



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE PERMIT (8 pages)
212 Canco Rd. ~ Portland ~ ME ~ 04103
207-808-5400
Ted Musgrave tvn@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	9-22-2016	ORGANIZATION NAME	Maine Down Syndrome Network			
ORGANIZATION ADDRESS	P.O.Box 705		CITY	Windham	STATE	ME ZIP 04062
CONTACT NAME(S)	Jen Greslick		TITLE	President		
HOME #	WORK	CELL	233-8238	FAX		
EMAIL	jen@dsmaine.org		EMAIL			

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park upper triangle grass (& 1 st entrance closed) Back Cove Path + Dyer's Flat (parking)				
EVENT DAY & DATE(S)	SUN	9-25-16	RAIN DAY & DATE(S)	None – event is rain or shine	
EVENT START TIME (i.e. set-up start time)	8am	EVENT END TIME (i.e. when event cleanup is complete)	4pm	ACTUAL START & END TIME OF EVENT	11:30am – 3pm

EVENT NAME		EXPECTED ATTENDANCE
2016 Buddy Walk Portland		300
DESCRIPTION OF EVENT:		
<p>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 (20x40) set up on the grass area. Canopies, tables + chairs. Rock Wall + Bounce House set up on grass for kids. Refreshments on site. A PA system set up for announcements and BAND. Small stage on grass. Electricity needed.</p>		
IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	Please check: _____ x _____ FEE _____ x _____ PLEDGES	
IF YES FOR FEES, HOW MUCH?	FEE	\$15 adult, \$5 child, people with DS, free
	STUDENT FEE	\$5

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? <i>Dyer's flat</i>
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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: 6	X		
* Do you wish to set up a tent(s) ? (A canopy or tent larger than 10x10 needs to be approved by PAFD Office 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): 20x40 Exact Location(s) of Tent Placement Requested: lower part of triangle, near Elec 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: 15 chairs: 15	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, Bounce house	X		
*	Will there be refreshments at the event? Do you wish to sell food ? List food and drink: Pre-wrapped sandwiches and snacks, bottled water. A Temporary Food Service License (from the Business Licensing Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give them at least a 2-week notice (874-8557).	X		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from PAFD Office, and you will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557). List items you wish to sell: Awareness items (t-shirts, hats, crafts, etc.)	X		
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? YES Band? YES DJ? NO If so, your event requires a concert license from the Business Licensing Office (874-8557).	X		
*	Will your event require electricity ? Electricity is available at Park, 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 ?		X	
*	Will your event require street closures ? 1st Entrance off of Baxter Blvd.	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? (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.) For renting porta-restrooms, event organizers must rent from the company contracted with the city.			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 (*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. Do not use existing trash barrels. 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	JG	DATE	9/20/16
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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. Nothing in this Agreement constitutes a waiver of any defense, immunity or limitation of liability that may be available to the CITY, or its officers, agents or employees under the Maine Tort Claims Act (Title 14 M.R.S.A. 8101 et. seq.), and shall not constitute a waiver of other privileges or immunities that may be available to the CITY.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	JG	DATE	9/20/16
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CONDITIONS FOR USE

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC ASSEMBLY FACILITIES DIVISION, 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 Works 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.

PAFD OFFICE FEES / SECURITY DEPOSITS / INSURANCE CERT.:

Permit Fee: \$1600 (based on 9 hours use). Thank you for forwarding your CC info to the PAFD Office. Your CC will be charged following the event.

Porta-Restroom Fee: \$25. Use of restroom at Preble Street Lot / Payson Park (if unit not rented for those areas). Your CC will be charged following the event.

There will be fees due to other city departments (for licenses, city staff assistance, etc.).

Park / Sound Security Deposit Required: \$250 – CC on file. Thank you for forwarding your CC info to the PAFD Office. You will forfeit the sec. dep. (CC charged) if areas of use are not left as were found, noise complaints are received, or conditions for use are not followed. There may be additional deposits required for cones/vests.

Insurance: Thank you for forwarding your certificate of insurance to the PAFD Office. 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 and, the Back Cove Pathway for the walk. 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. TENT STAKES need to stay at least 15 feet away from the Boulevard.

Dyer's Flat is available for parking (volunteers need to assist drivers at the lot).

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 as well. 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 have permission to close off the 1st entrance into the Park.

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 & bounce house 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 (near the existing ones – at a reserved parking space in 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 Business Licensing Office (and sound sec. dep. on file at the PAFD Office).

You have permission to place signage out along Back Cove Pathway (on the morning of the event ONLY) 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, bounce house, etc.). 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 we may stipulate that ALL delivery vehicles must stay off the grass). You would still have access to the Back Cove Pathway for the walk.

CLOSING THE 1st ENTRANCE TO THE PARK / BARRICADES / GREEN SHED / SAFETY VESTS:

You may use this park road area (the west side of the park) for some setup (only take up 1 lane of the park street) and for ease of access to the grass area. This particular roadway is the entrance into the park which has the dirt parking lot directly beside it. This lot holds about 25 cars. The 2nd entrance (east side / Seaside Nursing Home / Dyer's Flat side) stays open to traffic.

Barricades are needed to close the park entrance*. The barricades you will be borrowing are now stored at the green storage shed near the softball field (dirt access roadway, near the tip of the triangle). The door to this shed will be unlocked. These barricades will need to be walked to the areas (i.e. a vehicle can not drive down the softball field dirt access road – unless the gate across the entryway is unlocked). Check the gate first however, as it is sometimes unlocked.

Please erect barricades at Baxter Blvd. and at the tip of the triangle. You will need to post volunteers at both ends.

Volunteers must wear safety vests (please call PAFD Office: 808-5400 / 5431 / 5434, if you need to borrow vests (\$10 per vest sec. dep. required)).

If you would like to reserve spots in the dirt lot (just off the 1st entrance), you may reposition these barricades (the night before when all vehicles have exited the lot) across the dirt lot to reserve spots. Please post a sign on the cones or barricades to state that the spaces are reserved for your walkathon. You may also use ribbon, rope or caution tape to string between barricades (to stretch them out more). Then in the morning when you arrive to setup, you may relocate the barricades to close off the 1st entrance to traffic.

PLEASE remember that there may be vehicles parked at the dirt lot when you arrive. These vehicles need an exit out, so do not block them in or setup events in the park roadway where it leaves no exit.

Following the event, please make sure these barricades are placed back into the green shed.

***The large plastic barricades used for Sundays on the Blvd. can be used to close off the park road near Baxter Blvd. Those plastic barricades are positioned on the grass area at the end of the dirt lot. You may slide those down to the bottom of the park road (where it meets the Blvd.). If your event ends after Sundays on the Blvd., please don't forget to move those plastic barricades back to where you found them. If your event ends before Sundays on the Boulevard (4pm), please leave barricades in place – park rangers will return them to their proper location.**

"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, if exiting the park earlier than 4pm, 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. If leaving after 4pm (please move those plastic barricades – on the 1st entrance, back to the grass area).

MARKING OF ROUTE / GROUNDS / STREETS:

Do not mark the walk route in any permanent way (NO spray paint / NO spray chalk).

Do NOT nail or staple signage to trees.

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/spray chalk. Tape on the sidewalk/street can also be used.

If the chalk markings stay for more than a few rain storms, you would be responsible for removing the markings. If city staff or Graffiti Busters remove the marks, event organizers are responsible for covering cost of staff time and materials.

You may also use directional signage (hammered into the grass) on the side of streets or pathways.

You may place signage around the park + pathway DAY OF EVENT only.

Please post a sign on the morning of your walk/race (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 walk.

Please make sure all signs are removed immediately following the event.

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, bounce house, etc. 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. 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 with new tarred entryway (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 is 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 the PAFD Office (808-5400 / 5431 / 5434 to arrange). \$10 per cone sec. dep. required.

TENT / CANOPIES INSPECTION SERVICES:

For the tents at the park, a tent permit from Inspection Services (Building Inspections) is needed. (10x10 canopies need no permit, but large tents do.) Please complete the paperwork at the Inspections Office: (874-8693). Tent will go up on Sunday morning, come down on Sunday afternoon (Monday afternoon, Sept. 26, 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. (The Vannah 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.

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, unless the following below:

If you need assistance with crossing the large group of walkers across Baxter Blvd., please contact Sgt. Mike Rand: 874-8554 (or Police Shift Command: 874-8555), at least a few days in advance to discuss this possibility.

If you need an officer on site for counting of cash, checks, etc., please contact Sgt. Rand ASAP.

In order to guarantee an officer on site, you would need to pay for one. If you rely on on-call officers (if available and approved by Police), you will need to hold off the start until one arrives.

Please call Police Dispatch, 874-8574 or 8575, the morning 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 Asst. Chief Keith Gautreau, 874-8400, prior to the event.

It is advisable to have first-aid staff on site for walkathons. At a minimum, please plan to have a first-aid kit on site.

BUSINESS LICENSING OFFICE REFRESHMENTS + MUSIC + NON-FOOD SALES:

You have permission to serve refreshments at the event. Since refreshments are all pre-packaged, BL has stated there is no need for a TFS License from the Business Licensing Office (Melissa, 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).

Thank you for applying for these licenses already.

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

PA SYSTEM / SOUND SECURITY DEPOSIT:

You have permission to have a PA System/amplified speech/music at the park (sound sec. dep. on file at PAFD Office).

The PA System will be set up on the grass area, speakers facing up into the park towards Ocean Ave. As neighbors are in the vicinity, please keep volume levels low (we have had complaints).

Please bear in mind, permission to have a PA system at the event, does not give you permission to create a noise disturbance. And in fact, if the Police Dept. receives complaints, you, as organizer, forfeit the sound security deposit (\$250).

The Permittee shall not allow the sound emanating from the event to exceed an A-weighted 92 decibels. One verbal warning shall be issued if the sound has been found to have exceeded 92 decibels. The warning may be given to the sound board operator or the organizer/organizer's designee. If the 92 decibel limit is found to have been exceeded a second time during the same event, the single event concert permit (or permission to use a bullhorn/PA system) shall be immediately suspended, the PA system / amplification / bullhorn turned off, and the sound security deposit forfeited.

The \$250 sound sec. dep. will also act as your Park Sec. Dep. Please make sure the park is cleaned up following the event, and that all trash is disposed of properly.

TRASH / SMOKING / ALCOHOL POLICIES:

Please see "Public Assembly Facilities Division 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.

Please do not use the existing trash barrels (or the metal can inserts) as your trash barrels. Please bring in your own trash barrels and bags, and bag up all your trash and remove 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. 26). If not covered and locked, others may dispose of their trash in it, and if seagulls get in there and spread trash around the park, you will forfeit the security deposit.

PORTA-RESTROOMS:

There are 2 porta-restroom units (1 handicap accessible) located at the Preble Street Lot and another regular unit near Dyer's Flat. Your walkers can use these facilities in addition to any additional units you may be renting.

If an extra unit is not rented for Preble Street Parking Lot (or Payson), then a \$25 user fee is due. If you are renting a unit for the Preble Street Parking Lot area, then it is recommended that a parking space there at the end of the parking lot be reserved for the unit (easy in / easy out for the company delivering the unit). If you need "No Parking" signs or orange cones to reserve this space (day before), please contact the PAFD Office to borrow these items. Please make sure the unit is delivered on Sept. 25 (or Saturday night, Sept. 24) and removed no later than Monday afternoon, Sept 26.

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

There may already be a few rented units positioned at the dirt lot (leftover from Saturday's Alzheimer's Walkathon). Those are probably slated to be picked up on Monday. (Maybe you could use their units. Please let me know and I will put you in touch with Alz Walk organizers.)

NOTIFICATION:

Please post a sign on the early 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. Don't forget to collect these signs immediately after the event.

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

Do not nail or staple 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, the morning of your walk to remind them of your event.

POTENTIAL CONFLICTS:

On Sunday, Sept. 25, there is are no other organized walks or races taking place on the Back Cove Pathway. However, if weather is nice, there could be lots of joggers and walkers on the pathway. (There is a large event (Alzheimers Walk) taking place on Saturday, Sept. 24 at Payson Park. They are to remove all their tents and tables, etc. from the park on Saturday afternoon.)

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. There should be no vehicles driving that closed section of the Blvd. during that time. **This is the final 2016 "Sunday on the Boulevard," so attendance may be greater than usual.**

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

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

REVOKABLE PERMIT:

The City reserves the unconditional right to control or cancel events to protect public safety.
 The City reserves the unconditional right to control or cancel events to prohibit damage to public property.
 The City reserves the right to revoke or revise an issued permit.

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			0204	Exp Date (Mon/Yr)	03 17
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED					

TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION (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 fee is returned (however \$50 is non-refundable) Number of Hours of Use: 8 hours	\$ 1600 CC on file	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$???
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 250 cc on file
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		\$

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	9-20-16	DATE REC'D INSURANCE	9-22-2016	PERMIT FEE AMT REC'D	\$ 1600 CC on File	SECURITY DEPOSIT	\$ 250 CC on File
PAYMENT TYPE							
VISA	\$ 1600	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$