



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
PUBLIC PARK & SPACE APPLICATION (3 pages)**
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 / 8751 (Event Office) ~ Fax 207-874-8816
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)

TODAY'S DATE		Jan 14, 2016 Revised: 1-22, 2-10	ORGANIZATION NAME		Friends of Evergreen				
ORGANIZATION ADDRESS			P.O.Box 3805	CITY	Portland	STATE	ME	ZIP	04104
CONTACT NAME(S)		Jessica Siraco and Bobbi Cope		TITLE Executive Director and President					
HOME #	WORK		CELL	619-3072(Jessica) 415-5833(Bobbi)		FAX			
EMAIL		J_siraco@hotmail.com bcope@maine.rr.com		EMAIL		friendsofevergreen@gmail.com			

PARK AREA OR PUBLIC SPACE REQUESTED		Stevens Ave DHS grounds Evergreen Cemetery/Wilde Chapel Both lanes of Stevens Ave from Ludlow St. to Walton St. (closure starts @1:45pm)							
EVENT DAY & DATE(S)		MON 5-30-16			RAIN DAY & DATE(S)		N/A		
EVENT START TIME (i.e. set-up start time)		1:00pm	EVENT END TIME (i.e. when event cleanup is complete)		4:00pm	ACTUAL START & END TIME OF EVENT		2:00-3:00pm (1:45 closure)	

EVENT NAME		EXPECTED ATTENDANCE	
Third Annual Friends of Evergreen Memorial Day Procession		100-200	
<p>This procession of veterans, community organizations and others will honor veterans of all wars in a way that is reminiscent of Decoration Day which was started around the time of the Civil War. Marchers assemble at Deering HS on Stevens Avenue (1:45pm) and proceed up Stevens Avenue (2pm start) and end at Wilde Memorial Chapel in Evergreen Cemetery, 672 Steven Avenue. Friends of Evergreen will utilize its members and volunteers to monitor all street closures and direct traffic. Both lanes of Stevens Avenue closed to traffic (starting @1:45pm). Closure lasting approx. 1:45 – 2:30pm. Organizers have asked for police assistance.</p>			
IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?		NO	

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? As the target audience for this event is the Deering Community, we anticipate that most folks will walk to the event. There is also parking available behind Deering High School and on side streets.

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: 1	X		
*	Do you wish to set up a tent(s)? (a canopy or tent larger than 10x10 needs to be approved by Public Works and a Tent Permit issued from Inspections Division; please call Inspections – 874-8703 - for information on their application process / PLEASE give them at least a 2-week notice). Public Works will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 30x45	X		

	Exact Location(s) of Tent Placement Requested: Lawn in front of Wilde Chapel In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up tables and/or chairs? How many tables: 1 chairs: 20	X		
*	Are other items or equipment being placed on City property?		X	
*	Will there be refreshments at the event? Do you wish to sell food? NO – It will be given away (@ Wilde Chapel). List food and drink: Water, lemonade & cookies. 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 (874-8557).	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? VOICE ONLY (@ Wilde Chapel)	X		
*	Will your event require electricity? @ Wilde Chapel	X		
*	Are you planning on bringing a Grill for a Barbecue?		X	
*	Will the event require reserved parking spaces / parking meters?	X		
*	Will your event need safety vests, signs, barricades and/or cones? 30 Please list what you would like to borrow: 22 barricades/22 vests Vests and orange cones may be borrowed from Public Works, Event Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require street closures? (See "Description of Event")	X		
*	Will your event require Police assistance?	X		
*	Will your event require Fire/EMS assistance?		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned?		X	

INSURANCE CERTIFICATE INFORMATION				
*	Will your event require liability Insurance?		X	

PUBLIC WORKS 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. If over 150 people are expected to attend the event, you must either rent a porta-restroom or receive permission to use the facilities on site.				

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). Please recycle whenever possible, (please do not use Styrofoam - it is NOT recyclable). 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 Works 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	JLS	DATE	1/14/2016
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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	JLS	DATE	1/14/2016
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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				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.

TOTAL AMOUNT(S) DUE TO PUBLIC WORKS (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: 3	\$ WAIVED Friends of Evergreen Cemetery event	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ WAIVED
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ N/A
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ WAIVED		

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	1-19-2016	DATE REC'D INSURANCE	N/A	PERMIT FEE AMT REC'D	\$ WAIVED	SECURITY DEPOSIT	\$ Need for vests, etc.
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$