



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
212 Canco Rd. ~ Portland ~ ME ~ 04103
207-808-5400
Ted Musgrave tvmm@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	11/22/2016 Revised: 12-1, 12-8	ORGANIZATION NAME	Allagash Brewing Company					
ORGANIZATION ADDRESS		50 Industrial Way	CITY	Portland	STATE	ME	ZIP	04103
CONTACT NAME(S)		Charli McGrew	TITLE - Events Coordinator					
HOME #	WORK	878-5385	CELL	756-9861		FAX		
EMAIL	cmcgreg@allagash.com		EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED		Industrial Way					
EVENT DAY & DATE(S)	SAT 6-24-17		RAIN DAY & DATE(S) (50% added fee)	N/A			
EVENT START TIME (i.e. set-up start time)	8am	EVENT END TIME (i.e. when event cleanup is complete)	7pm	ACTUAL START & END TIME OF EVENT		1pm - 6pm Street completely closed to vehicles at 11am	

EVENT NAME		EXPECTED ATTENDANCE
Allagash Street Fair - 3 rd Annual		2,000
DESCRIPTION OF EVENT:		
<p>This year we would like to host a street fair (closing down Industrial Way from Riverside intersection to 125 Industrial Way – Maine Bay Canvas entrance) with neighborhood breweries, local food vendors, crafts and music. It will be very similar to last year. Many canopies will be set up in the street. Stage with music will be set up in Allagash parking lot and other parking lots. A large tent will be set up on private property. 20 porta-toilets will be rented by organizer. A \$20 fee will be charged to enter the grounds.</p> <p>The area for participants carrying beer around, is the same for last year: we would like to "snow fence" the entire perimeter of the event so that guests are free to roam the event with a beer rather than being in barricaded beer gardens. We would use wrist bands to distinguish under aged guests and would have ample private security and local PD patrolling the area. The Maine Bay Canvas driveway will be left open (barricades placed across Industrial Way just after the MBC driveway – so MBC Trucks and employees can access their driveway). The Brock Group will also need access to their driveway.</p> <p>A MEETING with City Staff and organizers was held on 3-3-16 to discuss logistics of the 2016 event (including needs for PD/EMS support... EMS will be on standby). The 2017 is identical to the 2016 event. POLICE: 3 officers + supervisor will be hired by organizers. A number of Allagash Security Staff will handle/monitor/oversee the security beer fence perimeter areas. Licenses will be secured by organizer, from the State, for liquor service areas.</p>		
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	\$20.00

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Satellite Parking Lots will be used (shuttle bus), including Lyman Moore Middle School Lots (Auburn Street). The city is charging a rental fee for use of this parking lot.

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: 20	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): 20x30 Exact Location(s) of Tent Placement Requested: Allagash Front & Back Parking Lots + IAS Parking Lot 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: 30 chairs: 100	X		
* Are other items or equipment being placed on City property?		X	
* Will there be refreshments at the event? Do you wish to sell 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.: Burgers, Sandwiches, Cupcakes, Beer 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		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? 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). List items you wish to sell: T-shirts	X		
* Are you setting up a PA (sound) system ? Are you planning on having Amplified Music? Y Band? Y DJ? N Boom Box? N If so, your event may require a concert license from BL Office (874-8557). A Sound Security Deposit may also be required for amplification.	X		
* Will your event require electricity ? Private source – not from City.	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.		X	
* Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: 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 ? (See "Description of Event") Will your event affect METRO BUS ROUTES? NO	X		
* Will your event require Police assistance?	X		
* Will your event require Fire/EMS assistance?	X		
* Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned?		X ORGANIZER RENTS	

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		

- ◆ 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. Porta-restrooms will need to be rented.

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.

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	CM	DATE	11/22/16
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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	CM	DATE	11/22/16
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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)		
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 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: 8 hours (11am – 7pm) + \$750 for use of school parking lot	\$ 1600 + \$750 DUE	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	\$ 500 due
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ N/A – renting 20 units
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	12-1-16	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT
							\$