CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE APPLICATION (3 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 (Event Office) ~ Fax 207-874-8816
tvm@portlandmaine.gov

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

For uses of city property, there are typically: 1. fees charged for use of t
2. a security deposit required 3. insurance required
(There may be fees due and applications required from other City Departments)

Date: 12/10/14

TODAY'S DATE	10-14-14	**ORGANIZATION NAME**	Portland's Downtown District				
ORGANIZATION ADDRESS	549 Congress St.	**CITY**	Portland	**STATE**	ME	ZIP	04101
CONTACT NAME(S)	**Steve Hewins TITLE: Executive Director** **Will Ethridge Marketing Manager**						
HOME #	772-6828	**CELL**	207-210-2411	**FAX**	774-4640		
WORK							
EMAIL	Steve@portlandmaine.com	**EMAIL**	will@portlandmaine.com				

PARK AREA OR PUBLIC SPACE REQUESTED	Congress Square (Merry Madness) Congress Street Federal Street Ext. Monument Square				
EVENT DAY & DATE(S)	**Friday, November 28, 2014** (Tree Lighting Ceremony) Friday, Saturdays, and Sunday **November 28 - December 21 (Horse & Wagon Rides); Thursday Dec. 11 (Merry Madness)**	**RAIN DAY & DATE(S)**	None, rain or shine		
EVENT START TIME (i.e. set-up start time)	See below	**EVENT END TIME** (i.e. when event cleanup is complete)	See below	**ACTUAL START & END TIME OF EVENT**	5:30pm – 6:45 pm (Tree lighting ceremony) 5pm – 6pm (Merry Madness)

EVENT NAME	**EXPECTED ATTENDANCE**
Light Up Your Holidays Festival (Tree Lighting Ceremony in Monument Square, Horse & Wagon Rides, Merry Madness)	1000-2000

DESCRIPTION OF EVENT: DESCRIPTION OF EVENT:

On **Friday, November 28, 2014**, from 5:30 – 6:45pm, there will be the traditional tree lighting ceremony in Monument Square and on Congress Street (with stage, entertainment and vendors). The ceremony is held rain, shine or snow.
ELEC. at black box is needed. Christmas Tree will be in place there beside the box.

For the 7th year in a row, organizers have asked that they be allowed to place a 20x24' stage on Congress Street (between Preble and Elm Street) that would face out to Monument Square. This would necessitate the closing of that section of Congress Street to vehicular traffic from 9am to 9pm, Friday, November 28.
For crowd control, the tree lighting ceremony will also necessitate **closing Federal Street Extension** to vehicular traffic (from 4:45 – 7pm) and posted "No Parking" 2pm - 7pm. Vendors will be set up on the sidewalks and on Monument Square (they will also be parked on Federal Street Ext.).
This festival area is to include Congress Street (Preble to Elm Street) and all of Monument Square, Federal Street Ext., and the nearby sidewalks (One City Center sidewalk area and Monument Way), from Center Street to Temple Street, and both sides of Congress Street in that area.

Also on the evening of **Friday, November 28**, horse-drawn wagon rides will begin downtown, **4-8pm** (pick up and drop off location: Monument Square). Wagon rides will continue Fridays, Saturdays, and Sundays: **November 29, 30 December 5**

(Art Walk), December 6, 7, 12, 13, 19, 20, 21. The festival area for these events is to include **Monum Center sidewalk area and Monument Way**. Festival time for the horse-drawn wagon rides will ru **Friday, 4-8pm; Saturdays: 2pm – 6pm; Sunday: 1 – 5 pm. These rides are free to the public. + Sundays. Two wagons on Saturdays.**

Police assistance is needed for the closing of Congress Street (during the Tree Lighting Ceremc

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Merry Madness

We are requesting use of Congress Square from 5pm – 6pm for Merry Madness on Thursday, Dec setting up a tent in the sunken section of the square (setup beginning at 9am). Wine/wineglasses available to purchase inside tent.

IS THERE A REGISTRATION FEE?	No	
IF YES, HOW MUCH?	**FEE**	$
	STUDENT FEE	$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Area garages and street parking will be sufficient for events.

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**:** Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Public Service's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Public Services, Event Office.		X	
*	Do you wish to set up a **tent(s)**? (a canopy or tent larger than 10x10 needs to be approved by Public Services and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s)**:** Exact Location(s) of Tent Placement Requested**:** Congress Square (Merry Madness) In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	**X OVER STAGE** **X MERRY MADNESS**		
*	Will you be setting up **tables and/or chairs** ? How many tables**:** chairs**:**	**X**		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List**:**	**X RADIO STATION VAN**		
*	Will there be **refreshments** at the event**?** Do you wish to **sell food?** (If so, you will need approval from Public Services) List food and drink**:** A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice.	**X – HOT COCOA (TREE LIGHTING)** **X- WINE (MERRY MADNESS)**		
*	Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.) **?** If so, you will need approval from Public Services, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell**:**		X	
*	Are you setting up a **PA (sound) system ?** Are you planning on having **Amplified Music ? Band ? DJ ?** If so, your event requires a concert license from the City Clerk's Office. (Just voice – i.e. Press Conference, would not require the license because it is not music). 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**		
*	Will your event require **electricity**? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.	**X**		
*	Are you planning on bringing a **Grill for a Barbecue** ?		X	

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	Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.			
*	Will the event require **reserved parking spaces / parking meters**? How many**?** "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 orange vests and cones may usually be borrowed from Public Services, Event Office. Barricades and signs are borrowed from Public Services, Customer Service.	**X**		
*	Will your event require **street closures**? (Please be specific under "Description of Event")	**X**		
*	Will your event require **Police** assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	**X**		
*	Will your event require **Fire/EMS** assistance? (For a large walk/race, it is recommended.)	**X – DELIVER SANTA**		
*	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 EVENT ONLY 1 HOUR	
*	Do you wish to have a **banner over the street** to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Public Services: 874-8801.		X	

	INSURANCE CERTIFICATE INFORMATION			
*	Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - General Liability. The City of Portland needs to be named as additional insured and the policy endorsed in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.	**X**		

- If you answered yes, please have "City of Portland, Maine" listed as an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under 'Addl Insr," or which merely states The City of Portland is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is $400,000. Please have your insurance company fax a copy to Public Services: 207-874-8816 or email to tvm@portlandmaine.gov. (Email preferred)

PUBLIC SERVICES 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 Public Services 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 (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park –Playground + Ravine, *East End Beach). If over 150 people are expected to attend the event, a $25 user fee is required (paid to Public Services). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Associated Septic, 207-799-1980, M-F) to request and pay for a cleaning.

TRASH

All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Public Services 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.

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TOBACCO FREE ZONES
By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event are plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information 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	WTE	DATE	10/14/13

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**	WTE	**DATE**	10/14/14

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.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO: (PLEASE EMAIL APPLICATION IN)
♦ Public Services, Event Office ~ 55 Portland Street ~ Portland ~ ME ~ 04101 **email preferred**: tvm@portlandmaine.gov

TOTAL AMOUNT(S) DUE TO PUBLIC SERVICES (Please make all security deposit checks out separately)			
Permit Fee for use of area: $40 per hour (i.e. a 3 hour event totals $120) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however $40 is non-refundable) Number of Hours of Use:	$	Vest, Barricade, Cone Deposit: $10 per/item	$
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.)	$

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

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