CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE APPLICATION (3 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: 05/31/13

TODAY'S DATE	11/8/12 revised: 12-4-2012 12-12-12 1-31-2013 4-1-2013	**ORGANIZATION NAME**	Crohn's & Colitis Foundation of America						
ORGANIZATION ADDRESS			**CITY**	Needham!	**STATE**	MA	**ZIP**	02494	
CONTACT NAME(S)	**Erin Healy TITLE Development Manager / WALK Manager** **Jeanne Connors**								
HOME #		**WORK**	**CELL**	781-223-8974 Jeanne: 781-883-5979	**FAX**				
EMAIL	ehealy@ccfa.org jconnors@ccfa.org		**EMAIL**						

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park - Triangle Grass Area, Back Cove Pathway, 1st entrance Park Rd. Dyer's flat for overflow parking…..?				
EVENT DAY & DATE(S)	5 / 18 / 13 SATURDAY	**RAIN DAY & DATE(S)**	N/A		
EVENT START TIME (i.e. set-up start time)	9 -10AM	**EVENT END TIME** (i.e. when event cleanup is complete)	6-7PM	**ACTUAL START & END TIME OF EVENT**	2PM Registration; walk from 3 – 5pm

EVENT NAME	**EXPECTED ATTENDANCE**
CCFA Take Steps Maine 2013	300 - 400

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

Take Steps is a fundraising walk-a-thon which will take place along the Back Cove Pathway.
(4 or 5) 20x20 Tents will be set up in Payson Park. Some canopies set up as well.
These same tents will be left up overnight and be used by the American Heart Walk (Sunday, May 19 at Payson Park).
Some small canopies will be setup too and participants will check in, eat, and participate in activities at Payson Park until the walk starts at 3pm along the Back Cove pathway. Participant will use parking at Payson Park / Dyers Flat. HOWEVER, Dyer's Flat is NOT available for vehicle parking (due to construction work at the park). PLEASE refer to "Parking Policy".
A dumpster will be placed on the dirt parking lot (off 1st entrance). Extra porta-restroom as well. Radio Van may be parked there ?
DJ setup on grass area, and a possible bounce house on grass. Electricity needed. There will be NO BBQ this year (cold sandwiches given away to participants).

IS THERE A REGISTRATION FEE?	NO, but walkers receive pledges

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Yes, participants will park where spaces are available in Payson Park (near baseball fields) and in additional dirt lot next to Payson Park, if acceptable. Alternate PARKING PLAN to be discussed in January 2013.

PLEASE CHECK OFF AND ANSWER:

PLEASE SEEE 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: **2**	X		
MQ*	Do you wish to set up a **tent(s)**? (a canopy or tent larger than 10x10 needs to be approved by Public Services, Event Office and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give	X		

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	them at least a 2-week notice). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): **4-5 20x20 tents** 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. **MQ TO DO THIS.**			
*	Will you be setting up **tables and/or chairs** ? How many tables: 35 chairs: 100	**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: **Moon Bounce, generator, possibly rado bank - TBD**	**X**		
*	Will there be **refreshments** at the event? **YES** Do you wish to **sell food**? **NO** (If so, you will need approval from PS's Event Office) List food and drink: **sandwiches, water, other donated food, TBD** 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.	**X**		
*	Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.) ? **NO**		X	
*MQ	Are you setting up a **PA (sound) system** ? **YES** Are you planning on having **Amplified Music** ? **YES** 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).	**X** **DJ…?** **OR LIVE BAND..?** **RADIO VAN..?**		
*	Will your event require **electricity**? Electricity is available at some of the parks &	**X**		
*	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 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: A few orange vests + cones may usually be borrowed from Public Services, Event Office.		X	
*	Will your event require **street closures**? (Please be specific under "Description of Event")	**X** **PARK ROAD**		
*	Will your event require **Police** assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	**X**		
*	Will your event require **Fire/EMS** assistance? (For a large walk/race, it is recommended.)		X	
*	Will your event require **porta-restroom** rental(s) or need existing porta-restroooms 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.)	**X**		
*	Do you wish to have a **banner over the street** to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Catherine Baier, PS's.		X	

	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.

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, opposite Seaside

Nursing Home). If over 150 people are expected to attend the event, a $25 user fee is required (paid to Public are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you r restroom company (Associated Septic, 207-799-1980, M-F) to request and pay for a cleaning.

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TRASH
All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacl You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area v event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you.

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	JFC	DATE	1/31/13

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	JFC	DATE	1/31/13

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 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 $40 is non-refundable) Number of Hours of Use: **approx 9 hours**	**$ 320 (pd via Credit of $330 on acct)**	Vest, Barricade, Cone Deposit: $10 per/item	**$?**
Electricity: $5per/hr	**$ 15 ($10 paid from 2012 credit – only $5 due)**	Public Space / Park Security Deposit: Sound Security Deposit $100 - $500	**$ 250 pd**
Key Deposit: $50 per key	**$ N/A**	Other (Porta-Restroom User Fee, etc.)	**$ $25 due if porta-restroom not rented for park or Preble Parking Lot**

FOR OFFICE USE ONLY							
DATE REC'D	11-8-2012	DATE REC'D	**NEED**	PERMIT FEE	**$ only $5**	SECURITY	**$ 250 PD**

APPLICATION		INSURANCE		AMT REC'D		**due**	DE
PAYMENT TYPE							
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**

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