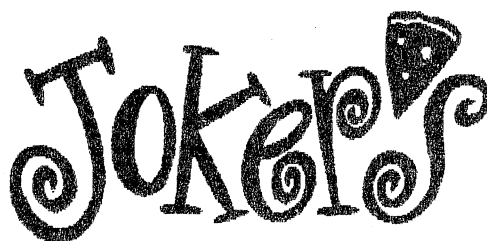


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Auburn Mall
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Auburn, ME 04210
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SPECIAL EVENT "PARKING MANAGEMENT" GUIDELINES

- 1) Before scheduling any special event the schedule for the Sports Dome, Jokers, Turf's and The Gold Room must be reviewed and checked for any conflicts of other events going on.
- 2) School vacations are considered off limits unless approved by Jim or Bill the (owners).
- 3) Provided there are no conflicts a meeting must take place between all Managers of our various businesses and Jim to determine the size of the special event and the parking requirements. At this meeting the following issues will be addressed:

Will the main lot be sufficient for the event?

Will any of our businesses close early to free up parking in the main lot?

Will EJ Prescott lot be needed? 50 spaces for vendors and staff?

Will off site parking be required? If so how many spots?

Will shuttle busses be needed to transport people?

- 4) The following lots are available upon approval of their owners. It is preferred that lots be used on the same side of the street as Joker's "FIRST" to limit pedestrians walking across the street.

1st choice EJ Prescott side lot – 50 spaces (same lot as Jokers)

2nd choice Blue Links front lot – 40 spaces (walking distance)

6th choice B'Js back lot behind gas stations - 100 spaces (walking distance)

3rd choice Home Depot – area determined by manager - 50 spaces (walking distance)

Last choice Grainger side lot – 40 spaces (walking distance)

4th choice Applicators front and side lot – 150 spaces (shuttle service)

5th choice Happy Wheels – area determined by owner – 100 spaces (shuttle service)

Last choice Lexus/Car Dealer lot – Sunday's only – 50 spaces (shuttle service)

- 5) Each event director is responsible for contacting the lot owners and working out the arrangements for use of their lot as well as clean up and compensation if required.

VERY IMPORTANT: THE CITY PREFERS NO LOTS ARE USED ON THE OPPOSITE SIDE OF WARREN AVE UNLESS WE HAVE NO CHOICE. IF B'J's OR GRAINGER LOTS ARE USED A "POLICE OFFICER", SIGNAGE AND CONES MUST BE IN PLACE TO DIRECT ALL PERSONS WHERE TO CROSS. "A REPORT TO THE CITY PLANNING AUTHORITY (AFTER EACH EVENT) IS REQUIRED TO ASSESS OUR SAFETY EFFORTS AND RESULTS. THE CITY RESERVES THE RIGHT TO MAKE RECOMMENDATIONS TO ALTER THIS PLAN AS NECESSARY."

- 6) Traffic control (using the Portland Police Dept) is required by our companies and must be scheduled by the event director. The key times are Fri night 4-8 (if event is open), Sat 10-4 and Sunday 10-3. Monday will be required if take down is during rush traffic 4-7.
- 7) The main lot will be signed so it's clear who parks where. Joker's will provide 3 attendants to manage the parking area for Joker's. Three more attendants will be required by the event manager to direct all event cars to the proper locations.
- 8) It is the goal of everyone to work together so that we maximize the on site parking and limit any off site parking @ all hours. Joker's will free up all unused parking for the event as soon as they are no longer needed.