



CITY OF PORTLAND
PUBLIC ASSEMBLY FACILITIES DIVISION
BLOCK PARTY PERMIT APPLICATION
212 CANCO ROAD • PORTLAND, MAINE • 04103
(207) 808-5400 / 5434 / 5431
rrroh@portlandmaine.gov

\$25.00 Plus Security Deposit *

**SECTION I
ORGANIZER INFORMATION**

TODAY'S DATE	3.22.2017	ORGANIZATION NAME	Greater Portland Landmarks				
ADDRESS	93 High St.	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME	Kate Lewis		TITLE	Director of Development			
HOME #		CELL #	233.7615	WORK #	774.5561	FAX #	n/a
EMAIL ADDRESS	KLewis@portlandlandmarks.org		EMAIL ADDRESS	KLewis@portlandlandmarks.org			

SECTION II EVENT INFORMATION

PARK AREA OR PUBLIC SPACE REQUESTING:	Cul De Sac at 103 Brookside Road				
EVENT DAY & DATE(S):	6/9/2017 Friday	RAIN DAY & DATE:	If you request a rain date, an additional 50% of the permit fee is required. n/a		
START TIME: <i>Include set-up time</i>	6/8/2017	END TIME: <i>Include clean-up time</i>	6/12/2017	ACTUAL START & END TIME OF EVENT:	6:30PM - 10:30PM

* Can do tent break down 6/10 but v. expensive

EVENT NAME:	Mid-Mod Spring House Gala	EXPECTED ATTENDANCE	200
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DESCRIPTION OF EVENT: *Please be specific regarding the area you are requesting.*
 Music, dancing, food, drink, + auction for ticketed + invited guests (tickets available to public for purchase) for fundraising event for Greater Portland Landmarks' Education Programs (Landmarks is a 501c3 charitable organization). Most of the party will be in the side lawn of 103 Brookside Road, but one 40x40 tent we're requesting to have over the cul de sac for

IS THERE A FEE TO ATTEND THIS EVENT?	YES	NO			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
NON-STUDENT FEE	\$ 100 -	STUDENT FEE	\$	SENIOR FEE	\$

WHAT WILL BE YOUR ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
 We anticipate satellite parking with shuttle service for guests. Any other parking would be in the garage or driveway of the home off of Baxter Boulevard.

* We will send deposit as soon as we know correct amount for the security deposit based on the

SECTION III

PLEASE READ CAREFULLY AND ANSWER THE FOLLOWING QUESTIONS. IF YOU ANSWER YES, PLEASE REFER TO CONTACT INFORMATION & FEES.		X YES	X NO
1A.	Are you setting up a PA Sound System for Amplified Music? • If you answered yes, your event requires a concert license from the Business Licensing Office.	X	
1B.	Are you setting up a PA Sound System for Voice Only? • Voice Only ~ No Music ~ does not require a concert license from the Business Licensing Office.		X
2.	TRAFFIC CONTROL - 874-8554 Will your event require Police assistance? • In case of an emergency on day of event, please dial 911.		X
3.	FIRE INSPECTION - 874-8400 Will your event require Fire/EMS assistance? • In case of an emergency on day of event, please dial 911.		X

Yes if for tent inspection

SECTION IV

1. If you are requesting to set up a tent(s) for your event, please state how many, the size and exact location(s) of placement? • Canopies or tents larger than 10 ft x 10 ft need to be approved by PAFD. • A Tent Permit is issued from the Inspections Division. • Please call Inspections (874-8693) for information on their application process. • PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. • In order to drive tent stakes into the ground, DIG SAFE must be contacted (888-344-7233).							
How many?	2	Size?	40x40 + 70x30	Location (Please be specific.)	40x40 over Cul de Sac at end of Brookside Road 70x30 in side yard at 103 Brookside Road		
2. If you are placing other items or equipment on City property, please list them: • For example... Moon Bounce, Dunk Tank, Helium Tank, etc.							
N/A Temporary dance floor. → PLEASE SEE DIAGRAM							
3. If your event requires a street closure, please list the street(s) and time frame below: Barricades must be used if you are closing the street. See below for details on reserving them.							
Only a closure for the very end of the Cul de Sac on Brookside Road. 6/8/2017 - 6/12/2017 (for tent set up + break down)							
4. If your event requires safety vests, signs, barricades and/or cones, please list how many below • A limited number of orange vests and cones may be borrowed from PAFD when available. • Barricades and signs are borrowed from Public Works. To reserve and arrange for pickup of barricades, please call Customer Service at 874-8493. Please call a minimum of three days before the party (Public Works is not open on Sundays or Holidays). There is a \$25/barricade security deposit required (check or cash only).							
Number of Vests:	0	Number of Barricades:	* 2?	Number of Cones:	0	Number of Signs:	
5. If you would like to reserve parking spaces for your event, how many spaces will you require? • "No Parking" signs may be purchased at PAFD. To reserve parking spaces, please contact the PAFD office: 808-5434.							0

* We will take any advice about the number of barricades recommended for this event, since we are unclear on their size... thanks!

**SECTION V
REFRESHMENTS, FOOD VENDORS, VENDING**

REFRESHMENTS / FOOD

- If this is a "Potluck" type event, a Temporary Food Service License from the Business Licensing Office is **NOT** required.
- A Temporary Food Service License is **not** required if only sealed bottled water is **given away**.
- If you are serving or selling food that is not "potluck", you will need approval from PAFD and a Temporary Food Service License from Business Licensing may be required, **even if food is given away or pre-packaged**.

VENDING (Selling of Non-food items (i.e. t-shirts, crafts, cd's, etc.))

- You will need approval from PAFD.
- You will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office.

1. If you are serving or selling food at your event, please list food and drink below (if "potluck" write "potluck"):

hors d'oeuvres + beverages - we will be serving these to ticketed guests and only on private property - NOT on the cul de sac

2. If you are selling non-food items (i.e. t-shirts, crafts, cd's, etc.), please list any items below:

10 auction items

**SECTION VI
INSURANCE**

INSURANCE CERTIFICATE INFORMATION

Please e-mail at least 30 days in advance to: rgroh@portlandmaine.gov

- If you are setting up equipment (moon bounce, dunk tank, etc.) on City property, you may be required to provide proof of insurance
- Please have "City of Portland, Maine" listed as additional insured (minimum of \$400,000 general liability) in regards to said event and activities on that date.
- If your event has been issued a Temporary Food Service license, Product Liability is also required, in addition to General Liability.

**SECTION VII
PAFD EVENT POLICIES**

TRASH POLICY

Please bring extra trash bags and/or trash receptacles and remove all of your trash from the area once the event is over.
Thank you in advance!

NOTIFICATION POLICY

- Please keep a copy of your permit on site at all times. City staff may require proof of permit.
- If you need Police Assistance, please call the Police Department at (207) 874-8574.

REVOCABLE PERMIT POLICY

- 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.

CANCELLATION POLICY

- \$10 PAFD permit processing fee is non-refundable.

PARKING POLICIES

- City of Portland has a strict policy that prohibits vehicles from parking on public grass areas.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	<i>KWL</i>	DATE	<i>3.22.2017</i>
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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 and agree to the Assumption of Risk & Liability TYPE INITIALS KWL DATE 3.22.2017

SECTION VIII PAYMENT INFORMATION

USE OF CITY PROPERTY TYPICALLY REQUIRES THE FOLLOWING:
FEES CHARGED FOR USE OF AREA • SECURITY DEPOSIT • PROOF OF INSURANCE

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- Please make out any and all security deposit checks (for barricades, etc.) separate from permit fees.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:

- Public Assembly Facilities Division • 212 Canco Road • Portland, ME • 04103 or email to: rgroh@portlandmaine.gov

TOTAL AMOUNTS DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION

TOTAL NUMBER OF HOURS OF USE REQUESTED IN PUBLIC SPACE OR PARK FOR THIS EVENT				TOTALS DUE
Block Party Permit Fee Amount Due	\$ 25.00	SECURITY DEPOSIT \$10 - \$25 PER ITEM <i>(Please make all security deposit checks out separately.)</i>		
		Safety Vest Deposit	Amt requested	\$
Rain Date (50% of Permit Fee)	\$	Barricade Deposit *	Amt requested	\$
		Cone Deposit *	Amt requested	\$

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	DATE REC'D INSURANCE	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$		
PAYMENT TYPE							
PAYMENT DATE(s)	VISA / MC NUMBER		CK #	CK AMT	\$	CASH AMOUNT	\$
			CK #	CK AMT	\$	CASH AMOUNT	\$

Please take all necessary safety precautions to ensure a safe and accident-free event. Thank you!

**please advise on correct amounts and we will gladly make the correct deposit!*