



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
PUBLIC PARK & SPACE APPLICATION (4 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 / 8751 (Event Office) ~ Fax 207-874-8816
tvm@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	12-7-15 Revised: 12-11	ORGANIZATION NAME	Cumberland County Soil & Water Conservation District					
ORGANIZATION ADDRESS	35 Main St., Suite 3		CITY	Windham	STATE	ME	ZIP	04062
CONTACT NAME(S)	Jami Fitch Erik Boucher	TITLE	Education & Outreach Manager Race Director (210-8655)					
HOME #	WORK	CELL	FAX					
	892.4700	576.6267	207.892.4773					
EMAIL	Jami Fitch Doug Roncarati	jfitch@cumberlandswcd.org DAR@portlandmaine.gov	EMAIL	Erik Boucher Julia Evans (DHS)	ebouche1@maine.rr.com evansju@portlandschools.org			

PARK AREA OR PUBLIC SPACE REQUESTED	Ludlow Street (for Urban Runoff 5k start area) Stevens Ave (for Urban Runoff 5k finish area) Deering High School front lawn (for Green Neighbor Family Fest) (The Festival end of event is being handled and permitted through the School Dept.)				
EVENT DAY & DATE(S)	Saturday, April 23, 2016	RAIN DAY & DATE(S)	NA		
EVENT START TIME (i.e. set-up start time)	5:00 a.m.	EVENT END TIME (i.e. when event cleanup is complete)	4:00 p.m.	ACTUAL START & END TIME OF EVENT	Race: 9:00-11:00 a.m. Festival: 9:30 a.m. – 1:30 p.m.

EVENT NAME	EXPECTED ATTENDANCE
Urban Runoff 5k + Green Neighbor Family Fest	700 (race) 1,000 (festival)

DESCRIPTION OF EVENT:

This is the 5th annual Urban Runoff 5k to be followed by the Green Neighbor Family Fest, both to be held in the Deering High School area on Sat., April 23, 2016. The race and festival are being coordinated by the Cumberland County Soil & Water Conservation District with assistance from the City's Public Services Dept. (Stormwater Program) to raise community awareness about watershed and water quality issues. Approximately 700 runners are expected for the race, with 1,000 estimated to attend the Festival.

EVENT WILL GO BEFORE PORTLAND CITY COUNCIL, FOR FESTIVAL DECLARATION STATUS.

Race organizers would like to close off a section of street (Ludlow Street) for the Start Line and Stevens Ave for the Finish Line. Stevens Ave would also be closed as a staging area for the Festival itself (see attached Start Area and Finish Area maps). (Race designed by Erik Boucher, race director – phone: 207-210-8655). **A Police Officer and 2 PCOs need to be hired for the race / Stevens Ave. closure.**

Route: This is a 5 kilometer/3.1 mile run (see attached course map). Water tables may be set up along the race route.

Runners assemble for race on and around Ludlow Street between Columbia Ave and Rosemont Ave. at 9:00 a.m. runners take off down Ludlow St (heading north), then Left on Candlewyck Rd, then Right on Starlight Rd., then Right on Warwick St., Left on Glen Haven Rd. West, Right on Woodvale St., Get onto Evergreen Cemetery Trail, and Exit trail onto College St. inside UNE Campus, then Right on Stevens Ave., then continue down Stevens Ave., ending at finish line (just before Orkney Street).

Section of Ludlow Street closed to traffic: Columbia/Leland to Edgeworth Ave. (8:30 – 9:15am). Detour signs will reroute traffic around via Columbia St, Leeman St and Edgeworth Ave. Two Parking Control Officers will be positioned on Ludlow to assist with the closure of Leland Street and redirecting traffic.

Section of Steven Ave closed to traffic: Higgins St to Pleasant Ave (7:00 am – 11:00 am). Detour signs will reroute traffic around via Higgins St, Lawn Ave, and Pleasant St. A Parking Control Officer will be positioned at Stevens Ave and Ludlow St to assist with the street closure.

Event organizers will work with the Greater Portland METRO to allow buses to pass through the temporary street closure.

A Public Announcement system will be set up at the start on the sidewalk off Ludlow St. An announcer will play music and talk to participants from 8:30a.m. to 9:05a.m. Electricity for PA System will come from a generator.

A second Public Announcement system will be set up on the lawn in front of Deering High School next to the finish line on Stevens Ave. The announcer will play music and talk to participants from 9:20am until 11:00am.

Race intersections will be staffed by volunteers (to hold back traffic if necessary, and to let vehicles through intermittently when space allows). Barricades would be used at the Finish Line intersections where traffic is detoured. "No Parking" signs will be needed for the UNE and Evergreen Cemetery side of Stevens Avenue from College St to Pleasant Ave. Orange cones will also be placed along the white line from College St to Pleasant Ave. Runners will run to the right of the cones along Stevens Ave.

Green Neighbor Family Fest Description: The Green Neighbor Family Fest (GNFF) serves as the City of Portland's kickoff event to the Greener Neighborhoods Cleaner Streams Program, part of the City's Capiasic Brook restoration effort. The goal of the GNFF is to raise awareness of the Capiasic Brook watershed and impacts to it, and provide attendees an opportunity to celebrate Earth Day. Many local organizations will offer children's environmental activities about water or other conservation topics (forestry, energy, waste, etc.). Canopies & Tables will be set up on the front lawn of Deering High School for these activities. Live entertainment will be provided, including music. ELEC provided by DHS. A small stage (8' x 12') will be set up on the DHS front lawn for these performances. Some food truck vendors will be invited to set up inside the closed-off section of Stevens Ave.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? YES	Please check: <input checked="" type="checkbox"/> FEE <input type="checkbox"/> PLEDGES	
IF YES FOR FEES, HOW MUCH?	FEE	\$20 pre-registration; \$25 day-of registration (race only)
	STUDENT FEE	\$12 pre-registration; \$15 day-of registration (race only)

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

Athletes & festival attendees will be presented with a parking plan that encourages them to first ride their bicycle and also to carpool as much as possible. Some cars will be allowed to park on the Access Rd off Leland if space is available. Otherwise participants will be allowed to park on nearby neighborhood streets including the following: Ludlow St., Leland St, Edgeworth Ave., Westminster Ave., Columbia Rd., Rosemont Ave., Hillis St., Caldwell St., Marlow St., and Stevens Ave. A free bike valet parking area will be set up next to the Deering High School buildings.

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: ~10	<input checked="" type="checkbox"/>		
* Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved by Public Works 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). Public Works will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20'x40' Exact Location(s) of Tent Placement Requested: Deering High School front lawn In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	<input checked="" type="checkbox"/>		
* Will you be setting up tables and/or chairs ? Yes How many tables: ~40 chairs: ~20	<input checked="" type="checkbox"/>		
* Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: Stage for live performances, bales of hay, moon bounce	<input checked="" type="checkbox"/>		
* Will there be refreshments at the event? Yes Do you wish to sell food ? Yes (If so, you will need approval from Public Works) List food and drink: PREPACKAGED SNACKS & BOTTLED DRINKS FOOD TRUCKS – MAINLY AT FESTIVAL PORTION OF EVENT A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice (874-8557).	<input checked="" type="checkbox"/>		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? Yes	<input checked="" type="checkbox"/>		

	If so, you will need approval from Public Works, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office (874-8557). List items you wish to sell: T-SHIRTS & WATER BOTTLES			
*	Are you setting up a PA (sound) system ? Yes Are you planning on having Amplified Music ? Yes Band ? Yes DJ ? Yes If so, your event requires a concert license from the City Clerk's Office (874-8557). (Just voice – i.e. Press Conference, would not require the license because it is not music). For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).	X		
*	Will your event require electricity ? Yes (BORROWED FROM DHS GARAGE NEAR FIELD, + DHS CLASSROOM) Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Elec. at these areas is turned off. Some of these electrical boxes need a key for access.	X		
*	Are you planning on bringing a Grill for a Barbecue ? No Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.		X	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at PW Event Office, 55 Portland Street. No Parking signs along Stevens Ave from College St to Longfellow Elementary School	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: 14 barricades, 4 Detour signs, 100 orange cones A few orange vests and cones may usually be borrowed from Public Works, Event 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 ? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 (gffenton@qpmetrobus.com) to discuss.	X		
*	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.) Event coordinators will arrange for porta-restroom rental from a local vendor.	X RENTING SOME		
*	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 Public Works: 874-8751.	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		
<p>◆ 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 Public Works: email to tvm@portlandmaine.gov.</p>				

PUBLIC WORKS 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 Public Works 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. If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Public Works). 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, 207-799-1980, M-F) to request and pay for a cleaning.

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. 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!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Public Works 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	JF	DATE	12/7/15
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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	JF	DATE	12/7/15
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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)		
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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:	\$ N/A City co-sponsored event (pending approval)	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$???
Admin/Staff Fee (support for events): \$30/hour	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ N/A
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee: \$25, etc.)	\$
Impact/Street Closure Fee (variable based on impact):	\$		

\$100-\$500		
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FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	12-11-2015	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ N/A city dept co-sponsor	SECURITY DEPOSIT	\$ NEED if items borrowed		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$	