



**CITY OF PORTLAND, PUBLIC SERVICES DEPARTMENT
PUBLIC PARK & SPACE PERMIT (7 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826
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	5-29-2013	ORGANIZATION NAME	American Liver Foundation New England Division					
ORGANIZATION ADDRESS	88 Winchester Street		CITY	Newton	STATE	MA	ZIP	02461
CONTACT NAME(S)	Hung Pham, Campaign Manager							
HOME #	WORK	617-527-5600	CELL		FAX	617-527-5636		
EMAIL	hpham@liverfoundation.org		EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park BC Pathway (Dyers Flat - NOT AVAILABLE) 1 st Entrance Closed				
EVENT DAY & DATE(S)	Sunday, June 2, 2013		RAIN DAY & DATE(S)	None, event is rain or shine	
EVENT START TIME (i.e. set-up start time)	7:00 AM	EVENT END TIME (i.e. when event cleanup is complete)	1:00 PM	ACTUAL START & END TIME OF EVENT	9:00 AM – Registration 10:00 AM - Walk

EVENT NAME		EXPECTED ATTENDANCE
Liver Life Walk Portland		300
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.		
<p>The Liver Life Walk is the American Liver Foundation's signature fundraising walk event. Proposed course would be similar to last years, around Back Cove with registration, and start/end at Payson Park (Triangle Grass Area). Canopies, tables + chairs set up. (possible a large 20x20 TENT – if Inspections has time to permit) Small Stage, Music and PA System. ELEC needed. Refreshments given away.</p>		
IS THERE A REGISTRATION FEE?	No. Walkers receive pledges.	

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

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:	YES, 6		
*	Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved by PS Event Office and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process). PS Event Office will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20' X 20' Exact Location(s) of Tent Placement Requested: Triangle Grass Area In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X POSSIBLY A 20X20 LAST MINUTE REQUEST		
*	Will you be setting up tables and/or chairs ? How many tables: 6 chairs: 12	YES		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: Staging and PA system	YES		
*	Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from PS Event Office)	YES		

	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.			
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?		NO	
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? ????? 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).	YES		
*	Will your event require electricity ? Electricity is available at some of the parks &	YES		
*	Are you planning on bringing a Grill for a Barbecue ?		NO	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.			
*	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 PS 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 1 st ENTRANCE TO PARK		
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.			UNSURE AT THIS POINT
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)	YES		
*	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.)	YES		

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.	YES ON FILE		
◆	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. tvm@portlandmaine.gov .			

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.

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, near BC Pathway – vicinity of Vannah Ave.). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to PS Event Office). 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

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets. \$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	HP	DATE	9/17/2012
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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	HP	DATE	9/17/2012
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CONDITIONS FOR USE

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC SERVICES EVENT OFFICE, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

Grass areas may be wet and soggy (activities may need to stay to tarred areas, and not use the grass).

CONDITION OF PATHWAYS / STREETS / PARKS 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.

PUBLIC SERVICES FEES / INSURANCE CERT.:

Permit Fee: Permit fee for use of grounds: **\$215** (based on 6 hours use). Additional fee for electricity (**\$15**) **Total: \$230 due.** Please forward a check for **\$230** to the PS Event Office. A CC may also be used for payment.

There will be fees due from other city departments (for licenses, tent permit, city staff assistance, etc.).

If porta-restrooms are not rented, then an additional **\$25 will be required.** Please add \$25 to \$230 if this is the case.

Park Security Deposit Required: \$250. Please forward a check (or CC#) to the PS Event Office. You will forfeit the sec. dep. (i.e. check deposited or card charged) if areas of use are not left as were found, items damaged, or conditions for use not followed. (If borrowing items like vests + cones, there will be additional security deposits required.)

Insurance: Thank you for forwarding the certificate of insurance to PS Event 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 GROUNDS:

You may use the (upper) triangle grass area for registration and entertainment, the Back Cove Pathway for the walk, and the 1st entrance into the park barricaded to traffic. You may also use the 2nd entrance as well, as that is currently barricaded due to the construction work there.

The "lower" area of the grass triangle is currently being used by the construction company; Baxter Blvd. is also under construction.

Please know that the 2nd Entrance is already closed at the "tip of the triangle" due to construction taking place.

Little League Teams may be using the Little League Parking area (for parking) – so please stay out of that lot. However, if by 9am, there are no LL games taking place, you may open up that lot to your participants. That parking lot holds about 60 cars – if parked in an organized fashion. Your volunteers would need to assist parkers to do this.

Other parking lots in the park may be available for parking, but Parking in the park will definitely be limited.

Please know, Dyer's Flat is not available for parking this year. Additionally, there is a new Parking Policy in effect for Payson Park Events. Organizers already have a copy of that policy. Please review it carefully. You will probably need to park vehicles on the sides streets off Ocean Avenue (participants walk across Ocean Ave. and down into the Park).

You may set up water tables along the walk route.

You have permission to set up: a large TENT (as long as a Tent Permit is procured from Inspections and on site at the park), canopies, to set up tables and chairs, to give away food and to hold a musical concert (DJ / band) – pending City Clerk's licenses are issued.

You have permission to place a dumpster at the park (dirt lot off 1st entrance).

You have permission to place a porta-restroom at the park (dirt lot off 1st entrance).

You have permission to use electricity at the park (available from the contractor).

You have permission to place signage out along Back Cove Pathway (on the morning of the event) which alerts the public to your activity. Please make sure all signage is collected immediately following the walk.

The only vehicle that has permission to drive and park on the Grass Triangle is the delivery truck (tent, tables, chairs, PA system).

All participant and volunteer cars must stay off the grass areas.

Vehicle entry into the park is now via Ocean Avenue, W. Kidder Street, or Fernald Street.

No vehicles are allowed to park on the side of the Park roadways or along Baxter Blvd. (there is no access to Baxter Blvd. anyway, due to construction). All vehicles must park legally in Payson's parking lots or in other legal spots.

Keep in mind (due to any recent rain), if grass areas are wet and soggy, Park Managers may decide that all activities slated for the grass must take place on hard surfaces (dirt parking lot, tarred 1st entrance into the park, etc.). This would mean that all TENTS would need to be FREE-STANDING, as no stakes can be pounded into the street, park roads, or dirt parking lot areas.

If we've had rain, I will call you as we get closer to the walk date to apprise you of the areas permitted for use.

You may still be given the OK to use the grass areas (but the stipulation may be that ALL delivery vehicles stay off the grass) You would still have access to the Back Cove Pathway for the walk.

CLOSING THE 1st + 2nd ENTRANCE TO THE PARK (from BAXTER BLVD):

The lower section of Payson Park, Grass Triangle is under construction. There is no vehicle access to the Boulevard (the 2nd park entrance roadway has metal barriers across it to keep vehicles out). You may use these 2 park entrances as staging areas for the event (in addition to the Triangle Grass area).

Barricades / Large Cones are needed to close the park entrances. There are 10 barricades in the Green Shed (though you'll only need 2).

Please erect these barricades at the intersection where the Park Entry Road (from Ocean Ave.) meets the Park Roadway proper (this would be close to the LL Parking Lot area.). Closing the lower section of the Park Road proper, will keep vehicles from driving down to the tip of the triangle where your event is (PLS make sure that Little Leaguers are permitted to drive through to the LL Parking Lot). These barricades need to be staffed the entire time.

Volunteers at barricades must wear safety vests (please call the PS Event Office, 874-8826, to borrow vests - \$10 per vest sec. dep. required).

If you would like to reserve spots in the dirt lot (just off the 1st entrance) – the night before, you may position these barricades out across the dirt lot to reserve spots (the night before when all vehicles have exited the lot). Please post a sign on barricades to state that the spaces are reserved for your event. You will most likely need to tie yellow caution tape or rope between the barricades so more space is reserved.

Then in the morning when you arrive to setup, you may relocate the barricades to close off the park roadway.

ACCESS TO BACK COVE PATHWAY (FROM PAYSON PARK):

There is a chain link fence separating the lower and upper area of Payson Park Grass Triangle. The cut-through from the park over Baxter Blvd. to the BC Pathway is via the 2nd Park Entrance (park roadway closest to Seaside Nursing Home), but I believe there is also access from the 1st entrance as well. You will want to check these 2 out beforehand, to determine which one is easiest for walkers to cross.

BARRICADES / GREEN SHED:

Barricades are needed to close the park entrance: The barricades you will be borrowing are now stored at the green storage shed near the softball field (dirt access roadway, near the tip of the triangle). The door to this shed will be unlocked. These barricades will need to be walked to the areas (i.e. a vehicle can not drive down the softball field dirt access road).

Please refer to above section for the exact location of barricades. Remember, you will need to let Little Leaguers through so they can park in the LL Parking Lot (if games are going on). Probably only 2 barricades are needed for this.

PLEASE DO NOT FORGET TO PLACE THESE BARRICADES BACK INTO THE GREEN SHED FOLLOWING THE EVENT.

Obviously, any items in the roadway (1st entrance), should not be placed there until barricades are set up and staffed.

PLEASE remember that there may be vehicles parked at the dirt lot when you arrive (the construction company vehicles sometimes park there – and possibly on Sunday). These vehicles need an exit out, so do not block them in or setup events in the park roadway – you can always approach the construction trailer at the lower grass area to ask that they move vehicles out.

PLEASE KEEP VEHICLES OFF THE GRASS AREAS / DELIVERY VEHICLE:

All cars must stay off grass areas.

The only vehicle that has permission to drive and park on the grass are the Delivery Trucks – Tents, Canopies, tables, PA system. There are cut outs in the wooden fencing where the truck can drive through to the grass. Vehicles delivering registrations, refreshments, and small items must park in the dirt lot - on the 1st park entrance roadway, and items walked into the grass area.

PARTICIPANT PARKING:

All participants vehicles must park in legal spots. There are to be no vehicles parking on the side of park roadways, on the sides of Baxter Blvd. (obviously), on the grass, or in other illegal spots in and around the park.

Additionally, a new Parking Policy for Events at Payson Park is in place. Organizers have a copy of that policy and are expected to follow those guidelines. Please remember, side streets off Ocean Ave. may need to be used if there is a large turnout for the event. You may want to position parking volunteers up by those streets, as well as "crossing guards" along Ocean Ave.

For delivery of smaller items (tables, boxes, etc.), please park in the dirt lot (off the 1st entrance from Baxter Blvd.) and walk these items into the grass area.

DYER'S FLAT PARKING AREA: There is no parking at Dyer's Flat this year.

CITY CLERK'S OFFICE REFRESHMENTS + MUSIC:

You have permission to serve refreshments: please procure a Temp. Food Service License from City Clerk's Office (874-8557 – Janice). Please apply for these licenses ASAP if you have not already done so. If you have questions about food service, please call Inspections or the Health Inspector, Mike Russel: 756-8008.

For the amplified music at the park, please procure a concert license. Remember, a license to hold a concert does not give you permission to create a noise disturbance. If the Police Dept. receives calls, they will respond accordingly.

ELECTRICITY – FROM CONSTRUCTION TRAILER / GENERATORS:

Electricity will come from the Construction Trailer, down in the lower grass area. I have asked that the construction manager tie off 2 extension cords to the chain link fence (near the middle of the park). These 2 cords will be on separate 20amp breakers. You will still need to bring 200+ feet of extension cord with you, (and even more) especially if you are situating your activities up further towards the tip of the Grass Triangle.

If you bring in generators, please make sure children are kept away from generators, and that adults are nearby. Please make sure fuel for generators is not stored near them and that generators are in safe working order. Please make sure a fire extinguisher is nearby.

Extension cords in the public way, must be covered by rugs or orange cones or other means to alleviate the tripping hazard to the public (you can also tie brightly colored ribbons to the cord every 20 feet or so). If you need orange cones, you may borrow some from PS Event Office (please call the Office to arrange: \$10 per cone sec. dep. required).

MARKING OF ROUTE / STREETS:

Please make sure that sidewalk chalk is used to mark out where items are to be placed on the street (park roadway – if using the park roadway). Do not use spray paint. Tape on the sidewalk/street can also be used.

Signage pounded into the grass areas (park and along the BC Pathway) ON the morning of your event is permitted. Please make sure these are removed following the event.

INSPECTION SERVICES:

You have permission to install a large tent (20x20) at the park, pending a Tent Permit being issued. Please procure a tent permit from Inspection Services (874-8693), Lannie Dobson, Gayle Guertin, or Brad Saucier.

The small (10x10) pop-up canopies do not need a tent permit.

Please make sure to **keep tent stakes well away from the streets and electrical box** (and the underground electrical lines that run between the street lights) – a space of 15 feet back from the street (park roadways), is adequate protection from these underground lines. The Triangle Grass area does not need to be DIG SAFE'd, as long as these precautions are taken.

You have permission to erect the tents on Sunday morning; they must be removed on Sunday afternoon/evening.

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

Remember, the tent truck may need to stay off grass areas (if grass areas are soggy).

Please keep in mind, if grass areas are wet and soggy, they may be off limits – even to walk participants. This would mean canopies and tents would need to be set up on the tarred or dirt areas beside the triangle (TENTS would then need to be free-standing, as no tent stakes would be permitted in the park roadway or dirt parking lot area).

POLICE ASSISTANCE:

If you see a need, please contact Lt. William Preis, 874-8569, at least a few days in advance to discuss. There may be a fee for Police services.

On the day of the event, please call Police Dispatch, 874-8574 or 8575, to remind them of your walk around Back Cove and your events at Payson Park.

FIRE DEPT. ISSUES / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Fire Headquarters: Chris Pirone: 874-8405 or Dept. Chief Terry Walsh, 874-8400, prior to the event.

It is advisable to have first-aid staff on site for a walkathon.

TRASH / SMOKING / ALCOHOL POLICIES:

Please see "Public Services Policies" section of Permit.

You will need to bag up your trash and remove it from the park. If you are bringing in a small DUMPSTER for trash, please position that in the Dirt Lot off the 1st entrance (and NOT on the side of the park roadways). Please have that removed from the park by Monday afternoon (June 3).

There is no alcohol allowed on city property.

PORTA-RESTROOMS:

There are no facilities currently at the park, except for a unit at the Softball Field (which your walkers may use).

You may want to consider renting an additional unit. Please place it/them in the dirt lot off the 1st entrance. To reduce vandalism, please make sure these are delivered on the day of your event, and removed in the evening following your event, at the latest – Monday, June 3.

There is a porta-restroom at the Peble Street Parking Lot, and also near the Back Cove Pathway (in the vicinity of Vannah Ave.). Your walkers may use these 2 units.

For cleaning of the exiting units, please see above "Public Service Policies."

There would be an additional \$25 porta-restroom user fee, if attendance exceeds 150 walkers (and a unit is not rented for Payson Park).

NOTIFICATION / POTENTIAL CONFLICTS:

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

If there are folks using the grass area, please show them a copy of this permit to let them know that you have reserved it for your event. Please contact the Police Dept., 874-8575, if you need assistance.

If workmen are out at the worksite trailer, please go down and inform/remind them of your event taking place (they should be tying off 2 extension cords to the fence).

Please post signs across from Payson Park (Back Cove Pathway) which alerts the public to your event. In addition, please also post signage at the Ocean Ave. entrance into the park.

There may be basketball games and tennis matches, softball games and little league games taking place in Payson Park.

There are no other organized walks or races on the Back Cove Pathway on Sun. June 2, however, there is "Baxter Blvd. Recreation Day" where the public is invited to come out and make use of the closed section of Baxter Blvd. (riding bikes, skateboarding, playing games, street hockey, etc.), so there might be lots of activity taking place near the Vannah Ave. intersection area. Time frame for this activity should be around 11am – 3pm.

If you have questions or concerns about use of the park on the day of your event, please call the PS Customer Service Office: 874-8461 or PS Event Staff: 874-8826 or 838-9067. Please leave a detailed message if staff can not take your call.

If you have hired Police Officers, you may also call your hired officer.

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 SERVICES (Please make all security deposit checks out separately)			
Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: 6 hours	\$ 215 due	Vest, Barricade, Cone Deposit: \$10 per/item	\$?
Electricity: \$5per/hr	\$ 15 due	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$500	\$ 250 due
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee, etc.)	\$ 25 due

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	9-27-2012 Revised: 5-17	DATE REC'D INSURANCE	5-24-2013	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$