY &amp; DATE(S)</b>	SAT 9-22-2018	<b>RAIN DAY &amp; DATE(S) (50% added fee)</b>	SUN 9-23-18		
<b>EVENT START TIME (i.e. set-up start time)</b>	2PM (After FM) <b>TENT setup on Friday by 3 pm</b>	<b>EVENT END TIME (i.e. when event cleanup is complete)</b>	9:00 PM	<b>ACTUAL START &amp; END TIME OF EVENT</b>	6:30 pm – 8 pm

<b>EVENT NAME</b>	<b>EXPECTED ATTENDANCE</b>
Twilight in the Park fundraiser for Hospice of Southern Maine	400

**DESCRIPTION OF EVENT:**

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, and music (PA system) and refreshments.

A large tent (20 x 40 Free-Standing) 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 – before 3pm (Fri Sept 21) to minimize interference with Farmer's Market on Sat.

A porta-restroom will also come into the park on FRI (paid for by organizer) and placed on Grass area near the west side steps to Ravine Water Play area (this is similar to year 2017).

**Electricity is needed.**

King Court Rd. to be open for general parking. Limited handicapped and staff parking (max 8 cars) will be needed along FM road, for elderly and disabled participants, loading and unloading during event.

Organizer has asked for parks staff assistance: cleaning out ravine basin, clearing acorns from site of tent and ravine, electricity on, barricade delivery, sand removal, borrowing wheelbarrow, removing trash bags. (Parks Dir. approved assistance, 12-27-17)

<b>IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?</b>	<b>Please check: ___N/A___ FEE ___N/A___ PLEDGES</b> 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

		<b>X-YES</b>	<b>X-NO</b>	<b>X-NOT SURE</b>
*	Are you setting up a <b>canopy(s)</b> ? (canopy is 10x10 size) How many: 1	<b>X</b>		
*	Do you wish to set up a <b>tent(s)</b> ? A canopy or tent larger than 10x10 needs to be approved by PAFD Office and a Tent Permit issued from Building Inspections. Please call Inspections – 874-8703 – (buildinginspections@portlandmaine.gov) for information on their application process. PLEASE give them at least a 2-week notice. PAFD will	<b>X</b>		

	contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): <b>20x40 Free – Standing TENT</b> Exact Location(s) of Tent Placement Requested: <b>GRASS near FM Road</b> In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up <b>tables and/or chairs</b> ? How many tables: chairs: <b>7-8 tables under large tent; 35 chairs between tents</b>	X		
*	Are other items or equipment being placed on City property? Please List: <b>podium</b>	X		
*	Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? <b>NO</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.: Coffee and donuts, Pizza,</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 3. Bottled water / water is served	X		
*	Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.)?		X	
*	Are you setting up a <b>PA (sound) system</b> ? Are you planning on having <b>Amplified Music</b> ? <b>Y Band? N DJ? N Boom Box? N</b> (no concert license is needed, but Sound Security Deposit will be required)	X		
*	Will your event require <b>electricity</b> ? Electricity is available at Deering Oaks Park. It is	X		
*	Are you planning on bringing a <b>Grill for a Barbecue</b> ?		X	
*	Will the event require <b>reserved parking spaces / parking meters</b> ? How many? <b>6</b> <b>handicap parking signs provided by Hospice of Southern Maine</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/rent: <b>barricades only; exactly as they were used in 2017</b> A few orange vests and cones may usually be borrowed/rented from PAFD Office. Barricades and signs are borrowed/rented from Public Works, Customer Service.	X		
*	Will your event require <b>street closures</b> ? <b>FM PARK RD</b>	X		
*	Will your event require <b>Police</b> assistance?		X	
*	Will your event require <b>Fire/EMS</b> assistance?		X	
*	Will your event require <b>porta-restroom</b> rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.) Porta-restrooms may be rented from any of the local companies. Units currently on site are through Associated.	<b>RENTED BY ORGANIZER</b>		

**INSURANCE CERTIFICATE INFORMATION**

*	Will your event require liability Insurance? <b>WILL BE SUBMITTED ASAP</b> (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 occurrence-based Commercial General Liability and Product Liability Insurance, when required, in an amount not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for bodily injury, death and property damage. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement, for coverage only in those areas where government 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 and the insurance coverage shall not be deemed a waiver of any defenses, immunities or limitations of liability or damages available to the CITY under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities or limitations of liability available to the City. You shall also be responsible for any and all deductibles and/or self-insured retentions.

◆ Both the **Certificate of Insurance** and **Additional Insured Endorsement** shall be sent to [tvm@portlandmaine.gov](mailto:tvm@portlandmaine.gov) and must state that the policy is endorsed to name the City of Portland as 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 from Associate Septic on site (\*Deering Oaks Park – Playground + Ravine). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to PAFD). If extra units are rented by organizer, then no additional user fee is assessed. 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, organizer has the option of renting from Associated Septic / Royal Flush, or from other local companies.

**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>HF</b>	<b>DATE</b>	<b>12/27/2017</b>
---	----------------------	-----------	-------------	-------------------

**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, defend, 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>HF</b>	<b>DATE</b>	<b>12/27/2017</b>
---	----------------------	-----------	-------------	-------------------

**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	Impact/Street Closure Fee (variable based on impact): \$0-\$500 Admin/Staff Fee (support for events): \$30/hour or more. Porta Restroom User Fee (if attendance is 150+): \$25
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	

**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.

<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>Approx. 7 hours</b> <b>(no charge for Friday TENT setup)</b>	<b>\$ 350 + \$175</b> <b>RAIN RESERVATION</b>  <b>TOTAL: \$525</b> <b>DUE</b>	Vest/Cone Deposit: \$15 per/item Barricade Deposit: \$25 per/item	<b>\$ TBD</b>
Admin/Staff Fee (support for events): \$30/hour	<b>\$ N/A</b>	Public Space / Park Security Deposit: <b>Sound Security Deposit \$100 - \$1000</b>	<b>\$ 100</b> <b>DUE</b>
Key Deposit: \$50 per key	<b>\$ N/A</b>	Other (Porta-Restroom User Fee: \$25, etc.) NP Signs: \$1 / \$15 each Cone Rental: \$2 each Barricade Rental: \$5 each Bike Rack: \$10 each	<b>\$ TBD</b>
Impact/Street Closure Fee (variable based on impact): \$100-\$500	<b>\$ N/A</b>		

<b>FOR OFFICE USE ONLY</b>								
DATE REC'D APPLICATION	12-26-17	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED	
PAYMENT TYPE								
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$