CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE PERMIT (8 pages)
212 Canco Rd. ~ Portland ~ ME ~ 04103
207-808-5400 / 5431 / 5434
Ted Musgrave tvm@portlandmaine.gov

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/22/16

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	9-19-2016 (revised: 9-21)	**ORGANIZATION NAME**	Alzheimer's Association, Maine Chapter				
ORGANIZATION ADDRESS	383 US Route 1 Suite 2C	**CITY**	Scarborough	**STATE**	ME	ZIP	04074
CONTACT NAME(S)	Laurie Trenholm, Executive Director **Office:** 772-0115 **Cell:** 841-7237 Donya Gambardella, Manager of Community Events **Office:** 772-0115 **Cell:** 805-453-0239						
HOME #	Work: 772-0115	**CELL**	805-453-0239	**FAX**	289-3705		
EMAIL	ltrenholm@alz.org	**EMAIL**	dgambardella@alz.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park (grass triangle) and Back Cove pathway Closing 1st entrance into Park Dyers Flat for overflow parking				
EVENT DAY & DATE(S)	SAT 9-24-16	**RAIN DAY & DATE(S)**	None		
EVENT START TIME (i.e. set-up start time)	5:00 am **Friday, Sept 23– TENT setup**	**EVENT END TIME** (i.e. when event cleanup is complete)	2:00 pm	**ACTUAL START & END TIME OF EVENT**	8:00 am – 1:00 pm - **walkers on pathway between 10am and Noon**

EVENT NAME	EXPECTED ATTENDANCE
Greater Portland's Walk to End Alzheimer's	1,300 - 1,700

DESCRIPTION OF EVENT:

Walk to End Alzheimer's is a fundraising walk benefiting the Alzheimer's Association, Maine Chapter. It includes walkers of all ages and consists of registration, t-shirt distribution, vendor display tables, free refreshments - breakfast, entertainment (PA system - MUSIC), the walk itself, then an awards presentation and light snacks. Helium tank on site for balloons.

3-4 LARGE TENTS, canopies, helium tank & tables/chairs set up on grass area (triangle). Electricity Needed.

Closing 1st entrance to park (roadway adjacent to dirt lot).

LARGE TENTS set up in grass on FRIDAY afternoon (12:30pm) - evening. Tents will be taken down Saturday by 3 PM. (There is a large event planned for the park on Sunday, Sept. 25 – so TENTS do need to be removed on SAT.)

At large stone dust area, center of Preble Street Parking Lot. 3-4 small canopies and WATER tables set up - for free refreshments.

Dyer's Flat will be used for Parking, as well as side streets off Ocean Avenue. Organizer will have parking volunteers to make sure cars park in an orderly fashion. Organizer will also position volunteers up on the Ocean Ave. side of the park, to also assist with parking.

A PCO needs to be hired.

IS THERE A REGISTRATION FEE?	NO - walkers collect pledges

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
We'll need parking for approximately 300 vehicles. We will have designated parking attendants and will hire a PCO to assist.

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PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

		X-YES	X-NO	
*	Are you setting up a **canopy**(s)? (canopy is 10x10 size) How many: **3-4**	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 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): **30x30 20x40 20x50 pole tents** Exact Location(s) of Tent Placement Requested: **Payson Park triangle grass** In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X 3 TENTS		
*	Will you be setting up **tables and/or chairs**? How many tables: **50** chairs: **130**	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: **Helium Tank**	X		
*	Will there be **refreshments** at the event? Do you wish to **sell food**? **No** (If so, you will need approval from Recreation) List food and drink: **Pre-packaged granola bars, snack items and 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.	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**:**		X	
*	Are you setting up a **PA (sound) system**? Are you planning on having **Amplified Music**? **yes** If so, your event requires a concert license from the Business Licensing Office.	X		
*	Will your event require **electricity**? Electricity is available.	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 PAFD, 212 Canco Rd.		X	
*	Will your event need **safety vests, signs, barricades and/or cones**? Please list what you would like to borrow: **signs and barricades** A few orange vests and cones may usually be borrowed from PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service (55 Portland St.)	X		
*	Will your event require **street closures**? (See under "Description of Event")	X PARK ROAD		
*	Will your event require **Police** assistance? **PCO NEEDS TO BE HIRED**	X		
*	Will your event require **Fire/EMS** assistance?		X	
*	Will your event require **porta-restroom** rental(s) or need existing porta-restroooms cleaned?	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 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: 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.

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PORTA-RESTROOMS / BATHROOM FACILITIES
Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already hav restrooms (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – b Park). If over 150 people are expected to attend the event, a $25 user fee is required (paid to PAFD). The restrooms are cle F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom comp (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	ON FILE	DATE	ON FILE

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	ON FILE	DATE	ON FILE

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.

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

PAFD OFFICE FEES / INSURANCE CERT.:

Permit Fee: $1800 (based on 9 hours use). Porta-Restroom fee for use of restroom at Preble Street Parkin unit not rented for that area – It is our understanding you have rented an additional unit. Thank you!).

Please forward your CC info (or check) to the PAFD Office ASAP. Your card 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**. Please forward your CC info (or check) to the PAFD Office ASAP. 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 already forwarding a CERT of INS to the PAFD Office (tvm@portlandmaine.gov).

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 and entertainment, the Back Cove Pathway for the walk, and the 1st entrance into the park barricaded to traffic.

You may also use Dyer's Flat for overflow parking.

The "lower" area of the grass triangle (beside Baxter Blvd.) may be wet and soggy, so please do not plan on using that area.

Little League Teams will probably not be playing or using the Little League Parking area (for parking) – so, if there are no LL games taking place, 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, but Parking in the park will definitely be limited.

A Parking Control Officer (to be hired by organizer) is a requirement for the walk to talk place in the park.

You may set up water tables along the walk route.

You have permission to set up: a large TENT(s) (as long as a Tent Permit is procured from Inspections and on site at the park), canopies, to set up tables and chairs, to give away food and to hold a musical concert (DJ / band) – pending a license issued from Business Licensing (and sound sec. dep. on file at the PAFD Office. You may also set up a small riser/stage on the grass.

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

You have permission to place porta-restrooms 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 / parking space).

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

You have permission to place canopies and water tables at the large stone dust area (midway down Preble Street Parking Lot).

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, riser, chairs, PA system).

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

Baxter Blvd. is open to vehicles, so vehicle entry into the park can be via Baxter Blvd., Ocean Avenue, W. Kidder Street, as well as Fernald Street.

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, Dyer's Flat, 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 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 area 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 30 cars.

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 cannot drive down the softball field dirt access road –

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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

Volunteers must wear safety vests (please call PAFD Office: 808-5400 / 5431 / 5434**, if you need to borr ($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.

*There are large plastic barricades (which are used on Sundays to close the Blvd. to traffic) that are stored on the side of the 1st entrance. You may use these plastic barricades down at Baxter Blvd. in place of the smaller wooden ones. At the end, please place them back on the grass where you found them.

MARKING OF ROUTE / STREETS / SIGNAGE:

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 – Tents, Canopies, tables, PA system. There are cut outs in the wooden fencing where the truck can drive through to the grass (please use cut outs in the "upper" 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.

Please make sure you have plenty of parking volunteers (in upper area of park as well as lower area, and Dyer's Flat) to make sure that none of your participants is parking illegally. ($10 per car will be deducted from your Sec. Dep. for cars parked illegally).

Park roadways (Fernald, W. Kidder) should not be used for parking.

With Dyer's Flat open for parking (that area accommodates 350 cars), a large percentage of your vehicles can park in this lot.

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.

For delivery of smaller items (tables, boxes, etc.), please park in the dirt lot (off the 1st entrance from Baxter Blvd.) and walk these items into the grass area.

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.)

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Do not park cars so that the dirt entry way leading up into Dyer's is blocked. Please park cars on either side entryway up and into Dyer's Flat. Do not park cars over on or near the Playground or StoryBoard Trail. Do not u tarred/stonedust pathway (which leads up beside the playground and StoryBoard Trail) as a vehicle entry/exit poi 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).

STONE DUST AREA AT PREBLE PARKING LOT:

You have permission to setup some canopies (and tables & chairs) in the large stone dust area, abutting Back Cove Pathway. This area is about midway down the Preble Street Parking Lot. Do NOT setup canopies or tables directly in the way of walkers/joggers, please set tables up just off the pathway (that stone dust area is approximately 40 feet wide, so tables + canopies may be on both sides of the pathway (i.e. in the grass area on the water side…… and the stone dust area close to the Parking Lot). Again, do not block the pathway portion of this stone dust area.

If you would like to reserve some parking spaces at Preble Street Parking Lot, please procure "No Parking" signs from the PAFD Office in advance. You would need to borrow wooden stakes as well (NP signs would be pounded into the grass beside the parking spaces). .25 cents for signs, $1 sec. dep. for wooden stakes. Signs need to be placed Friday afternoon.

You may also borrow orange cones from the PAFD Office (placed out in those reserved parking spaces).

Please don't forget to remove signs immediately following the event.

There are to be no vehicles driven or parked on the stone dust area, the pathway, or grass areas.

PARKING CONTROL OFFICER:

A PCO on site is a requirement for the walkathon. PCO is to arrive a little before registration opens up (when participants will start arriving on site). I understand that you have hired a Parking Control Officer for this year's event. Thank you.

The Parking Office will invoice you following the event. Please call the Parking Office: 874-8444 or 8443, to get the contact info for the PCO – in case of cancellation. The responsibility of the PCO is not to sit at an intersection, but rather to tour the park grounds and park roadways to make sure cars are parking legally.

Please know, if PCO's hand out tickets, in addition to participants receiving parking tickets, $10 per car will be deducted from the Sec. Dep.

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, <u>if the door shuts, it will lock</u>!

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). The tents may go up on Friday afternoon/early evening or early Saturday morning). Tents should come down on Saturday afternoon, following the event or Sunday morning at the latest.

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 from the LOWER section beside the Boulevard (this area is off-limits to vehicles).

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.

If tents left up overnight, the PAFD Office recommends overnight security being on site. At a minimum, organizer should call the Police Dept. (874-8575) to ask for special attention being given to this area (Friday night) - if the tent is being left up overnight.

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.

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In order to guarantee an officer on site, you would need to pay for one. If you rely on on-call officers (if availal 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:

You have permission to serve refreshments: it is our understanding the Business Licensing Office (Melissa, 874-8557) has waived the requirement (exemption granted) for a Temporary Food Service License (food items are pre-packaged).

If you have questions about food service, please contact the City Health Inspector, Mike Russel: 756-8008.

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

For the amplified music at the park, please procure a concert license. Thank you for already applying for the “concert” license.

PA SYSTEM / SOUND SECURITY DEPOSIT:

You have permission to have a PA System and amplified speeches/music at your event (8am – 1pm).

A concert license is required – please procure from the Business Licensing Office (thanks for applying already).

A sound security deposit ($250) is required on file at the PAFD Office – PLS forward credit card or check to the PAFD Office to cover this. We have had noise complaints from park neighbors; please keep volume levels down.

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, that must be positioned in the Dirt Lot off the 1st entrance (and NOT on the side of the park roadways). You can reserved space in the lot by use of barricades from the Green Shed. Please have that dumpster removed from the park by Monday afternoon (Sept. 26). If not covered and locked, others may dispose of their trash in it.

PORTA-RESTROOOMS:

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 the units you are renting.

Please forward the $25 user fee (for the Preble Street Lot unit) if you are not renting one for that location. If you are renting a unit for that area (I believe you are), 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 Portland Restroom 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. 24 (or Friday night, Sept. 23) and removed no later than Monday afternoon, Sept 26.

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

For units rented for Payson Park: you may place them in the dirt lot off the 1st entrance. Please make sure at least 1 of them is handicap accessible. To reduce vandalism, please make sure these are delivered on Sept. 24 and removed no later than Monday afternoon, Sept 26.

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.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/22/16

Please bring a copy of the permit with you to the event, in case you are questioned by the public or city staff. If the using the grass area, please show them a copy of this permit to let them know that you have reserved it for your event. 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:

There may be softball and other games taking place in Payson Park, and soccer games taking place on the fields at Preble Street.

There is one other organized race/walk planned for Back Cove Pathway on Saturday, Sept. 24 (The Family Restored 5K Race) – which starts at 2pm over at Preble Street Grass area. The Alzheimer's Walk walkers should all be off the pathway by then, so there should be no conflict with use of the pathway.

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

If you have questions or concerns about use of the park on the day of your event, please call the Public Works Customer Service Office: 874-8461 / 874-8493, PAFD Staff: 838-9067, or the Park Ranger: 712-0287. Please leave a detailed message if staff cannot take your call.

If you have hired Police Officers, you may also call your hired officers.

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					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.

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 fee is returned (however $50 is non-refundable) Number of Hours of Use: **based on 9 hours use; if more hours – fee will be more (no charge for FRI setup)**	**$ 1800 due**	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 due**
Key Deposit: $50 per key	**$ N/A**	Other (Porta-Restroom User Fee: $25, etc.)	**$ N/A as a unit will also be rented for Preble St. lot.**
Impact/Street Closure Fee (variable based on impact): $100-$500	**$ N/A**		

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	2-10-2016	DATE REC'D INSURANCE	**9-16-2016**	PERMIT FEE AMT REC'D	**$ NEED**	SECURITY DEPOSIT	**$ NEED**		
PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT	**$**