



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE PERMIT (6 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)**

TODAY'S DATE	7-5-2017	ORGANIZATION NAME	Portland Museum of Art					
ORGANIZATION ADDRESS	7 Congress Square		CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Lizzy Jones Margaret Perkins PMA		TITLE:	Director of Audience Engagement and Communications Dinah Minot, Ex Dir Creative Portland				
HOME #	WORK (207) 699-4543	CELL		FAX	(207) 773-7324			
EMAIL	ejones@portlandmuseum.org		EMAIL	mperkins@portlandmuseum.org dinah@creativeportland.com				

PARK AREA OR PUBLIC SPACE REQUESTED	Sidewalks along High Street near Museum Parking spaces (right side of High Street, between Spring and Congress)						
EVENT DAY & DATE(S)	Friday, July 7, 2017 (FFAW)		RAIN DAY & DATE(S) (50% added fee)	n/a			
EVENT START TIME (i.e. set-up start time)	4 p.m.	EVENT END TIME (i.e. when event cleanup is complete)	8 p.m.	ACTUAL START & END TIME OF EVENT	5 p.m. to 8 p.m.		

EVENT NAME	EXPECTED ATTENDANCE
David E. Shaw and Family Sculpture Park Grand Opening (in conjunction with the July First Friday Art Walk)	1,000 – 1,500, but only 300 people at any given time (will have steady flow of foot traffic)

DESCRIPTION OF EVENT:

The PMA is opening the David E. Shaw and Family Sculpture Park (green space beside museum along High Street) to the public (on Fri July 7 – a First Friday Art Walk). This event will celebrate the grand opening, and include donor specific events (ribbon cutting, remarks, dedication, etc.), collaborative art making. There will also be live music outside and a cash bar (ALL on museum property). We will also host **2 to 3 food trucks along High Street in the parking spaces between Spring and Congress** that will be blocked off. Audience waiting to get into the Sculpture Park will assembly on the High Street sidewalk. PMA will hire city PAFD staff to help direct traffic at Congress Square/Free Street area. (Free Street will stay open to vehicle traffic.) Organizer will need to borrow cones for parking spaces (and post "No Parking" signs).

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	Please check: no fee – free to public
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? n/a – we will work with METRO, and encourage use of public transportation, and Creative Portland to promote the event as part of July's First Friday. We expect foot traffic primarily. We will also work with Friends of Congress Square Park to coordinate efforts, and WCSH6, who will highlight the event in their 207 segment.

**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:			X
* Do you wish to set up a tent(s) ? (A canopy or tent larger than 10x10 needs to be		X	
* Will you be setting up tables and/or chairs ? How many tables: 2 - 4 chairs: 8 - 16	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	
*	Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) List food and drink / Food Trucks, etc.: PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served PLEASE give the BL Office at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.	X DRINKS ON MUSEUM PROPERTY PROVIDED BY AURORA PROVISIONS, 2 TO 3 FOOD TRUCKS, FISHIN' SHIPS AND URBAN SUGAR ALREADY SECURED		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?		X	
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? YES Band? YES DJ? NO Boom Box? NO 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 BAND, AMPLIFIED MUSIC		
*	Will your event require electricity ? Electricity is available at some of the parks		X FROM MUSEUM	
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.	X - 6		
*	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 PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.	X – YES. WILL PLACE BIKE RACKS PER 5/4 DISCUSSION TO CONTROL FOOT TRAFFIC AT INTERSECTION OF FREE & HIGH STREETS		
*	Will your event require street closures ? (Please be specific under "Description		X	
*	Will your event require Police assistance? An event such as a road race, march or parade in the street, would typically require police assistance.		X	
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms		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 and must state with no exceptions one of the following:
1) The policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).
2) The policy contains a general liability extension endorsement by which the City of Portland is made an additional insured pursuant to the date of the event (and rain date).

PUBLIC ASSEMBLY FACILITIES DIVISION POLICIES

ELECTRICITY
All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you not use electricity, unless all connections and equipment are covered and protected from the elements.

PORTA-RESTROOMS / BATHROOM FACILITIES
Porta-Restrooms are required for large events and events where food is being served. Facilities inside the Museum will be used.

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!

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.

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.

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
<ul style="list-style-type: none"> ◆ 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	EJ	DATE	5/50/17
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ASSUMPTION OF RISK & LIABILITY				
Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.				
I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	EJ	DATE	5/5/17

CONDITIONS FOR USE

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.

CONDITION OF PATHWAYS / SIDEWALKS / STREETS ASSUMPTION OF RISK and LIABILITY:

Users of the pathways/trails and streets/sidewalks/parks/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), or your hired Police Officers to discuss canceling.

In the case of extreme weather, the Police supervisor on site would have final say on the event moving forward or not.

PAFD FEES / INSURANCE CERT.:

PERMIT FEE: \$150 pd. (approximately 3 hours use). Thank you for already forwarding credit card info to the PAFD Office. Your card will be charged following the event.

There will be other fees due to City Departments (licenses, staff assistance, NP signs, services, etc.).

Park Security/Sound Security Deposit Required: \$100 pd. Your credit card on file will cover the park/sound security deposit. You will forfeit the sec. dep. if areas of use are not left as were found, or conditions for use not followed.

There are additional deposits required for borrowing of barricades/cones/vests.

Insurance: DUE. Please have your insurance company email a Certificate of Insurance, (verbage guidelines stipulated above), to the PAFD Office.

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.

USE OF SIDEWALK AREAS:

You have permission to use sidewalk areas (Free Street / High Street) for assembling of spectators and attendees to the opening ceremony. City staff will assist PMA security staff so that there is an organized way in and out of the Sculpture Garden entrance/exit. Cones may be used on the sidewalk to create waiting areas.

The bar (alcohol service) and refreshment area will be housed inside on PMA property. The musical entertainment will also be inside on PMA property. I.E. the sidewalk area to be used by pedestrians and PMA attendees waiting to get into the event.

You have permission to place temporary signage on the parking spaces and sidewalks to alert the public to your event.

WSCH6 will also have a Food Truck (Cousins Maine Lobster) in their parking lot across the street, so there may be people crossing over High Street at that location.

RESERVING PARKING SPACES / "NO PARKING" SIGNS:

You have permission to use the upper Parking Spaces on High Street (PMA side) for your event (some Food Trucks will park in those spots and sell to the public – service windows facing in towards the sidewalk/PMA).

No vehicle is allowed to drive on or park on the sidewalk or park areas. For delivery purposes, please park vehicles on the street and walk items in.

To reserve the parking meters on High Street / Free Street, please call the PAFD Office at 808-5400 x0 (Ted or Rusty) to arrange for this. There is \$15 fee per NP Sign. The PAFD Office can issue you "No Parking" signs which you can then label and attach to the meters the evening before your event. If you would like the option of calling police to have vehicles towed that are parked illegally at the posted meters, please ask staff for a "No Parking Authorization Form" which you can fill out and then fax/email/hand deliver to City Departments.

At Parking Meters, please do not cover up the coin slots, as the public will be using these prior to 3pm on Friday.

Some NP Signs may need to be attached signposts or orange cones placed on the sidewalk beside the NP areas. Please contact the PAFD Office if you need to borrow orange cones (there is a \$2 fee to borrow cones, in addition to a \$15 per cone security deposit required).

Only Police Officers or Parking Control Officers (874-8443... 8am – 6:30pm M-F) may call for a vehicle to be towed from a parking meter space. If PAFD staff are on site early, you may work through those staff as well.

Please remember to remove these signs immediately after the event.

MARKING OF AREA / STREETS / SIGNAGE:

Do not mark the street or sidewalk areas in any permanent way (NO spray paint / NO spray chalk).

Do NOT nail or staple signage to trees.

Please make sure that sidewalk chalk – the kind children use - is used to mark out where items are to be placed on the street (park path / roadway, etc.). 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, and all or a portion of the organizer's security deposit will be forfeited. If cleanup costs are above the security deposit on file, organizer is responsible for covering those additional costs.

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

You may place signage around the streets DAY OF EVENT only.

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

For private property, please receive permission from owners.

HIRED PAFD STAFF / BARRICADES:

City PAFD Staff will need to be hired for the event. Please reach out to Peter McFarland, PAFD Office (808-5400 x0) to hire and schedule staff (I believe 2 staff are required / 4-9pm shift). Please talk to Peter about the plan for use of the sidewalks. As I understand it, one PAFD Staff up at the intersection of High/Free/Congress and another staff person monitoring the sidewalk area near the Sculpture Garden entrance. Please have staff discuss in advance, the plan for pedestrian control, and that they be coordinated with PMA Security Staff.

Those staff may bring barricades/bike racks/extra cones with them. If items used on site, there is an additional rental fee for these: \$5 rental for barricades. There may also be a delivery charge required. Please discuss with Peter, what items you would like on site.

POLICE ASSISTANCE:

The Police Dept. has stated no officers are needed for the event. If you do see a need, please call Sgt. Eric Nevins, 874-8554, or Police Shift Command (874-8555 or 8556) to schedule and hire officers.

At 4pm day of the event, please call Police Dispatch (874-8574 or 8575) to remind them of the large gathering of people expected at the sidewalks of High and Free.

BUSINESS LICENSING OFFICE:

For food vendors and Food Trucks to be on site, a temporary food service license is needed (for those vendors not already licensed). Please contact the Business Licensing Office (Jessica/Melissa, 874-8557) regarding the Food Trucks participating along High Street, and licensing requirements.

Please procure any licenses needed for the alcohol (beer garden) area – which is to be limited to PMA property.

For the outdoor music (on PMA property), 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.

ELECTRICITY:

Electricity will come from PMA (not from city light poles, boxes, or outlets). If a generator is used, please make sure it is in good running order and that children are kept clear of it. Please make sure fuel is stored away from the generator and out of the reach of the public.

Please make sure extension cords and speaker cables in the public way are covered so that the public does not trip over them. Please use rugs, or mats, or other approved materials to cover cords. Cords on the sidewalk must also be securely taped down.

If inclement weather (drizzle/rain) please make sure that all equipment and connections are protected from the elements and that all stays dry.

BUILDING INSPECTIONS:

If any cover is used, it will be the small (10x10) pop-up canopies (these need no Tent Permit).

Please make sure the legs of the canopies are weighted down, especially if it is windy out. (No stakes into the street or sidewalk areas.) If it is too windy out, please do not set up canopies.

For Stages on private property, please contact Building Inspections as a Stage Permit may be needed.

The city takes no responsibility for your items that are placed on city property.

TRASH / SMOKING / ALCOHOL POLICIES:

Please see "Public Assembly Facilities Division Policies" section of permit.

Please plan on bringing in Trash Barrels and Trash Bags. Please plan on assigning a trash detail and removing trash from the grounds.

The only area that alcohol is allowed on is the 21+ partitioned area at PMA property (with appropriate license issued from the State of Maine and Business Licensing).

RESTROOMS:

There are no city public facilities near the event. Organizers are providing bathrooms inside PMA.

NOTIFICATION / POSSIBLE CONFLICTS:

Please keep a copy of this permit with you at the event in case you are questioned by the public or city staff.

If there are members of the public in the area you'd like to use when you arrive to setup, please show them this permit to let them know you have reserved it for your event. If you need assistance, please call the Police Dept.: 874-8574 or 8575.

Please contact the Police Department: 874-8574 / 8575, just prior to the start of your event to remind them of your activities. Please also speak with your hired PAFD Staff.

Please speak to area businesses to alert them to your event (Maine Children's Museum, WCSH6, etc.).

Please erect temporary signage on the sidewalk areas, to alert the public to the event.

If you have questions or concerns about use of the sidewalks or parking spaces on the day of your event, please contact the Public Works Customer Service Desk, 874-8493, PAFD Event Staff: 838-9067 (NO TEXTS), or your assigned PAFD Staff. Please leave a detailed message if staff cannot take your call.

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.

FEE SCHEDULE – UPDATED JULY 1, 2015

Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.

Simple Event (no registration fee): \$50/hour Event with registration or pledges & attendance 25 – 300: \$100/hr Event with registration or pledges & attendance 301+: \$200/hr Public Space/Park Security Deposit/Sound Security Deposit: \$100-\$1000	Impact/Street Closure Fee (variable based on impact): \$0-\$500 Admin/Staff Fee (support for events): \$30/hour Porta Restroom User Fee (if attendance is 150+): \$25
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CREDIT CARD INFORMATION

Visa or MasterCard Number				5759	Exp Date (Mon/Yr)	10	17
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CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION (Please make all security deposit checks out separately)

Permit Fee for use of area: \$50 - \$200 per hour (i.e. a 3 hour event at \$50 totals \$150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however \$50 is non-refundable) Number of Hours of Use: Approx 3 hours	\$ 150 pd CC to be charged following event	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
Admin/Staff Fee (support for events): \$30/hour	\$ TBD	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 100 CC on File
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee: \$25, etc.) "No Parking" Signs	\$?
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$		

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	5-9-2017 Revised: 5-21	DATE REC'D INSURANCE	need	PERMIT FEE AMT REC'D	\$ 150 CC on File	SECURITY DEPOSIT	\$ CC on File
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$