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: 08/21/14

TODAY'S DATE	3/11/2014	**ORGANIZATION NAME**	The ALS Association Northern New England Chapter				
ORGANIZATION ADDRESS	10 Ferry St Suite 309	**CITY**	Concord	**STATE**	NH	ZIP	03301
CONTACT NAME(S)	**Amy Coyne TITLE Manager, Fundraising and Community Relations**						
HOME #	WORK 603-266-8855	**CELL**	**603-969-3004**	**FAX**	603-226-8890		
EMAIL	acoyne@alsanne.org	**EMAIL**					

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park (triangle grass area) and Back Cove Park walkway. 1st entrance of Payson Park - closed. Also, Dyers Flat parking area				
EVENT DAY & DATE(S)	Saturday, September 6th 2014	**RAIN DAY & DATE(S)**	None		
EVENT START TIME (i.e. set-up start time)	7:00 am maybe earlier ?	**EVENT END TIME** (i.e. when event cleanup is complete)	2:00 pm	**ACTUAL START & END TIME OF EVENT**	9:00 am -1:00 pm (10:30am – 12:30pm walkers on path)

EVENT NAME	**EXPECTED ATTENDANCE**
Walk to Defeat ALS®	700

DESCRIPTION OF EVENT:

Our event is a fundraising Walk-A-Thon taking to take place at Payson Park in the triangle grass area (and along back cove pathway). Walkers assemble at Payson Park in the triangle grass area – 1st entrance at park and use the back cove park walkway for actual walk. The Walk will begin at 10:30 a.m. **NEW INFO – KOMEN RACE is not until Sunday, Sept 14, 2014**

A large tent will be set up in the triangle grass. *(Unless past agreement with Komen Maine to share their tents continues).*

Five 10' x 10' canopies are planned for the grass area / tables & chairs will be set up as well. *(Unless past agreement with Komen Maine to share their tents continues).*

A musician will be playing music. Electricity is needed for registration and music.

Refreshments and food will be served to registrants.

Barricades will be used to partition off the 1st entrance into the park (close it off to vehicular traffic).

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**:**	X		
*	Do you wish to set up a **tent(s)**? (a canopy or tent larger than 10x10 needs to be approved by Public Services 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). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s)**: 30x 45, 10x 20 and 5 10x10** Exact Location(s) of Tent Placement Requested**:** Grass triangle by Baxter Blvd	X		

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	In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up **tables and/or chairs** ? How many tables**:** 20 chairs**:** 60	**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**		
*	Will there be **refreshments** at the event**?** Do you wish to **sell food?** (If so, you will need approval from Public Services) 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.	**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 Band no DJ 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**		
*	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**? Dirt lot** "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 and cones may usually be borrowed from Public Services, 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	
*	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**		

	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 email a copy to Public Services: 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, *Entrance to Dyer's Flat – beside Payson Park). If over 150 people are expected to attend the event, a $25 user fee is required (paid to Public Services). 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.

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PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLE

Public Services has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (u
by city staff). $10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas
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 are
plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information
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	AC	DATE	3/11/2014

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	AC	DATE	3/11/2014

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 per hour (i.e. a 3 hour event totals $120) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however $40 is non-refundable) Number of Hours of Use: **7 hours**	**$ 280 due**	Vest, Barricade, Cone Deposit: $10 per/item	**$???**
Electricity: $5per/hr (fee only pertains to 1st Amendment uses – i.e. no charge if paying hourly fee)	**$**	Public Space / Park Security Deposit: Sound Security Deposit $100 - $1000	**$ 250 due**
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)	**$ 25 due (unless renting)**

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	3-27-2014	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D	**$ NEED**	SECURITY DEPOSIT	**$ NEED**
PAYMENT TYPE							
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**
CASH AMT	**$**						