

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)

ORGANIZATION ADDRESS PO Box 602 CITY Brewer STATE ME ZIP 04 CONTACT NAME(S) Victoria Abbott, Acting Executive Director Julie Bartage, Race Chair HOME # WORK 922-3303 CELL 745-9173 FAX 922-3304	TODAY 5	DATE	3/7/14	7/14 ORGANIZATION NA			Maine Affiliate of Susan G. Komen					
Julie Bartage, Race Chair	ORGANIZATION ADDRESS PO Box 602						CITY	Brewer	STATE	ME	ZIP	04412
Julie Bartage, Race Chair												
HOME # WORK 922-3303 CELL 745-9173 FAX 922-3304												
		ME # WORK 922-3303 CEL					73	FA	X 922-3	304		
EMAIL Vabbott13@gmail.com EMAIL bartageja@comcast.net	HOME #		1101111 0									
		Vabbott1				EMAIL	bartagei	a@comcast.net				

PARK AREA OR PUBLI	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, 20			14	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 ST	TART & END /ENT	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 1st 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 1st 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)
IF 1E3, HOW MOCH!	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

*	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	X 3-4						
	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.							
*	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?	X						
	Do you wish to sell food?	FREE						
	(If so, you will need approval from Public Services) List food and drink:	REFRESHMENTS; NO VENDORS						
	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.							
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?	X						
	If so, you will need approval from Public Services, and you will need to apply for a	KOMEN						
	Street Goods Vendor License(s) at the City Clerk's Office.	MERCHANDISE						
	List items you wish to sell:	.,						
*	Are you setting up a PA (sound) system ?	X						
	Are you planning on having Amplified Music? Band? DJ?	MUSIC AND						
	If so, your event requires a concert license from the City Clerk's Office. (Just voice	SPEAKING						
	 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).							
*	Will your event require electricity ? Electricity is available at some of the parks &	Х						
	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.							
*	Are you planning on bringing a Grill for a Barbecue ?		X					
*	Will the event require reserved parking spaces / parking meters? How many?		Х					
	"No Parking" signs may be purchased at Public Services, 55 Portland Street.							
*	Will your event need safety vests, signs, barricades and/or cones?	Х						
	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.							
*	Will your event require street closures ? (Please be specific under "Description of	Х						
	Event")							
*	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.)	Х						
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms	Х						
	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.)							
*	Do you wish to have a banner over the street to advertise your event ? (Banners	Х						
	hung over Congress St. or Baxter Blvd). Banner inquiries directed to Public Services: 874-8801.							
	INSURANCE CERTIFICATE INFORMATION	ON						
*	Will your event require liability Insurance?	Х						
	(For an event such as a walkathon, race, festival, press conference, concert, etc., the	e city						
	requires insurance coverage - General Liability. The City of Portland needs to be na							
	additional insured and the policy endorsed in regards to the event activities on that d							
	your event has been approved for serving food, Product Liability is also required, in a							
	your event has been approved for serving food, Product Liability is also required, in addition to General Liability							

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

to General Liability.

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. (Email preferred)

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. Thank you in advance!

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 SB DATE 3/7/14

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 3/7/14

CREDIT CARD INFORMATION											
Visa or MasterCard Number					Exp Date (Mon/Yr)						
CREDIT	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	\$ 600 due	Vest, Barricade, Cone Deposit: \$10 per/item	\$???					
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: Fri. + Sat.: 8 hours								
Sun: 7 hours 15 hrs total								

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											
_	ATE REC'I APPLICATION	_	3-7-20	_	DATE REC'D INSURANCE	NEI		PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED	
	PAYMENT TYPE											
	VISA	\$		MC	\$	CK#		CK AMOUNT	\$	CASH AM	T \$	