



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)**
239 Park Ave. ~ Portland ~ ME ~ 04101
207-874-8200 x 231 or x 232
Ted Musgrave tvmm@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	5/27/16 Revised: 7-25, 8-10	ORGANIZATION NAME	Maine Children's Cancer Program				
ORGANIZATION ADDRESS	100 Campus Drive, Suite 107	CITY	Scarborough	STATE	ME	ZIP	04074
CONTACT NAME(S)	Tara Studley	TITLE	Philanthropy Manager				
HOME #	WORK 662-6274	CELL	944-9500	FAX	662-2792		
EMAIL	studlt@mmc.org		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park + Back Cove Pathway for event Dyer's Flat for parking 1 st Entrance into the park closed to traffic				
EVENT DAY & DATE(S)	SAT 9-17-16	RAIN DAY & DATE(S)	None (rain or shine event)		
EVENT START TIME (i.e. set-up start time)	7:00 am (tent installed Friday)	EVENT END TIME (i.e. when event cleanup is complete)	12:00 pm	ACTUAL START & END TIME OF EVENT	8am – 11am in Payson Park; 9 – 10:30 on Back Cove pathway

EVENT NAME	EXPECTED ATTENDANCE
Maine Children's Cancer Program (MCCP) WALK	1,500

DESCRIPTION OF EVENT: Please be specific regarding **area of public space/park** and describe Event in detail. If submitting a request for a Road Race (other than around Back Cove and using Back Cove Pathway for the route), please include a detailed MAP of the COURSE (as this will need to be approved by City Departments and the Manager's Office).

Our event is a 5K fundraising walk to benefit Maine Children's Cancer Program. We would use the grassy triangle portion of Payson Park (adjacent to Baxter Boulevard) as our gathering spot for the start and end of the walk, and the walk itself would take place around the Back Cove.

Registration would start at 8am, with the walk starting at 9am
Participants will use parking at Payson Park (overflow parking: Dyer's Flat, Cheverus High School and St. Pius X Church)

2 large tents (20' x 20') and 3-4 10' x10' canopies set up on the triangle grass area. – SET UP on Friday night.

A PA system will be set up for announcements and DJ – **Electricity needed.**

Portable restrooms will be rented and placed at the dirt lot beside the 1st entrance (no unit rented for Preble lot).

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	Please check: _____ FEE ___X___ PLEDGES
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

We anticipate that many people will drive to this event and will require parking (though we will encourage carpooling). Some of our larger groups will be dropped off by bus, and we'll ask the bus to go elsewhere after drop off. We would request access of all parking lots and approved on-street parking in Payson Park. We also plan to reach out to St. Pius X Church and Payson Park Evangelical Free Church and possibly Cheverus High School to ask for use of their parking lots.

We also plan to provide signage and volunteers at the event to help direct people to approved parking areas and prevent them from

parking on the grass or in unapproved areas. In addition, we will send out communications before the event to let participants know about our parking plan.

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: 3-4 Canopies in Payson Park do not need PAFD review.	X		
* Do you wish to set up a tent(s) ? (A canopy or tent larger than 10x10 needs to be approved by PAFD 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). PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20' x 20' Exact Location(s) of Tent Placement Requested: Grassy 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: 20	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
* Will there be refreshments at the event? Do you wish to sell food ? No, food and beverage will be complimentary. List food and drink: Bagels, coffee, apples, bananas, water, pastries. 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 (874-8557).	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? No		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 ? Electricity is available at Payson Park. It is turned off and needs 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 ?		X	
* Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: TBD A few orange vests and cones may usually be borrowed from the PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
* Will your event require street closures ?		X	
* Will your event 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?	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 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 email a copy to PAFD: email to tvm@portlandmaine.gov .			

PUBLIC ASSEMBLY FACILITIES DIVISION 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, *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 PAFD). 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 / Blow Bros., 207-799-1980, M-F) to request and pay for a cleaning. If renting units, event organizer **MUST** rent from Associated Septic / Blow Bros.

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!

MARKING OF GROUNDS

Event Organizers must not use Spray Paint or Spray Chalk when marking city property. Children's Art Chalk can be used with permission from PAFD Office.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

PAFD 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	TKS	DATE	5/27/16
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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	TKS	DATE	5/27/16
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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
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CREDIT CARD INFORMATION

Visa or MasterCard Number			1199	Exp Date (Mon/Yr)	9	18
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 WORKS (Please make all security deposit checks out separately)

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	\$ 1,000 pd	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
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fee is returned (however \$50 is non-refundable) Number of Hours of Use: 5 hours			
Admin/Staff Fee (support for events): \$30/hour	\$?	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 500 – cc on file
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ 25 if unit NOT rented for Preble
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	7-25-2016	DATE REC'D INSURANCE	Need	PERMIT FEE AMT REC'D	\$ cc on file	SECURITY DEPOSIT	\$ cc on file		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #		CK AMOUNT	\$	CASH AMT	\$