



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION**  
**PUBLIC PARK & SPACE APPLICATION (4 pages)**  
 212 Canco Rd. ~ Portland ~ ME ~ 04103  
 207-808-5400  
 Ted Musgrave tvn@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		1-6-2017 Revised: 1-20		ORGANIZATION NAME		Friends of Evergreen					
ORGANIZATION ADDRESS				PO Box 3805		CITY	Portland	STATE	ME	ZIP	04103
CONTACT NAME(S)		Bobbi Cope Jessica Siraco		TITLE		President Executive Director					
HOME #	WORK			CELL	415.5833		FAX				
EMAIL	bcope@maine.rr.com			EMAIL	j_siraco@hotmail.com						

PARK AREA OR PUBLIC SPACE REQUESTED				Stevens Avenue (both lanes Ludlow St to Walton St) closure starts at 1:55pm DHS grounds Evergreen Cemetery / Wilde Chapel							
EVENT DAY & DATE(S)		MON 5-29-17		RAIN DAY & DATE(S)		N/A (50% added fee)					
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	

EVENT NAME	EXPECTED ATTENDANCE
Fourth Annual Friends of Evergreen Memorial Day Procession	500

**DESCRIPTION OF EVENT:**

This procession of veterans, community organizations and others will honor deceased veterans of all wars in a way that is reminiscent of Decoration Day which started around the time of the Civil War. Marchers assemble at Deering High School Grounds on Stevens Avenue (1:30pm), proceed onto Stevens Avenue (2pm start) and end at Wilde Memorial Chapel in Evergreen Cemetery, 672 Stevens 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 @ 1:55pm). Closure lasting approx. 1:55-2:30pm. Organizers have asked for police assistance. Barricades needed at intersections. Stevens Avenue posted 'No Parking' Events at Wilde Chapel are arranged and approved through the Evergreen Cemetery Office.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	NO
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? *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:			X
* Do you wish to set up a tent(s)? (A canopy or tent larger than 10x10 needs to be approved by PAFD Office and a Tent Permit issued from Inspections Division; please call Inspections - 874-8703 - ( <a href="mailto:buildinginspections@portlandmaine.gov">buildinginspections@portlandmaine.gov</a> ) for information on their application process / PLEASE give them at least a 2-week notice). PAFD 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: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			X
* Will you be setting up tables and/or chairs? How many tables: chairs:			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? (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
*	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? Boom Box? 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
*	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? Enough for entire parade route – both sides of Stevens Ave. "No Parking" signs may be purchased at PAFD Office, 212 Conco Rd.	X		
*	Will your event need safety vests, signs, barricades and/or cones? Please list what you would like to borrow: 22 barricades and 22 vests A few orange vests and cones may usually be borrowed from PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require street closures? (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES? NO – No Metro Svc 5/29/17	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?		X	
*	Will your event require porta-restroom 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.) For renting porta-restrooms, event organizers must rent from the company contracted with the city.		X	

#### INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability insurance?		X	FRIENDS GROUP
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### 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. If over 150 people are expected to attend the event, you must either rent a porta-restroom from Associated Septic (207-799-1980) 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. 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.  
For marking location of where TENTS will be on grass (DIG SAFE purposes), please use surveyor's flags and signage.

**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>BC</b>	<b>DATE</b>	<b>1/5/2017</b>
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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.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>BC</b>	<b>DATE</b>	<b>1/5/2017</b>
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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)	
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**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 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: <b>3 hours</b>	<b>\$ waived Friends Group</b>	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	<b>\$ ???</b>
Admin/Staff Fee (support for events): \$30/hour	<b>\$ N/A</b>	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	<b>\$ waived</b>
Key Deposit: \$50 per key	<b>\$ N/A</b>	Other (Porta-Restroom User Fee: \$25, etc.)	<b>\$ N/A</b>
Impact/Street Closure Fee (variable based on impact): \$100-\$500	<b>\$ N/A</b>		

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	1-13-17	DATE REC'D INSURANCE	N/A	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ NEED if borrowing items
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$