CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
PUBLIC PARK & SPACE APPLICATION (4 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 / 8751 (Event Office) ~ Fax 207-874-8816
tvm@portlandmaine.gov

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 05/13/16

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	1-29-16 Revised 2-2, 2-3	**ORGANIZATION NAME**	Color Vibe 5k						
ORGANIZATION ADDRESS	881 W 700 N		**CITY**	Logan	**STATE**	UT	ZIP	843 1	
CONTACT NAME(S)	**Andrew Nickerson**	**TITLE**	**Event Coordinator**	**EC: Chris Farwell** **REC: Nick Cliche**					
HOME #	**WORK 435-554-0134**	**CELL**	801-898-1774	**FAX**					
EMAIL	andrew@thecolorvibe.com	**EMAIL**							

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park (triangle) BC Path & Dyer's Flat (parking) 1st Park Entrance closed to traffic (in conjunction with SOTB)				
EVENT DAY & DATE(S)	SUN 5-15-16		**RAIN DAY & DATE(S)**	N/A	
EVENT START TIME (i.e. set-up start time)	4:00pm SAT (5-14) Set-up SUN: 9am	**EVENT END TIME** (i.e. when event cleanup is complete)	5:00pm (5-15)	**ACTUAL START & END TIME OF EVENT**	1:30pm Run Starts 3:30pm Party Ends

EVENT NAME	**EXPECTED ATTENDANCE**
Color Vibe 5k	2,000

DESCRIPTION OF EVENT:

The Color Vibe is a family-friendly 5K run where runners get infused with color. Portland Recreation is benefactor of portion of proceeds. Race is held along Back Cove Path (Baxter Blvd. closed in conjunction with Sundays on the Blvd.) The BLVD will already be closed down to vehicular traffic (Vannah Ave to 2nd Entrance of Payson Pk).

Staging and the start and finish lines will be located at the Payson Park Triangle. Runners start at the triangle and cross over Baxter Blvd to the BC Path, continuing to run in a clockwise manner along the path. When reaching Vannah Ave., runners can then run in the street. Runners re-enter Payson Park to finish the run. Four color stations will be located throughout the route.

THERE may be the likelihood ..???, the Baxter Blvd CLOSURE may need to be extended to Bates St/295 Ramp (instead of at the 2nd entrance of Payson Park). If this were the case, Police Officer / PCO would be need to be hired by organizers (approx.: 1:00–4:00pm ?).

Set up will take place the day before on Saturday as well as packet pickup.
Packet pick-up (on SAT) will take place at a local business (from Noon – 4pm).
Set up includes cones to mark the course (go out on SUN morning), flags, banners, barricades, port-o-potties, tables and chairs, trash receptacles, stage, sound, generator, merchandise canopy, water canopy, registration canopy and other canopies, etc.
A LARGE TENT may be set up on the grass.

Participants will start to arrive around 12:30pm and the event will start at 1:30pm and go until 3:30pm. Runners will take of at 1:30pm, every 5 minutes 200-500 runners will start.

All cleanup will be completed anywhere from 4:00 to 5:00pm at which time everything will be double checked l
park.

Participants will park in areas close to the park such as Dyer's Flat (350 cars), Cheverus HS (?), and the side
For Stage area, ELEC NEEDED.
Refreshments include water only. T-shirts and other gear will be sold.
Porta-Restrooms rented by organizer.
Banner may be requested to hang over the street.

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IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? YES	**Please check: _____X_____ FEE**	_____
IF YES FOR FEES, HOW MUCH?	**FEE**	$30 adults / kids FREE

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
For 2,000 runners, we will need roughly 700 parking stalls. We will use Dyers Flat with overflow at Cheverus HS.

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: A FEW**	X		
*	Do you wish to set up a **tent(s)**? (a canopy or tent larger than 10x10 needs to be approved by Public Works and a Tent Permit issued from Inspections Division; please call Inspections – 874-8703 - for information on their application process / PLEASE give them at least a 2-week notice). Public Works will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s)**: 20'x20'** Exact Location(s) of Tent Placement Requested**: Payson Park 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**: 20** chairs**: 10**	X		
*	Are other items or equipment being placed on City property?		X	
*	Will there be **refreshments** at the event**?**		X	
*	Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.)**?** If so, you will need approval from Public Works, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office (874-8557). List items you wish to sell**: Merchandise (t-shirts, socks, hoodies, 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 (874-8557).	X		
*	Will your event require **electricity**?	X		
*	Are you planning on bringing a **Grill for a Barbecue**?		X	
*	Will the event require **reserved parking spaces / parking meters**?		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 Works, Event Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require **street closures**?	X **SOTB**		
*	Will your event require **Police** assistance?	X		
*	Will your event require **Fire/EMS** assistance?	X		
*	Will your event require **porta-restroom** rental(s) or need existing porta-restroooms cleaned? **No Fee – Renting their own units.**	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 Works: 874-8751.	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 cert must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insu endorsement must come to the City of Portland with the certificate, or B) "the policy already includes the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically r A Certificate which merely has a box checked under 'Addl Insr," or which merely states The City of P Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate amount is $400,000. Please have your insurance company email a copy to Public Works: tvm@port

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PUBLIC WORKS 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 (including Preble Street Grass Area at the Preble Street Parking Lot across from Hannafords & the 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 Works) unless renting your own units. 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). Please recycle whenever possible, (please do not use Styrofoam - it is NOT recyclable). 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 Works 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.**

SMOKE-FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, 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	AN	DATE	1-29-16

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	AN	DATE	2-1-16

FEE SCHEDULE – UPDATED JULY 1, 2015

Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.

Simple Event (no registration fee): $50/hour Event with registration or pledges & attendance 25 – 300: $100/hr Event with registration or pledges & attendance 301+: $200/hr Public Space/Park Security Deposit/Sound Security Deposit: $100 -$1000	Impact/Street Closure Fee (variable based on impact): $0-$500 Admin/Staff Fee (support for events): $30/hour Porta Restroom User Fee (if attendance is 150+): $25

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.

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TOTAL AMOUNT(S) DUE TO PUBLIC WORKS (Please make all security deposit checks c			
Permit Fee for use of area: $50 - $200 per hour (i.e. a 3 hour event at $50 totals $150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however $50 is non-refundable) Number of Hours of Use: **12 hours total**	**$ waived – REC DEPT a beneficiar y**	Vest/Cone Deposit: $10 per/item Barricade Deposit: $25 per/item	
Admin/Staff Fee (support for events): $30/hour	**$**	Public Space / Park Security Deposit: Sound Security Deposit $100 - $1000	**$ 500 due**
Key Deposit: $50 per key	**$ N/A**	Other (Porta-Restroom User Fee: $25, etc.)	**$ N/A Renting own units.**
Impact/Street Closure Fee (variable based on impact): $100-$500	**$ N/A**		

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	2-1-16	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D	**$ N/A**	SECURITY DEPOSIT	**$ NEED**		
PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT	**$**