CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE PERMIT (4 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: 10/09/13

TODAY'S DATE	8-14-2013	**ORGANIZATION NAME**	The Salt Institute for Documentary Studies / Portland's Downtown District				
ORGANIZATION ADDRESS	561 Congress Street	**CITY**	Portland	**STATE**	ME	ZIP	04101
CONTACT NAME(S)	**Donna Galluzzo**	**TITLE**	**Executive Director**				
HOME #	WORK: 207-761-0660	**CELL**	207-653-2010	**FAX**	207-761-2913		
EMAIL	dgalluzzo@salt.edu	**EMAIL**					

PARK AREA OR PUBLIC SPACE REQUESTED	Congress Square (area near stage)				
EVENT DAY & DATE(S)	Aug 16-23, 2013 Fri - Fri	**RAIN DAY & DATE(S)**	N/A		
EVENT START TIME (i.e. set-up start time)	Set up Aug 16	**EVENT END TIME** (i.e. when event cleanup is complete)	Aug 23	**ACTUAL START & END TIME OF EVENT**	Aug 17-22 Daily 1-8pm

EVENT NAME	**EXPECTED ATTENDANCE**
Photoville ME, a pop-up media exhibition	Not Sure? 40-50 per day?

DESCRIPTION OF EVENT: Please be specific regarding **area of public space/park** and describe Event in detail.

We are placing a freight/shipping container (20 foot long) in Congress Square that will become a pop-up exhibition space for photography and multimedia. Photos and computer graphics inside. ELEC hookup needed from the power box at the stage.
The container will be rolled off a truck onto the square, manueverd to beside (and infront of) the stage area.
Parking meters (congress street beside the square) need to be free of vehicles on Friday morning delivery.. (and again for removal).

IS THERE A REGISTRATION FEE?	No

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? N/A

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 approved		X	
*	Will you be setting up **tables and/or chairs** ? How many tables: chairs: X	**1-2**		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: **20'x8' shipping container**	**X**		
*	Will there be **refreshments** at the event? Do you wish to **sell food?**		X	
*	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 ? Band ? DJ ?**		X	
*	Will your event require **electricity**? Electricity is available at some of the parks & squares	**X**		
*	Are you planning on bringing a **Grill for a Barbecue** ?		X	
*	Will the event require **reserved parking spaces / parking meters**? How many? **3** "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:	
*	Will your event require **street closures**? (Please be specific under "Description of Event")	
*	Will your event require **Police** assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	
*	Will your event require **Fire/EMS** assistance? (For a large walk/race, it is recommended.)	

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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.

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.**

TOBACCO FREE ZONES

By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- The City reserves the unconditional right to revoke or revise an issued permit.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	DG	DATE	8/9/13

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	DG	DATE	8/9/13

CONDITIONS FOR USE:

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YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC SERVICES EVENT OFFICE, AN USE CONGRESS SQUARE PARK HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BE ABOVE) ARE FOLLOWED.

CONDITION OF GROUNDS ASSUMPTION OF RISK and LIABILITY:

Users of the park / pathways and streets / sidewalks / squares agree to accept the areas in an be responsible for all risk and liability in using the park / pathways / sidewalks and streets / squares for the event.

PUBLIC SERVICES EVENT OFFICE FEES / INSURANCE CERT.:

PERMIT FEE: As this event is PDD, there is no Permit fee charged for use of grounds. There is also no park security deposit required.

There may be fees due to other city departments (for licenses, city staff assistance, NP Signs, etc.).

INSURANCE: Thank you for already forwarding a certificate of insurance to the PS Event Office. Please have your INS CO. email in the "endorsement page." 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 THE SQUARE:

You have permission to use the stage area at Congress Square (and sidewalk area beside the stage), as well as the sidewalk area leading to Congress Street (placing signage out on the sidewalk areas). Please make sure the stage area is left as was found.

You have permission to roll off the container onto Congress Square, as long as care is taken not to damage the grounds, parking meters, light poles, planters, trees, etc. at the square. Please have staff available to assist.

You (and the participating vendors) have permission to bring chairs/tables/small 10x10 canopies into the square/sunken plaza area – if need be. Please make sure if it is windy out, that legs of canopies are weighted down.

You have permission to hang signs and banners at the event.

Please do not obstruct the sidewalk area along Congress Street.

During set up, please approach the businesses and restaurants abutting Congress Square to inform them of your event (and delivery and removal of the large container).

No vehicles are to be driving or parking on the sidewalks or the square/sunken plaza (delivery truck may drive up over the curb – if need be).

For delivery (and loading back on), you may need Police assistance with traffic control.

You have permission to reserve parking meters nearby.

As you may know, the Eastland Hotel is being renovated, so there is construction fence up on that side of the square.

PARKING SPACES:

There are to be no vehicles driving or parking on the sidewalk or on the square/sunken plaza area.

For easy load in – and load out, please plan on reserving parking meters along Congress Street (directly beside the square). Please contact Carol Merritt at Public Services, 874-8822, for reserving meter details. There is $15 fee per meter to reserve meters / parking spaces. You will need to pick up signs from Carol, label them, and post them the afternoon before (Thursday) - please do not cover over the coin slots as the public will use them on Thursday afternoon and evening.

In order to have cars towed from these spots, you will need to complete and fax out to City Depts. a "No Parking Authorization Form," which you can get from Carol.

Please remember to remove all signs once the event is complete.

POLICE SERVICES:

Police services may be needed for the short time frame of delivery and removal. (Early morning recommended)

Please call the Police Dept.: Sgt. Troy Bowden, 874-8554, to discuss this service/traffic control.

Please contact Police Dispatch Office: 874-8574 or 8575, an hour or so just prior to delivery (and removal). If you need cars towed from the posted parking meter spaces, please call the Police Dept. at least an hour before delivery/removal. Only Police or Parking Control Officers can call for vehicles to be towed from the street.

PUBLIC SERVICES STAFF:

Please call Tom Higgins, 232-1787, with information on the delivery of the container (and removal), as he will want to be on site.

TRASH / SMOKING POLICIES:

Please see "Public Services Policies" section of permit.

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ELECTRICITY:

The outlet box at the stage will be unlocked for your use – Rachel at PDD has a key and will u lower latch over so the door will open). There are quite a few outlets inside. All should be working.

Please make sure all cords in the public way are covered by rugs, mats, orange cones (or tap sidewalk/square). If it were rainy or drizzly out, the city requires that you not plug into outlets (unles equipment are covered and protected from the elements).

At the end of the event, please close the box (Rachel will lock back up).

PORTA-RESTROOMS:

The city is not requiring that you provide restrooms at the event.

NOTIFICATION / POSSIBLE CONFLICTS:

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

Please stop in at the businesses adjacent to Congress Square to alert them to your event.

If there are members of the public at the stage 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.

There may be some vendor tables (artist booths) out on the sidewalks. Please work with these artists to keep pedestrian sidewalk space available.

If you have questions or concerns regarding use of the square on the day of your event, please contact the PS Event Office: 874-8826 or 838-9067, the PS Customer Service Office, 874-8493, or the Police Dept.: 874-8574 or 8575. Please leave a detailed message if staff can not take your call.

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 $40 is non-refundable) Number of Hours of Use:	**$ waived PDD affiliated**	Vest, Barricade, Cone Deposit: $10 per/item	**$**
Electricity: $5per/hr (fee only pertains to 1st Amendment uses – i.e. no charge if paying hourly fee)	**$ waived**	Public Space / Park Security Deposit: Sound Security Deposit $100 - $1000	**$ N/A PDD event**
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)	**$**

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	8-14-2013	DATE REC'D INSURANCE	**8-12-2013**	PERMIT FEE AMT REC'D		**$ waived PDD affiliated**	SECURITY DEPOSIT	**$ waived PDD affiliated**	
PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT	**$**