



**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	09/22/2015 <i>Revised: 11-3, 12-14, 12-15, 4-19-16</i>	ORGANIZATION NAME	Konbit Sante				
ORGANIZATION ADDRESS	P O Box 1281	CITY	Portland	STATE	ME	ZIP	04104
CONTACT NAME(S)	Lynne Lovett; EJ Lovett; Polly Larned; Danny Muller; Dick Williams						
HOME #	Lovett's 767-5323	WORK (Konbit Sante)	237-6733	CELL	232 - 5141	FAX	
EMAIL	lynnelovett@mac.com		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Preble St. Grass Area BC Pathway Right Side of Parking Lot					
EVENT DAY & DATE(S)	Saturday, May 14, 2016		RAIN DAY & DATE(S)	N/A		
EVENT START TIME (i.e. set-up start time)	0700	EVENT END TIME (i.e. when event cleanup is complete)	1:30 – 2:00	ACTUAL START & END TIME OF EVENT	8:30 – 1:00 Run starts @ 10:00	

EVENT NAME	EXPECTED ATTENDANCE
Maine Walks with Haiti	150 - 200

DESCRIPTION OF EVENT

Konbit Sante will host a walk and timed 4 mile run at the Preble St. Back Cove Park area as a fundraiser to support its projects in Northern Haiti and to celebrate the contributions of time, treasure and work in Cap Hatien, Sister City to Portland, by the citizens of Maine.

Set up begins at 7 AM; walk and run registrations begin at 8:30 AM
Both the Run and Walk start consecutively at 10 AM from the same location (walking path near parking lot and park space).

The plan includes **music, complimentary coffee, fresh fruit, water and sports drinks** for participants.
Local groups fundraising or otherwise supporting programs in Haiti are invited to set up tables to educate visitors about their projects and may sell items (art and dry goods) to support their projects.

As of this date, we plan to look into identifying **two city-licensed food trucks on site providing Caribbean fare and ice cream** if permitted.

Electricity is required for PA systems; a stage 6" high and 8'x12'; two 20 x 30' canopy TENTS, possibly 4 small pop up canopies
Konbit Sante will rent one additional portolet to be placed adjacent to the one closest to the event site the night before the event and removed the following Monday morning.

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	\$15
	STUDENT FEE	\$10

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? *10 spaces closest to event site in the Back Cove parking area: Marginal Way commuter lot and on street parking where available.*

**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:	X		
* 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 – 874-8693 - 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): 20X30 (2 tents) Exact Location(s) of Tent Placement Requested: Preble Grass area In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X 20X30' AS IN PREV YRS		
* Will you be setting up tables and/or chairs ? How many tables: 10 chairs: 25	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 & sound system	X		
* Will there be refreshments at the event? Yes, complimentary for participants Do you wish to sell food ? Food trucks will, Konbit Sante will not. (If so, you will need approval from Public Works) List food and drink: bottled water and sports drinks, soda, lemonade 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).	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? 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: ???????????????	X		
* 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 ? Electricity is available at some of the parks & squares	X		
* Are you planning on bringing a Grill for a Barbecue ?		X	
* Will the event require reserved parking spaces / parking meters ? How many? 10 "No Parking" signs may be purchased at PW Event Office, 55 Portland Street.	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 Public Works, Event Office. Barricades and signs are borrowed from Public Works, Customer Service.		X	
* Will your event require street closures ?		X	
* Will your event 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.)	X WILL RENT ONE		

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.

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, including Preble Street Grass Area at the Preble Street Parking Lot. 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.**

TOBACCO 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	LGL	DATE	09/22/2015
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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	LGL	DATE	09/22/2015
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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 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)	\$ 700 Waived per City Manage (4-	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$???
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Number of Hours of Use: 7 hours	19-16)		
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit:	\$ 100 due
		Sound Security Deposit \$100 - \$1000	
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ no charge if renting one
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	9-22-2015	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ waived	SECURITY DEPOSIT	\$ NEED		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #		CK AMOUNT	\$	CASH AMT	\$