



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE PERMIT (7 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	9-22-2014	ORGANIZATION NAME	Maine Down Syndrome Network					
ORGANIZATION ADDRESS	P. O. Box 705		CITY	Windham	STATE	ME	ZIP	04062
CONTACT NAME(S)	Jen Greslick, President							
HOME #	WORK		CELL	Need phone number	FAX			
EMAIL	jen@greslick.com		EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park - upper triangle grass Maybe 1 st entrance closed..? Back Cove Path – for walk Dyer's Flat (for parking)				
EVENT DAY & DATE(S)	Sunday, September 28, 2014		RAIN DAY & DATE(S)	n/a	
EVENT START TIME (i.e. set-up start time)	8:00am	EVENT END TIME (i.e. when event cleanup is complete)	3:30pm	ACTUAL START & END TIME OF EVENT	11:30 - 3:00pm on path at Noon

EVENT NAME			EXPECTED ATTENDANCE		
Buddy Walk			500		
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail					
A fundraiser and family event for children with down syndrome. Walkers walk as much of the path as they wish, return for food, music, and festivities. Large Tent (30x60'..?) set up on the grass area. Tables + chairs. Rock Wall set up on grass for kids. Refreshments on site A PA system set up for announcements and BAND. small stage on grass. Electricity is needed....!!!					
IS THERE A REGISTRATION FEE?			yes		
IF YES, HOW MUCH?			FEE	\$10	
			STUDENT FEE	\$5	

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? <i>Please advise, we will need parking for families.</i> Parking Lots in park, side streets on Ocean Ave

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): 30 x 60 Exact Location(s) of Tent Placement Requested: Grass Triangle In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
*	Will you be setting up tables and/or chairs ? How many tables: 10 chairs: 0	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: Rock wall	X		
*	Will there be refreshments at the event? yes Do you wish to sell food? no (If so, you will need approval from Public Services) List food and drink: Sandwiches and water provided to participants 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 ? yes just a microphone Are you planning on having Amplified Music ? no Band ? yes DJ ? no 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 &	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	MAY BE 1ST ENTRANCE	
*	Will your event require Police assistance? An event such as a road race, march in the		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		

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 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, *near Dyers Flat). 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	JLS	DATE	09.23.13
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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	JLS	DATE	09.23.13
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CONDITIONS FOR USE

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC SERVICES EVENT OFFICE, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

CONDITION OF PATHWAYS / SIDEWALKS / PARKS ASSUMPTION OF RISK and LIABILITY:
 Users of the pathways/trails and streets/sidewalks/parks/parking lots agree to accept the areas in an "as is" condition and shall be responsible for all risk and liability in using the grounds/city property for the event.

WEATHER EMERGENCY:
 In the case of a weather emergency, the streets and sidewalks may not be usable for your event (they may be hazardous). Please call Public Services Dispatch, 874-8493 or 874-8461, (and Police Dispatch: 874-8575 / Shift Command: 874-8555), to discuss canceling.
 In case of extreme weather, please consider canceling/rescheduling.

Grass areas may be wet and soggy (activities may need to stay to tarred areas, and not use the grass).

PUBLIC SERVICES EVENT OFFICE FEES / INSURANCE CERT.:
Permit Fee: Permit fee for use of grounds: **\$200 DUE** (based on 5 hours use). Please forward your payment information to the PS Event Office (can be check or CC).
 There will be fees due to other city departments (for licenses, city staff assistance, etc.).
Park Security Deposit Required: \$100 DUE. Please forward your payment information to the PS Event Office (can be check or CC). You will forfeit the sec. dep. if areas of use are not left as were found, or conditions for use not followed.
 There may be additional deposits required for cones/vests.
Insurance: Thank you for forwarding your certificate of insurance. 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 GROUNDS:

You may use the (upper) triangle grass area for registration, refreshments, entertainment and games, the Back Cove Pathway for the walk, and the 1st entrance into the park barricaded to traffic. You may also use the LOWER section of the triangle (near Baxter Blvd.) if that grass area is dry. If it is soggy and wet, it will NOT be able to be used.

Dyer's Flat is available for parking this year.

Little League Teams will probably not be playing or using the Little League Parking area (for parking) – so you may open up that lot to your participants. That parking lot holds about 50 cars – if parked in an organized fashion. Your volunteers would need to assist parkers to do this. You may want to use this lot for Handicap Parking.

Other parking lots in the park may be available for parking.

You may set up water tables along the walk route.

You have permission to set up a large TENT on the upper triangle grass area, pending a Tent Permit being issued from the Inspections Division. The Truck delivering it has permission to drive on the grass, but once it is dropped off, the truck needs to park back out in the parking lot.

You have permission to set up canopies (10x10) in the triangle grass area.

You have permission to have a rock wall placed on the grass area. The Truck delivering it has permission to drive on the grass, but once it is dropped off, the truck needs to park back out in the parking lot.

You have permission to place a dumpster at the park (dirt lot off 1st entrance).

You have permission to place a porta-restroom at the park (dirt lot off 1st entrance). You may also place a restroom at the Preble Street Parking Lot (beside the existing one – at the end of the parking lot).

You have permission to use electricity at the park (available from the green box down near the Blvd.).

You have permission to have amplified music at the park, and to serve refreshments at the park, pending a Concert License and Food License being issued from the Clerk's Office.

You have permission to place signage out along Back Cove Pathway (at 11am - on the morning of the event) which alerts the public to your activity. Please make sure all signage is collected immediately following the walk.

The only vehicle that has permission to drive and park on the Grass Triangle is the delivery truck (Tent, tables, chairs, PA system, Rock Wall). Smaller items like refreshments, registration materials, etc. must be walked into the grass.

All participant and volunteer cars must stay off the grass areas.

No vehicles are allowed to park on the side of the Park roadways or along Baxter Blvd. All vehicles must park legally in Payson's parking lots or in other legal spots.

Keep in mind (due to any recent rain), if grass areas are wet and soggy, Park Managers may decide that all activities slated for the grass must take place on hard surfaces (dirt parking lot, tarred 1st entrance into the park, etc.). This would mean that all TENTS / CANOPIES would need to be FREE-STANDING, as no stakes can be pounded into the street, park roads, or dirt parking lot areas.

If we've had rain, I will call you as we get closer to the walk date to apprise you of the areas permitted for use.

You may still be given the OK to use the grass areas (but the stipulation may be that ALL delivery vehicles must now stay off the grass). You would still have access to the Back Cove Pathway for the walk.

CLOSING THE 1st ENTRANCE TO THE PARK (from BAXTER BLVD):

You may use the 1st park entrance (the west side of the park) as staging areas for the event (in addition to the Triangle Grass area). The 2nd entrance (east side / Seaside Nursing Home / Dyer's Flat side) stays open to traffic.

if you would like to reserve spots in the dirt lot (just off the 1st entrance) – the night before, you may position barricades out across the dirt lot to reserve spots (the night before when all vehicles have exited the lot). Please post a sign on barricades to state that the spaces are reserved for your event. You will most likely need to tie yellow caution tape or rope between the barricades so more space is reserved.

After the event, please remember to place barricades back in the storage shed where they were originally found

"SUNDAYS ON THE BLVD.":

Baxter Boulevard will be closed for "Sundays on the Boulevard" – no traffic will be allowed between the Eastern entrance to Payson Park to Vannah Avenue (from 9am – 4pm). That Blvd. area directly in front of the grass triangle will be closed to traffic (cars detoured onto the 2nd entrance into the park)

For early setup (8am) those arriving can still enter Baxter Blvd. and Payson Park from the Vannah Ave. side. After 9am, volunteers/Tent Truck, etc. will need to enter from Ocean Ave. or the Tukey's Bridge side of Baxter Blvd.

Please make sure, when exiting the park (3:30pm wrap up), that you exit via Ocean Ave. or Tukey's Bridge side. 15 minutes prior to exiting, please call the Park Ranger cell phone: 712-0287, to remind them of your exiting the park. This is so they may drive over to check on the Barricades across the blvd., etc., for "Sundays on the Blvd."

Please leave barricades in place across the 1st Entrance, as well as across Baxter Blvd., as "Sundays" will still be going on until 4pm.

PLEASE KEEP VEHICLES OFF THE GRASS AREAS / DELIVERY VEHICLE:

All cars must stay off grass areas.

The only vehicle that has permission to drive and park on the grass are the Delivery Trucks – TENT, Canopies, tables, PA system, Rock Wall. There are cut outs in the wooden fencing where the truck can drive through to the grass. Once these large items are dropped off, the truck must then exit and park in the parking lot or other legal spot.

If you wish to place the Rock Wall on the lower section (closer to the Blvd.) that is ONLY possible if that section of grass is dry (not mushy, puddles, or wet). If dry, the truck delivering the Rock Wall does have permission to drive directly from the Blvd. right up onto that lower grass area (i.e. do NOT drive into the lower grass area from the "upper" grass area).

Vehicles delivering registrations, refreshments, and small items MUST PARK in the dirt lot - on the 1st park entrance roadway, and items walked into the grass area.

PARTICIPANT PARKING:

All participants vehicles must park in legal spots. Note that Dyer's Flat is open once again for parking.

There are to be no vehicles parking on the side of park roadways, on the sides of Baxter Blvd., on the grass, or in other illegal spots in and around the park.

With Dyer's Flat open for parking again (that area accommodates 350 cars), a large percentage of your vehicles can park in this lot. If attendees are arriving after 9am (when park roads and Baxter Blvd. closes down to vehicles), you will want to alert them to use the Tukey's Bridge side of Baxter Blvd. (or from Ocean Ave.).

Please also remember, side streets off Ocean Ave. may need to be used. You should position parking volunteers up by those streets, as well as "crossing guards" along Ocean Ave.

DYER'S FLAT PARKING AREA:

You have permission to use Dyer's Flat for parking. 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 be another barricade there (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 a volunteer(s) there to help coordinate and arrange for vehicle parking. Please make up a "Parking" sign to place on the additional barricade (and position that out near Baxter Blvd. – near the wooden light pole is a good spot for it.)

Do not park cars so that the entry way leading up into Dyer's is blocked. Please park cars on either side of the entryway up and into Dyer's Flat. Do not park cars over on or near the Playground or StoryBoard Trail. Do not use the wide stonedust pathway (which leads up beside the playground and StoryBoard Trail) as a vehicle entry + exit point. You will forfeit your park security deposit should this occur.

Please remember to dismantle these barricades 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).

PARKING CONTROL:

NO Parking Control Officer is required to be hired for this year's event. However, a PCO may be stopping in at the park to check on cars and issue tickets. If parking concerns arise this year, then a PCO will be a requirement for next year.

ELECTRICITY:

There is a green electrical box in the park close to the boulevard. The box will be unlocked for your use (the door will be closed but unlocked). During use, please keep the door tied shut – pls note, if the door shuts, it will lock! There are 4 receptacles inside (20-amp breakers). You will need to run the cord up the hill to your setup. You will want to bring along 200 feet (or more) of heavy duty extension cord (more if you are needing electricity up at the tip of the triangle).

If it were raining out, we require that you not use electricity (unless all connections and equipment is safely under a canopy/tent: i.e. all stays dry). 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 also tie brightly colored ribbon to the cord, every 10 or 15 feet). If you need orange cones, you may borrow some from PS Event Office (874-8826, to arrange. \$10 per cone sec. dep. required).

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). Tent will go up on Sunday morning, come down on Sunday afternoon (Monday afternoon at the latest).

Payson Park does not need to be DIG SAFED, **as long as all tent stakes stay 10 feet away from the park roadways, and 15 feet away from Baxter Blvd.** Tents may be installed on the lower grass area ONLY if that area is dry.

AGAIN, if tents are located here, tent stakes must stay at least 15 feet away from Baxter Blvd.

If your tent company is removing on Sunday afternoon, please remind them that access into Payson Park should be via Ocean Ave. or Bates Street side of Baxter Blvd. (Theannah Ave. side of the Blvd. is closed to traffic up until 4pm.)

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 "upper" section of the Triangle - using the wide gap between the wooden posts – up towards the tip of the grass triangle, to access the grass. Do NOT have the truck enter or exit to/from the Upper area to the LOWER section beside the Boulevard. If setting up tents in the lower section, the truck may access this area directly from the Blvd.

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.

INSPECTION SERVICES / TENT PERMIT: 874-8693, 8701, or 8703

Small free-standing 10x10 canopies do not need a tent permit, larger size tents do.

The area for your large tent should be in the middle of the large grass triangle (away from the streets). It could also be at the lower grass area (near the Blvd.) as long as tent stakes are at least 15 feet away from the roadway.

If grass areas are wet and soggy, then you may need to set your items (and tent) up on the 1st entrance into the park (and therefore, the tent would need to be "free-standing" as no stakes are to be driven into the roadway or dirt parking lot).

Please contact Lannie Dobson / Brad Saucier at Inspection Services (874-8693 / BuildingInspections@portlandmaine.gov) to apply for a tent permit.

A DIG SAFE does not need to be done as that large triangle grass area does not have any utilities there (unless you get close to the streets). Please keep the tent and tent stakes well away from the streets (at least 10 feet away from entrances / 15 feet away from Blvd.) and not in line with any light poles (as electrical lines run underground there).

The tent trucks (and other large delivery trucks) will need to access the Grass Triangle nearer the tip of the triangle (and NOT from the Boulevard side of the triangle. If setting up tents in the lower area, then the Tent Truck may access that area directly from the Blvd.

If we have rain, large trucks may need to stay off the grass completely. I will call you about this as we get closer to September 28. If that is the case, please walk tent materials over the grass.

Any tire ruts/damage to the grass areas would mean a forfeit of the park security deposit.

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

POLICE ASSISTANCE:

There should be no need for Police assistance. Should you see a need, please contact Police Shift Command, 874-8555, in advance. There may be a cost for service/assistance.

Please call Police Dispatch, 874-8574 or 8575, at 11am day of your walk, to remind them of your event.

FIRE DEPT. ISSUES / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Fire Headquarters: Dept. Chief Terry Walsh, or Capt. Chris Pirone, 874-8400, prior to the event.

It is advisable to have first-aid staff on site for walkathons.

CITY CLERK'S OFFICE REFRESHMENTS + MUSIC + NON-FOOD SALES:

You have permission to serve refreshments at the event. Please procure a TFS License from the Clerk's Office (Janice, 874-8557). If you have questions about food service, please the City Health Inspector, Mike Russel: 756-8008.

For the selling of non-food items (CD's, t-shirts, etc.) at the park, please procure a Street Goods Vendors License.

Please procure a Concert License as well (for the music portion of your event).

Please make sure these licenses are displayed at the event; a City Inspector may be on site to inspect the area.

TRASH / SMOKING / ALCOHOL POLICIES:

Please see "Public Services Policies" section of permit. There is no alcohol allowed on city / public property.

You will need to bag up your trash and remove it from the park. If you are bringing in a small DUMPSTER for trash, please position that in the Dirt Lot off the 1st entrance (and NOT on the side of the park roadways). Please have that removed from the park by Monday afternoon (Sept 29).

MARKING OF ROUTE / STREETS:

Please make sure that sidewalk chalk is used to mark out where items are to be placed on the street (park roadway – if using the park roadway). Do not use spray paint. Tape on the sidewalk/street can also be used.

Signage pounded into the grass areas (park and along the BC Pathway) ON the morning of your event is permitted. Please make sure these are removed following the event.

PORTA-RESTROOMS:

There is 1 handicap accessible porta-restroom located at the Preble Street Lot and another regular unit near Dyer's Flat Parking entrance. (There is also another unit at the Payson Softball Field – near tip of grass triangle). Your walkers can use these facilities.

For cleaning of existing porta-restrooms, please see "Public Services Policies" section of permit.

If an extra unit is not rented for Preble Street Parking Lot, then a \$25 user fee is due.

NOTIFICATION:

Please post a sign, morning of your walk (can be hammered into the grass area) along the Back Cove Pathway - at Preble Street Parking Lot area and also across from Payson Park, that alerts the public to your event.

Don't forget to collect these signs after the event.

Please make sure that the route is not marked in any permanent way.

Do not nail signs to trees.

Please bring a copy of the permit with you to the event, in case you are questioned by the public or city staff. If there are folks using the grass area, please show them a copy of this permit to let them know that you have reserved it for your event. Please contact the Police Dept., 874-8575, if you need assistance.

Please do call Police Dispatch, 874-8574 or 8575, at 11am, day of your walk, to remind them of your event.

15 minutes prior to exiting Payson Park, please call the Park Ranger: 712-0287, to remind them of your exiting the park.

"SUNDAYS ON THE BOULEVARD":

Please know that Spring, Summer and Fall, the section of the Boulevard (Vannah Ave. to 2nd Payson Park entrance) has been closed to vehicles so that it may be used for recreational purposes (skateboarding, bicycling, Frisbee, etc.), 9am – 4pm. At 9am, there may be members of the public down on the Blvd. using it for the above. There should be no vehicles driving that closed section of the Blvd. during that time.

POTENTIAL CONFLICTS:

On Sunday, Sept. 28, there is another organized walk on the Back Cove Pathway. The walk, sponsored by the Center for Deafness, takes place at the Preble Grass Area and Back Cove Pathway. The start time is 10am and these walkers should be off of the path by the time your walk starts at Noon.

However, if weather is nice, there could be lots of joggers and walkers on the pathway.

There may be games and tennis matches taking place in Payson Park; soccer games at Preble Street fields.

Please also note that "Sundays on the Blvd." takes places on Sundays (9 am – 4 pm). The Blvd. will be completely closed to vehicles from Vannah Ave. to the 2nd Payson Park entrance.

If you have questions or concerns about use of the park on the day of your event, please call PS Event Staff: 838-9067 or the Park Ranger: 712-0287. Please leave a detailed message if staff can not take your call

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"	
◆	Please make out security deposit checks separate from permit fees.

CREDIT CARD INFORMATION					
Visa or MasterCard Number					Exp Date (Mon/Yr)
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED					

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: 5 hours	\$ 200 due	Vest, Barricade, Cone Deposit: \$10 per/item	\$?
Electricity: \$5per/hr (fee only pertains to 1 st Amendment uses – i.e. no charge if paying hourly fee)	\$ 0	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 100 due
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee, etc.)	\$ 25 due if unit not rented

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	3-6-2014	DATE REC'D INSURANCE	9-19-2014	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$	