Inspections Division
Date: 09/18/13

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

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	10/19/12 revised: 7-8-13	**ORGANIZATION NAME**	Alzheimer's Association, Maine Chapter				
ORGANIZATION ADDRESS	383 US Route 1 Suite 2C	**CITY**	Scarborough	**STATE**	ME	ZIP	04074
CONTACT NAME(S)	**Marlene Costa TITLE Alzheimer's Association Walk Logistics Committee Chair** Laurie Trenholm, Executive Director Office: 772-0115 Cell: 841-7237 Email: ltrenholm@alz.org						
HOME #	**WORK 575-7781 (M); 772-0115 (S)**	**CELL**	415-4112 (M)	**FAX**	423-287-8350 (M); 289-3705		
EMAIL	mcosta@UNUM.com	**EMAIL**	Ross.endres@alz.org ltrenholm@alz.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park and Back Cove pathway Closing 1st entrance into Park (Dyer's Flat **NOT AVAILABLE** for parking)				
EVENT DAY & DATE(S)	Saturday, Sept. 28, 2013	**RAIN DAY & DATE(S)**	None		
EVENT START TIME (i.e. set-up start time)	5:00 am Friday, Sept 27– TENT setup	**EVENT END TIME** (i.e. when event cleanup is complete)	3:00 pm	**ACTUAL START & END TIME OF EVENT**	8:00 am – 12:00 pm walkers on pathway between 9am and NOON

EVENT NAME	EXPECTED ATTENDANCE
Greater Portland's Walk to End Alzheimer's	1,200

DESCRIPTION OF EVENT:

Walk to End Alzheimer's is a fundraising walk benefiting the Alzheimer's Association, Maine Chapter. It includes walkers of all ages and consists of registration, t-shirt distribution, vendor display tables, free refreshments - breakfast, entertainment (PA system - MUSIC), the walk itself, then an awards presentation and light snacks. 2 or 3 LARGE TENTS + Canopies and tables/chairs set up on grass area (triangle).

Electricity Needed.

LARGE TENTS set up in grass on FRIDAY afternoon (2PM), evening. COME DOWN on SAT. at NOON as another WALK may be schedule at Payson Park for the later afternoon.

Two small canopies and WATER tables to be set up in the large stone dust area, beside the pathway toward the center of the Preble Street Parking for free refreshments.

NO PARKING at Dyer's Flat. PLS refer to "parking policy" from PS Event Office. A PCO needs to be hired.

IS THERE A REGISTRATION FEE?	NO - walkers collect pledges

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
We'll need parking for approximately 300 vehicles. St. Pius Parking will be used as well as side streets. We will hire a PCO to assist.

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

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		X-YES	X-NO	X-NO
*	Are you setting up a **canopy**(s) ? (canopy is 10x10 size) How many: **3-4**	X		
*	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): **one 20x50 pole tent and two 20x40 pole tents** Exact Location(s) of Tent Placement Requested: **Payson Park triangle grass** In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X **3 TENTS**		
*	Will you be setting up **tables and/or chairs** ? How many tables: **45** 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: Helium Tank	X		
*	Will there be **refreshments** at the event? Do you wish to **sell food**? **No** (If so, you will need approval from Recreation) List food and drink: **Pre-packaged granola bars, snack items and bottled water** 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.) ?	X		
*	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.	X		
*	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: **signs and barricades** 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 Event")	**X – 1ST ENTRANCE**		
*	Will your event require **Police** assistance? An event such as a road race, march in the	**PCO NEEDS TO BE HIRED**	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		

	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 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 Portland Recreation: 207-756-8279 or email to: tvm@portlandmaine.gov

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 connections and equipment are covered and protected from the elements.

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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 Hannaford, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – near 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 (Associated Septic, 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	RAE	DATE	10/19/2012

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**	**RAE**	**DATE**	**10/19/2012**

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 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 $40 is non-refundable) Number of Hours of Use: **8 hours**	**$ 285 due**	Vest, Barricade, Cone Deposit: $10 per/item	**$??**
Electricity: $5per/hr **4 hours**	**$ 20 due**	Public Space / Park Security Deposit: $250	**$ 250 due**
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)	**$ 25 due**

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	10-19-2012	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D	**$ NEED**	SECURITY DEPOSIT	**$ NEED**		
PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT	**$**