Inspections Division
Date: 09/06/13

CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT PUBLIC PARK & SPACE PERMIT (7 pages) 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101 207-756-8275 ~ Fax 207-756-8279 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	10/26/12	**ORGANIZATION NAME**	Maine Affiliate of Susan G. Komen for the Cure

ORGANIZATION ADDRESS• PO Box 1626**• CITY•** Bangor**• STATE•** ME**•** ZIP**•** 04402**• •**

CONTACT NAME(S) Sally Bilancia	**TITLE** Executive Director

HOME #• WORK 262-7117 **• CELL •** 745-9173**• FAX •** N/A**• • EMAIL**

sally@komenmaine.org	**EMAIL**	

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park – Route (city streets / park roadways / Baxter Blvd) Dyers Flat for Overflow Parking		
EVENT DAY & DATE(S)	Sunday, September 8, 2013 Setup Friday + SAT (Sept 6 + 7)	**RAIN DAY & DATE(S)**	N/A

EVENT START TIME (i.e. set-up start time)**•** Fri. Sept 6 (setup) 11am-7pm
• EVENT END TIME (i.e. when event cleanup is complete)**•** Sunday Sept 8, 2pm
• ACTUAL START & END TIME OF EVENT• Sunday, Sept 9, 7:30am – 12pm
RACE start time: 10am..**• •**

EVENT NAME	EXPECTED ATTENDANCE
Komen Maine Race for the Cure	2,000

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail. 5K Run/Walk fundraiser for breast cancer. Area of Payson park closest to Baxter Blvd. will be base site. Route: Start on Baxter Blvd. – near 1st entrance of Payson Park, head west on Blvd., turn right onto Belmead, turn left onto Deerfield, Turn left onto Preble Street Ext., turn left back onto Baxter Blvd., continue northeast to Payson Park… finish line on the 1st entrance roadway of the park.
Baxter Blvd. and Park Roadways would be closed down to traffic from 9am – Noon

For setup purposes, The 2 Park Roadway Entrances (beside the grass triangle) would be closed down earlier (probably at 6am) on Sept. 8. Dyers Flat used for parking, as well as field parking above triangle, if possible. Some items will be set up on Saturday Afternoon (Sept. 7). Tent setup Friday, Sept 6. Large Tents set up in the grass area (Triangle). Booths + canopies from participating organizations + businesses. A 30 foot tall cold-air balloon (RE/MAX) will be set up in the southeast corner of the park (on the grass). Refreshments served. Music + speeches over PA System. Stage set up on grass.

IS THERE A REGISTRATION FEE?	yes	
IF YES, HOW MUCH?	**FEE**	$25 pre-reg, $30 race day ($6 mailing fee)
STUDENT FEE	$15 pre-reg, $20 race day ($5 mailing fee)	

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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Tentatively Cheverus and USM possibly surface parking; shuttle to site. Volunteers and VIP's park in grassy area just after second Payson entrance (Dyer's Flat) and ball field lot if possible.

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:	**X 10-12**		
*	Do you wish to set up a **tent(s)**? (a canopy or tent larger than 10x10 needs to be approved by Recreation and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): **20x20, 30x30, 10x20, 10x70** 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 3-4**		
*	Will you be setting up **tables and/or chairs** ? How many tables: **75** chairs: **200**	**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:	**X RADIO VAN**		
*	Will there be **refreshments** at the	**X FREE REFRESHMENTS**		

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	event? Do you wish to **sell food**? (If so, you will need approval from Recreation) 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.	**NO VENDORS**		
*	Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell:	**X KOMEN MERCHANDISE**		
*	Are you setting up a **PA (sound) system** ? 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 MUSIC AND SPEAKING**		
*	Will your event require **electricity**?	**X**		
*	Are you planning on bringing a **Grill for a Barbecue** ?		X	
*	Will the event require **reserved parking spaces / parking meters**? How many? "No		X	

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	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 Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	X		
*	Will your event require **street closures**? (Please be specific under "Description of	X		
*	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?	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 Vicki Allen, Recreation.	X		

INSURANCE CERTIFICATE INFORMATION

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*• 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 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 additional insured on the certificate (minimum coverage:

$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: tvm@portlandmaine.gov

Our insurance will be available after July 1, 2013

RECREATION 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 equipment and connections are 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, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – across from the Playground, *East End Beach). If over 150 people are expected to attend the event, a $25 user fee is required (paid to Recreation). 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 (United Site Services, 800-442-1286, 508-594-2616, 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
Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas. $10 will be deducted from your security deposit for each vehicle parked on grass. **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**	**AEF**	**DATE**	**11/14/2011**

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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**	SB	**DATE**	10/26/12

CONDITIONS FOR USE (from 2011 Event…)

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND RECREATION AND CITY STAFF, (AND CITY COUNCIL HAS APPROVED THE STREET CLOSURES AND ALSO DECLARED YOUR EVENT AS A FESTIVAL), SO YOU HAVE PERMISSION TO USE CITY STREETS AND THE PARK FOR YOUR RACE EVENT, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

Please be aware: if grass areas are wet and damp, Park Manager may require that all activities stay to the tarred and dirt areas (and not use the park grass areas at all). This means any canopies/tents set up would need to be free-standing.

RECREATION FEES / INSURANCE CERT.:

PERMIT FEE: Thank you for already forwarding the permit fee ($310 – based on 13 hours use – 2 DAYS, and the credit from 2010). Thank you for also forwarding the $25 elec. fee and the $25 porta-restroom user fee.

There are additional fees required for city staff assistance, licenses, tent permits, etc.

PARK SECURITY DEPOSIT: Thank you for already forwarding the park security dep. ($1000) for use of grounds. You would forfeit the security deposit if areas are not left as were found, or conditions for use not followed.

There are additional deposits required for borrowing cones and vests, barricades, etc.

INSURANCE: Thank you for already forwarding the certificate of insurance to the Rec. 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 PARK / GRASS AREAS / PARK STREETS:

You have permission to use grass areas at the park (triangle grass area) for your event, pending LICENSES + PERMITS are acquired from City Departments…. SEE BELOW CONDITIONS (and grass areas are not wet). If we have rain, (and grass areas are wet and soggy), Recreation may require that you keep activities to the dirt areas of the parking lot (and the 1st AND 2nd entrance roadways that you are closing down at 6am). I will follow back up with you closer to your event, if that is the case.

The FINISH LINE area is the 1st Entrance into the Park (from Baxter Blvd.).

You have permission to close down Payson Park to traffic (during the morning hours – approx 6am - Noon). You will need to position barricades and volunteers at the intersections leading into the park.

USE OF PORTLAND STREETS:

You have permission to use Baxter Blvd. (both lanes) for the route of the race (**given safety precautions are taken and Police Officers are hired**). You also have permission to use other

Portland streets for the race route. The only way your race can be held in the street is if officers are on site (since you are hiring officers, this should not be a problem).

Adult volunteers (wearing safety vests) must staff race intersections, and also at the Payson Park roadways that will be closed to thru traffic. Please call Recreation, 756-8275, if you need to borrow some vests. There is a $10 per vest security deposit 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 (and for the start/finish line/route). Do not use spray paint. Tape on the sidewalk/street can also be used.

CLOSING OF STREETS / BARRICADES / SIGNAGE / 'NO PARKING' SIGNS:

For the Baxter Blvd. closure, you have been given approval to close Baxter Blvd. at Preble Street, and at Bates Street. (Police Officers will staff these intersections). Time frame: approx: 9am – Noon.

Streets leading onto Baxter Blvd. (Vannah, Dartmouth, Belmeade) will need to be staffed by your race volunteers/marshals wearing safety vests. These streets need to be barricaded at the intersection one block (or even two blocks) up from Baxter Blvd. (as well as barricades across the street at Baxter itself).

Deerfield Street will also be closed to traffic (from approx 10am – 11am) as runners will be taking up the street at that time. Race volunteers (and barricades) must be positioned along the Deerfield intersections.

Payson Park intersections also need to be staffed by volunteers at barricades. There will probably be softball games taking place in the morning hours at the fields. If there is parking available in the park (there would typically be parking available in the upper parking lots of the park), then race volunteers should let softball players through the barricades (coming from the Ocean Ave. side or from W. Kidder Street or Fernald Street), so that they may access those parking spaces. Those softball players are NOT to drive down close to the Grass Triangle (as that is where race activities are taking place). Barricades would be needed at the tip of the triangle, and also at the roadway just up from the tip (cars can come down from Ocean Ave., but they would need to take a left and head back up into the park – away from the grass triangle area. Barricades (and volunteers) also needed at W. Kidder Street and Fernald Street (to reroute traffic back into the park – and up to Ocean Ave. – away from the boulevard). Keep in mind, the public may want to park in the parking lots in the Park, so your volunteers should let those folks drive down to those areas – stopping the motorists and discussing this with them first.

You will also need to barricade (and staff) the Seaside Nursing Home entrance: 2 barricades needed.

Remember, the Dyer's Flat Lot will be open and available for parking if need be – up to the start of the Race, so motorists could be directed to that lot (access from the Tukey's Bridge side of Baxter Blvd.). The Police Officers staffing that side of the Boulevard closure would need to let these folks through the barricades, so you will need to confer with those officers about these details.

For Barricades and signage: see below "BARRICADES."

You may borrow some "No Parking" signs (if needed) from Recreation: 756-8275. There should already be some "No Parking" signs posted along Baxter Blvd. (at Payson Park) – these are left over from the ALS Walk, which is being held on Saturday, Sept. 10. This is to remind participants and your vendors that there is to be NO parking on the grass areas, or along Baxter Blvd.

Please run the route a few days in advance, as there may be construction or road work taking place in the vicinity. Please make sure race marshals are stationed at these locations.

You may contact PS's Customer Service: 874-8493, to inquire if (potholes, etc.) can be filled in before race day.

SAFETY VESTS:

Please call Recreation, 756-8275, if you need to borrow some vests. There is a $10 per vest security deposit required.

POLICE ASSISTANCE:

Similar to last year, Police Officers would assist with traffic control, and officers may be able to provide lead and follow car as well (though that determination will be made by Sgt. Bowden or Lt. Preis – or the Supervisor on duty race day).

For the needed Police Department assistance (organizers need to hire off-duty officers), please call Sgt. Troy Bowden, 874-8554, or Lt. William Preis, 874-8569, prior to the event (Sgt. Bowden is usually off on Fridays). Please discuss the race details with them again.

You will need to hire the 5 officers through Police Shift Command: 874-8555. Please make sure you get the Supervisor's name (officer in charge of the race detail). If you are canceling, you will need to call Police Shift Command early that morning to notify them. Otherwise, you would be charged if officers report for duty.

On the day of the event, please call Police Dispatch, 874-8574 or 8575, to remind them of the street closures and race in the street, and your need for officers to be on site. Please make sure you discuss race details and route with attending officers. If similar to last year, I understand that the hired officers may be on site at around 8am, so that will give you plenty of discussion time.

You must wait until officers arrive to start the race in the street.

PARKING CONTROL ASSISTANCE:

For the closing of Payson Park to traffic: organizers have permission to place volunteers (and NOT PCO's at these intersections).

Should you determine that you do want an "official" city presence at these intersections (maybe the main entrance into the park from Ocean Ave.), then you would need to contact the Parking Control Office to request a PCO on site. There is a fee for this staff assistance (and hopefully - at this late date, an off-duty PCO would sign up for that shift).

Please contact John Peverada, 874-8444 or Paul Willey, 874-2842.

A PCO may stop in at the park to check on things. Cars would be ticketed or towed that are parked illegally.

FIRE / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Fire Chief Fred LaMontagne or Dep. Chief Terry Walsh, 874-8400, prior to the event. It is recommended that medical assistance be on site for a race.

BARRICADES:

You should arrange barricades through Public Services Customer Service, Maynard Sprague: 874-8463, or through Marc Spiller: 232-8333. If you are requesting to have all these barricades dropped off, then a fee is to be charged. If you are just borrowing barricades, then only a security dep. is necessary.

Please confer with PS's staff regarding this, and all the specific locations needed. A map (with # of barricades at the specific spots) is helpful for PS's staff dropping these off.

Remember to include the Payson Park barricades in your list of Street Barricades.

You may not need barricades where Police Officers will be stationed, so before you draw up your list (and map), please confer with the Police Dept.

You may also want to place some detour signs out along the streets. Maynard or Marc may be able to assist with this as well (they may refer you to the PS's Traffic Div.).

Your race volunteers will need to erect these barricades and set them into place. When finished, please instruct those same volunteers to dismantle the barricades and place back by the side of the road. They will probably be picked up Monday morning, so please make sure they are out of the roadway.

DYER'S FLAT PARKING AREA:

You have permission to use Dyer's Flat for parking (you will probably NEED to use this area for parking, as much of the other parking lots in the park could be filled up with Little Leaguers parents and softball players cars).

Dyer's Flat is the grass area (between Payson Park and Seaside Nursing Home). You will need 2 barricades at the entrance to Dyer's Flat (at the dirt parking lot). They should be on site there near the gate (behind the granite pieces).

You'll need the 2 barricades to create a funnel - for vehicles to drive up into the grass area. There will also an additional barricade there as well (to place out near Baxter Blvd.).

There is a gate at the entrance (it will be unlocked). Please swing the gate aside so that your participants may park up inside on the grass. Please position volunteers there to help coordinate and arrange for vehicle parking. Please make up a "Parking" sign to place on the additional barricade – both sides of the barricade (and position that out near Baxter Blvd. – near the light pole in the dirt parking lot is best).

Please remember to dismantle these items after the event and place them back by the granite pieces near the gate (and swing the gate back shut when all vehicles have exited Dyer's Flat).

PLEASE KEEP VEHICLES OFF THE GRASS AREA:

The only vehicles that have permission to drive and park on the grass (just for loading + unloading) are large delivery vehicles (i.e. Tent + table + stage Truck). Personal vehicles must not be driving up onto the grass areas. Smaller items – like canopies, DJ equipment, etc. can be WALKED onto the grass areas (cars may park on the entrance park roadways or on the side of Baxter Blvd. – for delivery and loading purposes).

For the larger items being dropped off on the grass - After equipment is dropped off, trucks should move to one of the legal parking areas.

If grass areas are wet, Park Managers may decide that no activities can take place on the grass areas. If rain is in the forecast, I will call you a couple of days before the event to discuss this.

SPONSOR VEHICLES / RADIO VAN / OTHER VEHICLES ON SITE, NEAR THE GRASS TRIANGLE:

The only vehicles that have permission to drive and park on the grass (just for loading + unloading) are large delivery vehicles.

The other vehicles associated with your event (sponsor vehicles, radio vans, TV vans, etc.) will NEED to park on the side of Baxter Blvd., AND NOT ON THE GRASS. Money will be deducted from your security deposit for vehicles parked on the grass, and if many vehicles are parked illegally, a large portion of the security deposit would then be forfeited.

Please make sure that you keep all vehicles off the grass.

TRASH / SMOKING POLICIES / ALCOHOL:

Please see "Recreation Policies" section of permit.

If you are bringing in a small DUMPSTER for trash, please have it positioned in the Dirt Lot off the 1st entrance (and NOT on the side of the park roadways).

There is no alcohol permitted on public property.

ELECTRICITY:

There is a green electrical box in the park close to the boulevard. The box will be tied shut, but unlocked. There are 4 receptacles inside (20-amp breakers). These outlets will power computers, the PA system, and the cold-air balloon from RE/MAX.

If it were raining out, we require that you not use electricity (unless all connections and equipment are covered and protected from the elements).

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 may borrow some orange cones from the Recreation Office ($10 per cone security dep. required).

CITY CLERK'S OFFICE REFRESHMENTS + MUSIC + SALES / WATER TABLES:

You have permission to serve refreshments: please procure a Temp. Food Service License from City Clerk's Office, Julie Ann or Janice (874-8557).

You have permission to sell non-food items at the park; please procure a Street Goods Vendors License as well.

And for your music, please procure a concert license from the Clerk's Office.

I understand that these license applications are under way.

You also have permission to place water tables out along the route. Please make sure that all trash is picked up. Water Tables need no license.

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TENT / CANOPIES INSPECTION SERVICES:

For the tents at the park, a tent permit from Inspection Services is needed. (10x10 canopies need no permit, but large tents do.) Please complete the paperwork at the Inspections Office: (Lannie Dobson, 874-8693) – as I understand it, this is already in the works (as the ALS Walk the day before, is using your tent). The tents may go up on Friday. Tents should come down on Sunday afternoon (Monday, Sept. 12 at the latest).

Please keep in mind that there is an Event at Payson Park on Sunday Night, Sept 11.. which begins at 6pm. Please make sure the tents are removed from the park by 6pm Sunday (if they are being removed on Sunday). I just don't want the tent removal interfering with the other group's use on Sunday evening.

The tent company does have permission to drive a truck onto the triangle grass area (if grass areas are dry). The truck may enter onto the grass via the lower boulevard area (corners best), or use the wide gap between the wooden posts – up towards the tip of the grass triangle.

The electrical lines running under the grass (near the boulevard) will be spray painted. They run along the boulevard – about 7 feet out from the electrical box. Please keep all tent stakes away from this area (between the spray painted line and the boulevard).

Please keep in mind, if grass areas are wet and soggy, they may be off limits. This would mean tents would need to be set up on the tarred or dirt areas beside the triangle. Tents would then all need to be FREE-STANDING.

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

If you have questions about food service, please contact the Inspections Office: 874-8693 or 8701.

The large cold-air balloon (RE/MAX) does not need any special permit to be placed on the grass. Pleas make sure that this is secured to the ground (weighted down or stakes in the grass).. If stakes, please keep these well away from the underground electrical lines.

PORTA-RESTROOMS:

Please see "Recreation Policies" section of permit.

There are currently 2 porta-restrooms around Back Cove; one at the Preble Street Parking Lot and one at the entrance to Dyer's Flat. Your runners and walkers may use those.

I understand that you are renting many additional porta-restrooms. Please have the porta-restrooms delivered in the morning hours, removed in the afternoon (Sunday, Sept. 11). Please have them dropped off in the dirt lot off the 1st entrance into the park (from Baxter blvd). that you will have closed off to traffic (during the entire event).

On an earlier maps of the event, you had toilets and Dumpsters positioned on the 2nd entrance grass area. Please make sure that all toilets and dumpsters are located on the 1st entrance into the park – in the dirt parking lot along that 1st entrance.

NOTIFICATION:

Please post large signs a week prior to the race that alert the public to the closure of Baxter Blvd. You have permission to attach these signs to light posts and sign posts around the Boulevard, and in Payson Park. Remember to collect and remove these signs immediately after the race.

Please post smaller signs along the pathway (alerting the walkers + joggers of the event). You may stake those into the grass. Those can go up the morning of the race. Don't forget to remove these from the sides of the pathway.

If need be, you may want to set up a "viewing area" (roped off area) for your spectators, as we do not want them blocking the pathway (as the public will still be using the jogging path if it's nice out on Sunday morning).

Please ask Portland Newspapers to run an article alerting the public to your race and delays along the route.

I have sent a copy of this permit on to Bus Companies, in case they run service on Sunday.

Please notify the 3 or 4 residents that have driveways on Baxter Blvd. of the short street closure.

Please also notify Seaside Nursing Home (they'll need to use their back entrance for the morning

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while Baxter Blvd. is closed) and the other businesses nearby (Bates Street).

Please bring a copy of this permit with you to the event. If there are members of the public in the areas you would like to use, please show them this permit. If assistance is needed, please call Police Dispatch: 874-8574 or 8575, or speak to your Supervising Police Officer on site.

If you have questions or concerns about Park use, please call the Park Ranger in the morning: 712-0287.

POSSIBLE CONFLICTS:

Please make sure you stay in touch with the Police Dept.

There may be Softball Games at the Payson Field areas (please still give players access to the upper parking lot areas in the park - they would just need to enter and exit via Ocean Ave. or W. Kidder Street / Fernald Street area.)

There is an event on Sept. 11, evening hours, taking place at Payson Park and along the Back Cove Pathway. Please make sure that clean up of Payson Park is completed by 6pm on Sunday (Tents may be left on site until Monday).

And for setup purposes (on SATURDAY), there is the ALS Walk taking place at the park, so set up time for the Race for the Cure would need to begin at 3pm.

TOTAL AMOUNT(S) DUE TO RECREATION (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 $40 is non-refundable) Number of Hours of Use: **Fri + Sat: 4 hours** **Sun: 9 hours 13 hrs. total**	**$ 460 150 credit from 2010 $310 PD**	Vest, Barricade, Cone Deposit: $10 per/item	**$ TBD**
Electricity: $5per/hr	**$ 25 PD**	Public Space / Park Security Deposit: $1000	**$ 1000 PD**
Key Deposit: $50 per key		Other (Porta-Restroom User Fee, etc.)	**$ $25 PD**

FOR OFFICE USE ONLY

DATE REC'D APPLICATION• 10-28-2010• DATE REC'D INSURANCE• **7-6-11**• PERMIT FEE AMT REC'D• **$ 310 + 25 + 25 PD**• SECURITY DEPOSIT• **$ 1000 PD**

		PAYMENT TYPE

VISA• **$**• MC• **$**• CK #• **1390**• CK AMOUNT• **$ 1,360**

• CASH AMT• **$**• •

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