



CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
 212 Canco Rd. ~ Portland ~ ME ~ 04103
 207-808-5400 x0
 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	2-14-2017 Revised: 2-16, 2-23, 7-21	ORGANIZATION NAME	Alzheimer's Association, Maine Chapter				
ORGANIZATION ADDRESS	383 US Route 1	CITY	Scarborough	STATE	ME	ZIP	04074
CONTACT NAME(S)	Laurie Trenholm Elizabeth Elliott	TITLE	Executive Director Director of Corporate Initiatives				
HOME #		WORK	772-0115	CELL	841-7237	FAX	289-3705
EMAIL	ltrenholm@alz.org	EMAIL	eelliott@alz.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park (grass triangle) and Back Cove pathway Closing 1 st entrance into Park Dyers Flat for overflow parking					
EVENT DAY & DATE(S)	Saturday, September 23, 2017		RAIN DAY & DATE(S)	N/A		
EVENT START TIME (i.e. set-up start time)	5:00 am Friday, Sept 22- 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

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 a race around Back Cove and using Back Cove Pathway for the route) or a Street Closure (parade, march, rally, etc.), please include a detailed MAP of the COURSE or EVENT AREA (as this will need to be approved by City Departments).

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 (1PM) - evening. Tents will be taken down Saturday by 3 PM.

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

Due to Parking Issues in 2016, organizer is required to hire PAFD Staff to assist with parking vehicles. Details to be worked out closer to September.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	Please check: _____ FEE _____ X _____ PLEDGES	
IF YES FOR FEES, HOW MUCH?	FEE	\$

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... PAFD STAFF hired.

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 or 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 – 874-8703 – (buildinginspections@portlandmaine.gov) 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): ??? Exact Location(s) of Tent Placement Requested: Payson Grass Triangle In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X 3-4		
* 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 for balloons	X		
* Will there be refreshments at the event? Do you wish to sell food ? No (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) List food and drink / Food Trucks, etc.: ??????????????? PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served PLEASE give the BL Office <u>at least 2-weeks' notice</u> (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?		X	
* Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? X Band ? DJ ? X Boom Box ? NO concert license from BL Office (874-8557) is required. Sound Sec. Dep. NEEDED.	X		
* Will your event require electricity ? Electricity is available at some of the parks & squares	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 Office, 212 Canco Rd.		X	
* Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: signs & barricades A few orange vests and cones may usually be borrowed from PAFD Office.	X		
* Will your event require street closures ? (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES ? no	X PARK ROAD		
* Will your event require Police assistance? An event such as a road race, march or parade		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? (Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.)	X		
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◆ If you answered YES, you shall procure and maintain commercial and/or product liability insurance in an amount of at least \$400,000 combined single limit, covering claims for bodily injury, death, and property damage at your event. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement for coverage for the event, only in those areas where governmental immunity has been expressly waived by 14 M.R.S.A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit shall not be deemed a waiver of any immunities or limitations of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law.

◆ The insurance certificate shall be sent to tvm@portlandmaine.gov and must state with no exceptions one of the following:
1) The policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).
2) The policy contains a general liability extension endorsement by which the City of Portland is made an additional insured pursuant to the date of the event (and rain date).

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 / Royal Flush, 207-799-1980, M-F) to request and pay for a cleaning. If renting units, event organizer **MUST** rent from Associated Septic / Royal Flush.

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 or the metal liners inside. 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; if 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.

ADA / MHRA COMPLIANCE

Event organizer must comply with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), including maintaining the permitted use area and all public rights-of-way accessible during the entirety of the permitted event. In the event the permitted area is rendered inaccessible to disabled persons, and/or by request of PAFD staff, the organizer shall act immediately to provide accessibility. All requests to provide interpretive services shall be the responsibility of the organizer to provide and pay for such services. The organizer shall defend, indemnify, and hold the City harmless from any and all liability and damages resulting from alleged violations of the ADA and/or MHRA.

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	EE	DATE	2/23/17
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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	EE	DATE	2/23/17
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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				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 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: Approx. 9 hours NO charge for Fri Set Up	\$ 1,800 due	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
Admin/Staff Fee (support for events): \$30/hour	\$ due for PAFD Staff	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 250 pd
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	2-16-2017	DATE REC'D INSURANCE	NEED E Page	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ pd ck on file
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	233485	CK AMOUNT	\$ 250
						CASH AMT	\$

\$1800
~~250~~
~~_____~~
~~_____~~
\$1550