



Permitting and Inspections Department
Michael A. Russell, MS, Director

Temporary Tent or Stage Permit Application Instructions and Checklist

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (as applicable):

- Temporary Tent or Stage Permit Application Checklist (this form, completed)
- A plot plan or site plan of the property showing complete locations of tents, stage locations, exits and entrances, parking and existing building locations (including dimensions for all).
- Product information and structural details for temporary stage
- If the City is the property owner, a Certificate of Insurance listing the City as additionally insured. Minimum amount of coverage is \$400,000.00.
- Certificate of Flammability in compliance with NFPA 701 or applicable certificate or evidence
- Written notice of approval of owner (If the City is the owner, attach a completed copy of the [Public Parks Space Application](#) from the Parks, Recreation and Facilities Department.
- Contact information for the installation company.
- For enclosed tents, the following information shall also be provided:
 - On the plan, indicate a 10' wide area around the tents in which there are no buildings or combustibles stored.
 - If heated explain how, including fuel tank locations.
 - Indicate how power will be provided for exit signs and emergency lights, with battery backup.
 - Show the width of egress openings, aisle widths and exit access travel distance (not to exceed 100').
 - Fire extinguisher locations

If any cooking is proposed under or within 10' of the temporary structure, the following conditions shall apply:

1. Approved cooking in temporary structures shall last no more than 7 consecutive days
2. Cooking shall only be allowed in a stand-alone temporary structure that is at least 10 feet away from any other building or temporary structure. Only food service employees and or event staff will be allowed in any of the temporary cooking structure.
3. A 36" space shall be maintained between any surface of the cooking appliance(s) and any surface of the temporary structure.
4. All temporary structures containing cooking operations, regardless of their size, shall provide a certificate of flammability for that structure.
5. A minimum of one 6-liter class K fire extinguisher shall be provided per grease laden vapor producing appliance. (2 fryolators and 1 stove top will require 3 class K extinguishers)
6. A copy of any permit allowing cooking in temporary structures shall be available to be reviewed at the site upon request by the Fire Department or any building official.
7. All flammable gas cylinders shall be secured in their upright position located at least 36" away from cooking appliance(s). All appliances shall have a manual fuel shut off located at least 36" away from the cooking appliance(s).

*These conditions do not apply to listed outdoor cooking equipment like grills that will not be used under or within 10' feet of any temporary structure.

*A site inspection may be required for operation. Please allow 24 hour period of time between when your facilities are set up and when the event will occur so an inspection may be conducted.

If any live entertainment, food or alcohol is proposed for the event, please contact the Business Licensing Division for the required license.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.

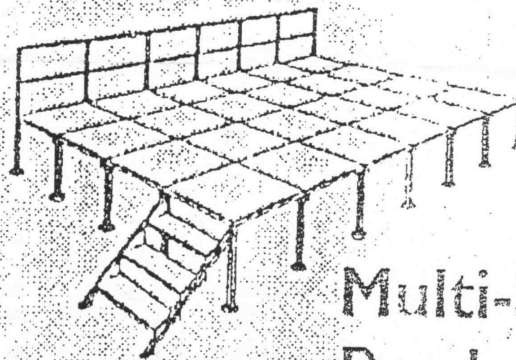


Temporary Staging Product Information sent by A+ Party Rental



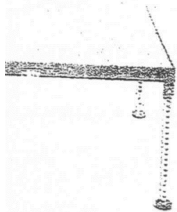
bil - jax[®]
A Member of the plettac Group

125 Taylor Parkway Archbold, OH 43502-9309 Ph: (419) 445-8915 or (800) 537-0540
Fax: (419) 445-0367, www.biljax.com



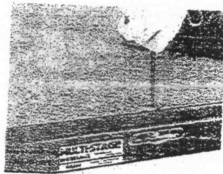
Multi-Stage Products

Sizes available for the Multi-Stage decks include the popular 4' square section, a 2' x 4' section and a 45° corner section. Standard decks include a 3/4" AC exterior plywood stained in gray enclosed in a steel frame edge protector. Other deck options are available.



6" Deck Section

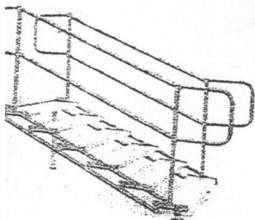
**CAPACITY 150 PSF
(732kg per sq. meter)**



Standard on all decks is the original cam lock feature which firmly fastens stage sections together from the top of the stage platform. Cam lock holes are neatly plugged with a cap to fill the surface.

OPTIONS

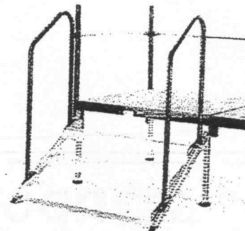
Adjustable stair packages come complete with stair step stringers, stair stringer extensions, hand aluminum stair planks. These stair packages offer easy access to the stage platform area and can be adjusted to fit various stage heights within the package range.



The new Ultra-Stair decreases set up time and labor. Multiple units are available for platform heights from 24". The units, with detachable handrails, fold flat for storage and ease in shipment.

Package Sizes Available:

12"-18"	Stage Ht. Pkg.
2'-3'	Stage Ht. Pkg.
3'-4'	Stage Ht. Pkg.
4'-6'	Stage Ht. Pkg.





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Permitting and Inspections Department
Approved with Conditions

04/26/2018

STATE OF MAINE

CERTIFICATE OF INSURANCE

Producer <i>State of Maine Risk Management Division 85 State House Station Augusta, Maine 04333 Telephone: 1-800-525-1252</i>	ISSUE DATE: 12/04/2017 # 1566 <small>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</small> COMPANIES AFFORDING COVERAGE COMPANY LETTER A <i>State of Maine Self Insurance Fund</i>
Insured <i>Dept Of Agriculture, Conservation And Forestry Soil & Water Dist. Windham 35 Main Street, Suite 3 Windham, Me 04062</i>	COMPANY LETTER B

COVERAGES

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES PRESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<u>GENERAL LIABILITY</u> MAINE TORT CLAIMS ACT	<i>IMF18/105</i>	<i>07/01/2017</i>	<i>07/01/2018</i>	BODILY INJURY AND PROPERTY DAMAGE COMBINED PER OCCURRENCE <div style="text-align: right; font-weight: bold;">\$400,000.00</div>
	<u>AUTOMOBILE LIABILITY</u> ALL OWNED AUTOS HIRED AUTOS NON-OWNED AUTOS				BODILY INJURY AND PROPERTY DAMAGE COMBINED PER OCCURRENCE
	WORKERS' COMPENSATION	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>STATUTORY LIMITS</i>
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS / EVENTS:

April 21, 2018 Urban Runoff 5K Race & Walk and the Green Neighbor Family Fest; Cumberland County Soil and Water Conservation District

Additional Insured (AI) status is limited to those areas where the named insured is primarily liable and immunities are waived under the Maine Tort Claims Act (MTCA). Protections afforded the named insured under the MTCA do not necessarily apply to any AI and do not extend to professional or employers' liability matters.

CERTIFICATE HOLDER and ADDITIONAL INSURED <i>City of Portland Attn: Doug Roncarati 134 Congress Street, Suite 2 Portland, ME 04101</i>	CANCELLATION / ALTERATION <small>CANCELLATION / ALTERATION - Should any of the above described policies be cancelled or altered before the expiration date thereof, the issuing company will attempt to give 10 days written notice to the certificate holder.</small> AUTHORIZED REPRESENTATIVE Mark Rohman, Assistant Risk Assessor
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Certificate of Flame Resistance

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04/26/2018

Date Manufactured

12/19/2013

AZTEC TENTS
2665 COLUMBIA ST
TORRANCE, CA 90503
(800) 228-3687

INV NUMBER: 0202534

P.O. NUMBER:

CUSTOMER NO: APLUS04

This is to certify that the materials described below have been flame retardant treated (or are inherently flame retardant).

A Plus Rental
10 WASHINGTON AVE
Scarborough, ME 04074



Vendor	Trade Name	CA Cert. #
Bruin	Mardi Gras	F-222.02
Bruin	Mesh	F-222.04
California Comb.	Lam-Tex 12, 14, 16, 18oz	F-419.01
Coated Fabrics	Clear Vinyl 16ga / 20ga	F-570.02
DAF	Clear Vinyl 16ga / 20ga	F-593.01
DAF	DAF	F-593.02
Exclusively Expo	PolySateen Liner	F-434.01
Ferrari	Preconstraint 502	F-444.01
Ferrari	Preconstraint 702	F-444.08
Phillips Textiles	Phil-Tex Liner	F-500.01
PVC Tech.	Deco Cloth / Velon	F-504.01
Snyder	Weatherspan	F-140.01
Tri Vantage	Firestet Sunbrella	F-368.05
Tri Vantage	Patio 500	F-121.02
Tri Vantage	Big Top	F-121.10
Tri Vantage	Vanguard Weblon	F-069.01
Tri Vantage	Weblon / Coastline	F-069.01
Verseidag	Duraskin B1673, B1515	F-530.01

Certification is hereby made that the articles described below hereof are made from a flame-retardant fabric or material registered and approved by the California State Fire Marshal for such use. The fabric has been tested and passes NFPA 701 Large Scale. See chart to right for trade name of flame-resistant fabric or material used and additionally referenced on the label of the fabric panel.

THE FLAME RETARDANT PROCESS USED WILL NOT BE REMOVED BY WASHING

David Bradley

General Manager- Manufacturing

Name of Applicator or Production Superintendent

Title of Applicator or Production Superintendent

ITEMS MANUFACTURED

TYPE

PRODUCED

7x10 Tidewater Clear Wall-Wht 18" White Bottom Trim W/Velcro/Grommets & Roll-Up Tiebacks	S	30
#20x20 ATC Canopy Top UW #5' pitch# Blockout White Tie Downs & CP Jumper Attached To Top	S	3
#20x30 ATC Canopy Top UW #5' Pitch# Blockout White Tie Downs & CP Jumper Attached To Top	S	3
#20x40 ATC Canopy Top UW #5' Pitch# Blockout White Tie Downs & CP Jumper Attached To Top	S	3
12x12 1pc Top Only UW Blockout White	S	1
12x12x7 2" Std Frame Only Includes Ropes, Pins, and Stakes	S	1
Qwik Footplate	S	4



**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**



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**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	11/20/17	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 (207-210-8655)				
HOME #	WORK 207-892-4700	CELL	207-576-6267	FAX	207-892-4773		
EMAIL	Jami Fitch jfitch@cumberlandswcd.org Doug Roncarati DAR@portlandmaine.gov	EMAIL	Erik Boucher ebouche1@maine.rr.com Julia Evans (DHS) evansju@portlandschools.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Ludlow Street (for Urban Runoff 5k start area) Stevens Avenue (for Urban Runoff 5k finish area) Deering High School front lawn (for Green Neighbor Family Fest) (Organizers are also coordinating with Portland Public Schools for the Green Neighbor Family Fest)				
EVENT DAY & DATE(S)	Saturday, April 21, 2018	RAIN DAY & DATE(S) (50% added fee)	N/A		
EVENT START TIME (i.e. set-up start time)	5:00 a.m.	EVENT END TIME (i.e. when event cleanup is complete)	2:30 p.m.	ACTUAL START & END TIME OF EVENT	Race: 9:00 – 11:00 a.m. Festival: (9:30 a.m. – 12:30 p.m.)

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

DESCRIPTION OF EVENT:

This is the 7th 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 21, 2018. The race and festival are coordinated by the Cumberland County Soil & Water Conservation District with assistance from the City's Public Works Dept. (Water Resources) 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 will 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.

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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 annual kickoff event for the City of Portland's Greener Neighborhoods Cleaner Streams Program, part of the City's Capisic Brook restoration effort. The goal of the GNFF is to raise awareness of the Capisic 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?	Please check: <input checked="" type="checkbox"/> FEE <input type="checkbox"/> PLEDGES	
IF YES FOR FEES, HOW MUCH?	FEE	\$18-\$25 pre-registration; \$30 day-of registration (race only)
	STUDENT FEE	\$8-\$15 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 or 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 Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need PAFD's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from PAFD Office.	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): 2 Exact Location(s) of Tent Placement Requested: 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: ~40 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: Stage for live performances, bales of hay, moon bounce	X		
* Will there be refreshments at the event? Yes Do you wish to sell food ? Yes (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.: PREPACKAGED SNACKS & BOTTLED DRINKS; FOOD TRUCKS – MAINLY AT FESTIVAL PORTION OF EVENT 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		



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*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? Yes 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) – 2 week notice. List items you wish to sell: T-SHIRTS & WATER BOTTLES	X		
*	Are you setting up a PA (sound) system ? Yes Are you planning on having Amplified Music ? Yes Band ? Yes DJ ? Yes Boom Box ? Yes If so, your event may require a concert license from BL Office (874-8557). (Just voice – i.e. Press Conference, would not require the license because it is not music). However, a Sound Security Deposit may also be required for amplification. 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 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 and needs to be turned on.	X		
*	Are you planning on bringing a Grill for a Barbecue ? 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 PAFD Office, 212 Canco Rd. No Parking signs along Stevens Avenue 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 PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require street closures ? YES (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES ? YES (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 (gffenton@gpmetrobus.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.) Porta-restrooms may be rented from any of the local companies. Units currently on site are through Associated. Porta-restrooms will be rented through Blow Brothers Portable Toilets	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

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.



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.

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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 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, *Deering Oaks Park – Playground + Ravine, *East End Beach). Winter & Early Spring: Just EEB. 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.

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		DATE	
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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, 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		DATE	
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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	Impact/Street Closure Fee (variable based on impact): \$0-\$500
Event with registration or pledges & attendance 25 – 300: \$100/hr	Admin/Staff Fee (support for events): \$30/hour

Event with registration or pledges & attendance 301+: \$200/hr
 Public Space/Park Security Deposit/Sound Security Deposit: \$100
 -\$1000

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.

PLEASE RETURN FORM (WORD DOC) AT LEAST 30 DAYS IN ADVANCE TO: (PLEASE EMAIL APPLICATION IN)

- ◆ Public Assembly Facilities Div. ~ 212 Canco Rd. ~ Portland ~ ME ~ 04103 **email preferred:** tvm@portlandmaine.gov

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.	\$ N/A City co-sponsored event	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	\$ N/A
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ N/A – renting from local vendor
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY

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



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Jami Fitch

From: Doug Roncarati <dar@portlandmaine.gov>
Sent: Tuesday, November 7, 2017 11:06 AM
To: Jami Fitch; Kat Munson
Subject: UR5K/GNFF Fees

You can start your FEE WAIVER dance! Jon Jennings gave us the thumbs up.

If his assistant doesn't send out an email to the Clerk and Rec, I'll be sure to follow up with them.

Doug

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Doug Roncarati
Stormwater Program Coordinator
City of Portland
Department of Public Works
(207) 874-8848

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.