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: 09/18/15

TODAY'S DATE	6-2-2014	**ORGANIZATION NAME**	Fleet Feet Sports Maine Running				
ORGANIZATION ADDRESS	309 Marginal Way	**CITY**	Portland	**STATE**	ME	ZIP	04101
CONTACT NAME(S)	**Victoria Foley**	**TITLE**	**Social Media/Events Manager**				
HOME #	**WORK 773-6601**	**CELL**	409-5115	**FAX**			
EMAIL	Victoria.foley@fleetfeetmainerunning.com	**EMAIL**					

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park….. land side of Baxter Blvd. and city streets Dyers Flat for parking				
EVENT DAY & DATE(S)	Saturday, October 24th, 2015	**RAIN DAY & DATE(S)**	no		
EVENT START TIME (i.e. set-up start time)	6am TENT up on Friday 10/23 (pending permit approval)	**EVENT END TIME** (i.e. when event cleanup is complete)	2pm	**ACTUAL START & END TIME OF EVENT**	6am-1pm race start: 9 am

EVENT NAME	EXPECTED ATTENDANCE
Fit at Five 5K	400 runners, spectators and volunteers

DESCRIPTION OF EVENT: Please be specific regarding **area of public space/park** and describe Event in detail.

The event (registration) will take place in Payson park (Grass Area near the Ocean Ave. side of the park) above and beside the Little Lad Football Field (BUT NOT ON THE FIELD ITSELF – due to recent rain, the Field Manager is requiring that runners and spectators stay off the field turf). Refreshments, PA system, large TENT setup, canopies, chairs/tables.

Race will start and finish on the park road beside this field. We will have registration from 7:30-8:30. Race begins at 9am concludes by noon. Given that this is for first time race participants we anticipate some people may take longer to complete the course.
We will close the following entrance and exits from 7:00 am until 12:00 pm. These barricades will be managed by volunteers.
1. One way into Payson Park from Ocean Avenue. This ROAD is where the start/finish of the race will happen.
2. 1st Entrance to Payson Park from the Boulevard.
3. We will also barricade off the tip of the triangle in the Park to keep the runner safe.

We will keep the following entrance and exits open to the park during the race hours. These roads will have volunteers at them to keep the traffic flowing in the right direction..
1. 2nd entrance into Payson Park from Ocean Avenue. Plus the park road up to Ocean Ave.
2. W. Kidder and Fernald Street into the Park – but traffic will have to move NORTH, exiting to Ocean Ave.

Parking Plan – we will use all parking lots in Payson park and will manage them with our volunteers. This will include: Dyers Flat parking area (NO – DYER'S IF OFF LIMITS THIS YEAR), Little League Field Parking Area, Dirt Parking Lot on First Entrance into Payson Park from Baxter Blvd, and parking lot near Tennis Court.

Route: At 8:45am, runners line up on the Payson Park Roadway (beside Little Ladd Football Field), heading south (towards Back Cove). 9am Start. Runners head south on park roadway, bear left at park intersection, and follow park roadway down to Baxter Blvd., turn right onto Blvd. (this turn will be coned so runners have the far right lane – breakdown lane – to run in),

take right to Vannah Ave. (again, at this corner, very right side of street coned off for runners), take this corner, very right side of street coned off for runners), then left to Codman, then take right to O corner, very right side of street coned off for runners), then take right to Chenery Street, then left to cross to the left side of the street – so they are running against traffic), then take left to Pya Road, t Ave., (again, at this corner, very right side of street coned off for runners), then runners take right ir roadway, and finish a couple hundred yards down the street (at the start line area).

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ONE POLICE OFFICER NEEDS TO BE HIRED BY ORGANIZERS.

IS THERE A REGISTRATION FEE?	YES	
IF YES, HOW MUCH?	**FEE**	$25

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Neighborhood streets + Dyers Flat

PLEASE CHECK OFF AND ANSWER:

PLEASE SEEE 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**: 5**	**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)**:** 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** **20X20** **LOCATED ON UPPER OCEAN AVE GRASS**		
*	Will you be setting up **tables and/or chairs** ? How many tables**:** chairs**:**	**X** **10 TABLES** **10 CHAIRS**		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List**:**	**BALLOON FINISH OVER STREET**		
*	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.	**HEALTHY SNACKS FOR RUNNERS**		
*	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 ? 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** **ANNOUNCEMENTS AND MUSIC**		
*	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 GENERATOR FOR PA – ORGANIZERS WILL PROVIDE**		
*	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** **EMS**
*	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** **PARKING LOT**
*	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: 874-8751.	**X**

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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 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	VF	DATE	2/10/15

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 a indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arisin event.

I have read the Assumption of Risk & Liability Agreement	**TYPE INITIALS**	VF	**DA**

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

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 $40 is non-refundable) Number of Hours of Use: **8 hours**	**$ 320 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 - $1000	**$ 500 due**
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)	**$**

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	2-10-2015	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D	**$ NEED**	SECURITY DEPOSIT	**$ NEED**		
PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT	**$**