



**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	3/7/14	ORGANIZATION NAME	Maine Affiliate of Susan G. Komen				
ORGANIZATION ADDRESS	PO Box 602	CITY	Brewer	STATE	ME	ZIP	04412
CONTACT NAME(S)	Victoria Abbott, Acting Executive Director Julie Bartage, Race Chair						
HOME #	WORK 922-3303	CELL	745-9173	FAX	922-3304		
EMAIL	Vabbott13@gmail.com		EMAIL	bartageja@comcast.net			

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park (Triangle grass) will be base site; Baxter Blvd and neighboring streets for turn (see route info); Dyers Flat for overflow parking				
EVENT DAY & DATE(S)	Sunday, Sept 14, 2014	RAIN DAY & DATE(S)	NA		
EVENT START TIME (i.e. set-up start time)	Fri. Sept 12 (setup) 11am-7pm	EVENT END TIME (i.e. when event cleanup is complete)	Sun, Sept 14 by 2pm	ACTUAL START & END TIME OF EVENT	Sun, Sept 14, 7:30am – 12pm; race starts 10am

EVENT NAME	EXPECTED ATTENDANCE	
Race for the Cure – Susan G. Komen	1,100	
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.		
Route: Start on Baxter Blvd. – near 1 st entrance of Payson Park, head west on Blvd., turn right onto Belmeade, 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 1 st entrance roadway of the park.		
Baxter Blvd. and Park Roadways would be closed down to traffic from 9am – Noon (on Sunday – day of race) Shuttle Bus provided – Cheverus to Payson Park (via Ocean Ave.). Baxter Blvd. closed from Preble to Bates Street (9am – Noon)		
and For setup purposes, The 2 Park Roadway Entrances (beside the grass triangle) would be closed down earlier (probably at 6am) on Sunday Sept. 14. Ball park lot used for parking. Some items will be set up on Saturday Afternoon (Sept. 13). Tent setup Friday, Sept 12 (to be shared with ALS Walk on Saturday.....?).		
Large Tents set up in the grass area (Triangle). Booths + canopies from participating organizations + businesses. Refreshments served. Music + speeches over PA System. Stage set up on grass. ELEC needed.		
IS THERE A REGISTRATION FEE?	Yes	
IF YES, HOW MUCH?	FEE	\$ 25 pre-reg, \$30 race day (7.50 mailing fee)
	STUDENT FEE	\$ 15 pre-reg, \$20 race day

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Tentatively Cheverus surface parking; shuttle to site. Volunteers, special needs 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 SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
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*	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 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): 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: 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:	X RADIO VAN		
*	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 FREE REFRESHMENTS; NO VENDORS		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Public Services, 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 ? Band ? DJ ? 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 ? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.	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 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-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.)	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 Public Services: 874-8801.	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			

Electricity: \$5per/hr (fee only pertains to 1 st Amendment uses – i.e. no charge if paying hourly fee)	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 1000 due
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$ 25 due

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	3-7-2014	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$	