Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/13/17

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 tvm@portlandmaine.gov
PAFD Event Manager: _____

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	7/18/17 Revised: 8-8, 8-22	**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** **Ashton Hunter-Sildve**	**TITLE**	**Philanthropy Manager** **Philanthropy Coordinator**	**Staff EM: ?**			
HOME #	**WORK** 662-6274 or 662-2739	**CELL**	944-9500	**FAX**	662-2792		
EMAIL	studlt@mmc.org	**EMAIL**	ahuntersil@mmc.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park + Back Cove Pathway for event Dyer's Flat for parking 1st Entrance into the park closed to traffic				
EVENT DAY & DATE(S)	SAT 9-16-2017	**RAIN DAY & DATE(S) (50% added fee)**	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)	1:00 pm	**ACTUAL START & END TIME OF EVENT**	8am – 12:00pm 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

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.
Refreshments given away. Water Tables along the walk route.
Some Food Trucks (selling)on site: **PB&ME and The Marshmallow Cart.**
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).

Due to parking issues at the 2016 Walk, PAFD Staff are required to be hired and at the park for 2017 Walk. Organizer is also responsible for covering those extra staff and materials costs.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? yes	**Please check: _____ FEE _____X_____PLEDGES**

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 to all parking lots and approved on-street parking in Payson Park. We would also like to use Dyer Flat for parking. We also plan to reach out to St. Pius X 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.

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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 – 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)**: 20' x 20'** Exact Location(s) of Tent Placement Requested**: Grass Triangle PAYSON** 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?** Complimentary items donated & Food trucks will be selling food (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.: (donated) coffee, apples, bananas, water, pastries. Plus available food trucks to sell their items.** 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 at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.	X **PB&ME MARSHMALLOW CART**		
*	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 **Boom Box? No**	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**:** TBD A few orange vests and cones may usually be borrowed from PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require **street closures**? (Please be specific under "Description of Event") Will your event affect **METRO BUS ROUTES**? NO (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 (gfenton@gpmetrobus.com) to discuss.	**X PARK ROAD**		
*	Will your event require **Police** assistance? An event such as a road race, march or parade in the street, would typically 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.) Porta-restrooms may be rented from any of the local companies. Units currently on site are through Associated.	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 PAFD: 808-5400 x0.			X

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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 NEED		

♦ 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.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills or open burning. Barbecuing must first be approved by PAFD Office and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

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 from Associate Septic on site (*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). If extra units are rented by organizer, then no additional user fee is assessed. 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, organizer has the option of renting from Associated Septic / Royal Flush, or from other local companies.

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 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.

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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	7/18/17

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, defend, 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	7/18/17

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				1199	Exp Date (Mon/Yr)	9	18
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 $50 is non-refundable) Number of Hours of Use: **Approx. 6 hours (no charge for Friday TENT setup)**	**$ 1,200 pd CC to be charged following event (ck to be delivered..?)**	Vest/Cone Deposit: $15 per/item Barricade Deposit: $25 per/item	**$? TBD**
Admin/Staff Fee (support for events): $30/hour	**$? TBD**	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.) Cone / Barricade Rental Fee: TBD	**$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	8-8-2017	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	**$**	CASH AMT	**$**