



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION  
PUBLIC PARK & SPACE PERMIT (6 pages)  
212 Canco Rd. ~ Portland ~ ME ~ 04103  
207-808-5400 x0  
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)**

<b>TODAY'S DATE</b>	5-10-2017	<b>ORGANIZATION NAME</b>	Konbit Sante					
<b>ORGANIZATION ADDRESS</b>	362 US Route 1		<b>CITY</b>	Falmouth	<b>STATE</b>	ME	<b>ZIP</b>	04105
<b>CONTACT NAME(S)</b>	Richard Williams Danny Muller	<b>TITLE</b>	Office Mgr Logistics Mgr					
<b>HOME #</b>	<b>WORK</b> 347-6733	<b>CELL</b>	R - 233-0557; D - (917) 217-6809		<b>FAX</b>			
<b>EMAIL</b>	rwilliams@konbitsante.org		<b>EMAIL</b>	danny@konbitsante.org				

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Preble St. Grass Area, BC Pathway, Right side of Parking Lot				
<b>EVENT DAY &amp; DATE(S)</b>	SAT 5-13-2017	<b>RAIN DAY &amp; DATE(S) (50% added fee)</b>	N/A		
<b>EVENT START TIME (i.e. set-up start time)</b>	7:00 AM	<b>EVENT END TIME (i.e. when event cleanup is complete)</b>	2:00 PM	<b>ACTUAL START &amp; END TIME OF EVENT</b>	8:30am – 1:00pm <b>10am race start</b>

EVENT NAME	EXPECTED ATTENDANCE
8 <sup>th</sup> Annual Maine Walks with Haiti	150 - 200

**DESCRIPTION OF EVENT:**

Konbit Sante will host a walk and timed 5k 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 Haitien, 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 (DJ + live 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. **(Park Permit Fee and other PAFD Fees have been waived.)**

**Large (20'x30') tent, 10-12 canopies, stage & some tables/chairs to be set up. Elec needed.**

<b>IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?</b>	Please check: <input type="checkbox"/> x <input type="checkbox"/> <b>FEE</b> <input type="checkbox"/> <b>PLEDGES</b>	
<b>IF YES FOR FEES, HOW MUCH?</b>	<b>FEE</b>	\$15.00
	<b>STUDENT FEE</b>	\$10.00
	<b>FEE</b>	

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?** 10 spaces closet to event site in the Back Cove parking lot 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 <b>canopy(s)</b> ? (canopy is 10x10 size) How many: <b>10 - 12</b>	<b>X</b>		

*	Do you wish to set up a <b>tent(s)</b> ? (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 – ( <a href="mailto:buildinginspections@portlandmaine.gov">buildinginspections@portlandmaine.gov</a> ) 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): <b>20' x 30'</b> Exact Location(s) of Tent Placement Requested: <b>Small Preble Grass Area</b> In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
*	Will you be setting up <b>tables and/or chairs</b> ? How many tables: <b>10</b> chairs: <b>50</b>	X		
*	Are other items or equipment being placed on City property? Please List: <b>Stage/PA system</b>	X		
*	Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? <b>Food Truck to sell. Items from KS will be given away.</b> (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) <b>List food and drink / Food Trucks, etc.: Dirigo Coffee.</b> 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 <b>Yes</b> 3. Bottled water / water is served <b>Yes</b> 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 <b>non-food items</b> (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) – 2 week notice. <b>List items you wish to sell: Art &amp; dry goods.</b>	X		
*	Are you setting up a <b>PA (sound) system</b> ? Are you planning on having <b>Amplified Music? Y Band? Y DJ? Y Boom Box? Y</b> Your event does not require a concert license from BL Office. However, a Sound Security Deposit may be required for amplification.	X		
*	Will your event require <b>electricity</b> ? Electricity is available at the Preble Street Grass Area.	X		
*	Are you planning on bringing a <b>Grill for a Barbecue</b> ?		X	
*	Will the event require <b>reserved parking spaces / parking meters</b> ? How many? <b>10</b> "No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.	X		
*	Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: <b>N/A – KS has cones for Parking Lot.</b> 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 <b>street closures</b> ?		X	
*	Will your event require <b>Police</b> assistance?		X	
*	Will your event require <b>Fire/EMS</b> assistance?		X	
*	Will your event require <b>porta-restroom</b> rental(s) or need existing porta-restrooms cleaned? <b>KS renting a unit.</b>	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](mailto: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.

**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). 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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>RW</b>	<b>DATE</b>	<b>3/1/2017</b>
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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.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>RW</b>	<b>DATE</b>	<b>3/1/2017</b>
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**CONDITIONS FOR USE**

**YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC ASSEMBLY FACILITIES DIVISION, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.**

**CONDITION OF PATHWAYS / SIDEWALKS / PARKS ASSUMPTION OF RISK and LIABILITY:**

Users of the pathways/trails and streets/sidewalks/parks/parking lots agree to accept the areas in an "as is" condition and shall be responsible for all risk and liability in using the grounds/city property for the event.

## **WEATHER EMERGENCY:**

In the case of a weather emergency, the streets, pathways, parks and sidewalks may not be usable for your event (they may be hazardous). Please call Public Works Dispatch, 874-8493 or 874-8461 (and Police Dispatch: 874-8575 / Shift Command: 874-8555), to discuss canceling.

In the case of extreme weather, cancellation is suggested.

## **PUBLIC ASSEMBLY FACILITIES DIVISION FEES / PARK SECURITY DEPOSIT / INSURANCE CERT.:**

**PERMIT FEE:** The Permit Fee has been waived (Sister City Program). There may be fees due for other licenses, city staff assistance, etc. (I believe other fees have been waived as well.)

**PARK SECURITY DEP: \$100. DUE.** Please provide Credit Card information to the PAFD Office (808-5400 x0 Ted or Rusty) as soon as possible to cover your security deposit. You will forfeit the sec. dep. if areas of use are not left as were found or conditions for use not followed.

**INSURANCE:** Thank you for forwarding a copy of the Certificate of Insurance to the PAFD office.

The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

## **USE OF PARK (and RIGHT SIDE OF PARKING LOT):**

If we have rain, and grass areas are wet and soggy, the PAFD Office may require that you keep activities to the tarred areas of the parking lot. I will follow back up with you closer to your event, if that is the case.

You have permission to partition off the right side (south side near the soccer field) of the parking lot (after the entrance into the lot) to reserve 10 parking spots, each side. You may do this with orange cones (KS has their own cones).

Please keep your setup to the SMALL grass area directly beside the parking lot – a small 70x100 foot grass area (i.e. do not spread out to the soccer field and practice field area – as these areas are off-limits for use). That is again, if grass areas are not too wet to use.

Please set up tables, etc. so that they are closer to the Preble Street sidewalk and not close to the BC Pathway. If too close to the pathway, participants will stand and block the pathway – which needs to be clear for other walkers and joggers.

You have permission to set up a large Tent at the small grass area (pending a Tent Permit being procured from Inspections).

You have permission to set up a table or two in the grass area as well as canopies.

You also have permission to set up a start line (just off the pathway) and a finish line time device (just off the pathway in the grass area) for the race finish line.

Please do NOT set up your registration area near the pathway, as this will cause congestion and block the trail with your participants. Please keep this area well away from the pathway/trail.

You also have permission to serve refreshments, hold a concert, and to sell items at the park (pending the sellers license being obtained from the Business Licensing Office).

You have permission to use electricity at the park, as long as safety precautions are taken.

## **PARKING LOT / ORANGE CONES:**

Please reserve the parking area on the right side of the lot with orange cones (7 large cones set out the night before). You must set these out on Friday evening after vehicles have vacated the parking lot. Please tape a sign to these cones stating why the parking lot is partitioned off. Konbit Sante will use their own cones.

Parking for participants is in legal spots, in the lots nearby, and on nearby city streets (in legal areas).

Please make sure no vehicles drive or park on the grass. Because of recent rain, the start and finish line equipment will need to be walked down to those areas (Delivery Vehicles are not permitted on the trail or grass areas).

## **SET UP OF START LINE / FINISH LINE:**

The race should not be displacing the regular walkers on the pathway for the start and finish.

Your start line must be off the pathway (so that runners are not blocking the pathway and forcing the regular walkers off it). With the number of participants expected, this should be doable. Please locate the start line somewhere where there is a lot of grass area beside the pathway so that a large group can start at once (and then make their way over to the path after 100 feet or so of running). Same is true with the finish line chute area. This chute must be set up off the pathway on the grass area (and not directly on the path). Again, this is to accommodate the regular walkers of the pathway. These areas can be created by use of orange cones (if you need extras, you may borrow from the PAFD Office - \$10 security deposit for each cone).

As you know, there are now "fitness stations" along the Back Cove Pathway in the Preble Street Grass + Soccer Field area. These stations are primarily made out of wood and some are rather large. You may need to re-position your start and finish line areas in order to stay clear of these fitness stations.

If the start area (number of runners) of your race is too large for the grass area, you should consider starting the race in the street. Keep in mind, this involves police assistance; police will probably require payment for services. PAFD Office may also deem it necessary at that point to relocate your race to another area of Portland (large races start over at Payson Park).

#### **NO CARS ON GRASS / BC TRAIL:**

Please make sure no vehicles drive or park on the grass.

Because of recent rain, the start and finish line equipment will need to be walked down to those areas (Delivery Vehicles are not permitted on the trail or grass areas).

#### **BUSINESS LICENSING OFFICE REFRESHMENTS / CONCERT / SELLING ITEMS:**

You have permission to serve refreshments, to hold a concert on site, and to sell merchandise at the event, pending licenses procured from the Business Licensing Office: Jessica / Melissa (874-8557). Thank you for already contacting them. (The only license needed is the seller's license – Street Goods Vendors License.)

If you have questions about food service, please contact the Health Inspector: Mike Russell, 756-8008.

#### **INSPECTIONS DIVISION / LARGE TENTS / CANOPIES:**

Small Canopies (10x10) need no tent permit, but your large TENT does.

Please contact Building Inspections: 874-8693, to fill out the paperwork for the Tent. No "staked" Tents are to be set up in the parking lot (TENTS in lot would need to be "free-standing"). Please visit the site to get the lay of the land.

The tent company (tent truck) is not to drive or park on any grass areas. It must park on the tar, beside the grass area. (You should cone this area off the night before to make this doable.)

**There ARE electrical lines underground at this grass area. The lines underground will already be marked out (with white spray chalk paint lines). The tent stakes are to stay completely clear of this area. If not, you will forfeit the Sec Dep, and jeopardize your use of the area for 2018 (you would also be responsible for any repairs needed). Staking tent stakes into the ground within this area can damage the underground utilities and put the tent installation crew at risk.**

For easy tent delivery, the truck can back right up to the edge of the parking lot (near the porta-restroom) to unload.

Please keep in mind that if grass areas are wet and soggy, they may be off limits. This would mean tents and canopies would need to be set up on the tarred parking lot area. Tents would then all need to be FREE-STANDING. Please make sure you speak to your tent company about this as **NO stakes are allowed to be pounded into the asphalt, sidewalk, or pathway areas.**

Please make sure the canopy legs are weighted down, especially if it is windy out. If it is too windy, please do not set up canopies.

#### **ELECTRICAL OUTLETS:**

Please see "Public Assembly Facilities Division Policies" section of permit.

Electrical outlets (2 total: i.e. 2 radios can be plugged in) are located on the wooden post in the grass area (beside the parking lot). They will be turned on for your use. If the breaker goes, you will need to reset the center button on the outlet.

Please make sure cords in the public way are covered by cones, rugs, or mats (brightly colored ribbons tied to the cords every 20 feet or so, will also work).

If it is raining out, we require that you not use electricity unless all connections and equipment is safely under a canopy (i.e. all stays dry).

#### **POLICE ASSISTANCE:**

There should be no need for Police assistance. If you see a need, please contact Sgt. Eric Nevins, 874-8554, or the Shift Commanders Office, 874-8555, at least a few days in advance to discuss this possibility. In order to guarantee an officer on site, you would need to pay for one.

Please call Police Dispatch, 874-8574 or 8575, the morning of your run/walk to remind them of your event.

#### **FIRE / EMS ASSISTANCE:**

It is advisable to have medical staff on site for a race. If you would like to inquire about having city EMS staff on site, please contact the Central Fire Station: 874-8400. There may be a charge for staff on site. At a minimum, please have a first-aid kit on site.

#### **PORTA-RESTROOMS:**

There is 1 handicap accessible porta-restroom and 1 regular porta-restroom now located at the Preble Street Lot. Another regular unit is located at the tarred parking lot, at the entrance to Dyers Flat, beside Payson Park. There is also a unit near the Payson Park Softball Field. Your walkers and runners can use these facilities. There is no additional fee to use these.

For cleaning of existing porta-restrooms, please see "Public Assembly Facilities Division Policies" section of permit.

PAFD is not requiring that you rent additional facilities, however, I understand that KS is renting a unit. Please have that unit positioned near the existing one. To reduce the chance of vandalism, please have it delivered on Saturday morning, and removed by the afternoon of Monday, May 15.

**MARKING OF ROUTE / SIGNAGE:**

**Do not mark the race route in any permanent way (NO spray paint / NO spray chalk).**

**Do NOT nail or staple signage to trees.**

Please make sure that sidewalk chalk ("Children's Chalk") is used to mark out where items are to be placed on the parking lot (if using the lot). Tape on the lot/sidewalk can also be used.

You may also use directional signage (hammered into the grass) on the side of streets or pathways.

You may place signage around the park + pathway DAY OF EVENT only.

Please post a sign on the morning of your walk/race (can be hammered into the grass area) along the Back Cove Pathway - at Preble Street Parking Lot area and also across from Payson Park.

Don't forget to collect these signs immediately following the event.

**TRASH / SMOKING POLICIES:** Please see "Public Assembly Facilities Division Policies" section of permit.

**NOTIFICATION:**

Please bring a copy of the permit with you to the event, in case you are questioned by the public or city staff.

If there are members of the public in the grass area (or parking lot) when you arrive, please show them this permit to let them know you have reserved it for your event. If you need assistance, please call the Police Dept.: 874-8574 or 8575.

**POSSIBLE CONFLICTS:**

If weather is nice, there may be games taking place at the fields at Preble Street and many joggers and walkers on the pathway. You will need to work around the existing "fitness stations."

If you have questions or concerns about use of the park on the day of your event, please call the PW Customer Service Office: 874-8493 or 8461 or PAFD Staff: 838-9067 (NO TEXTS) or a Park Ranger: 712-0287. Please leave a detailed message if staff cannot take your call.

**REVOKABLE PERMIT:**

The City reserves the unconditional right to control or cancel events to protect public safety.

The City reserves the unconditional right to control or cancel events to prohibit damage to public property.

The City reserves the right to revoke or revise an issued permit.

**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 <b>Waived – see attached</b>
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**CREDIT CARD INFORMATION**

Visa or MasterCard Number				Exp Date (Mon/Yr)		
<b>CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED</b>						

**PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"**

◆ Please make out security deposit checks separate from permit fees.
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**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: <b>Approx. 5 hours</b>	<b>\$ Waived</b>	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	<b>\$ 70 due</b>
Admin/Staff Fee (support for events): \$30/hour	<b>\$ N/A</b>	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	<b>\$ 100 due</b>
Key Deposit: \$50 per key	<b>\$ N/A</b>	Other (Porta-Restroom User Fee: \$25, etc.)	<b>\$ N/A</b>
Impact/Street Closure Fee (variable based on impact): \$100-\$500	<b>\$ N/A</b>		

**FOR OFFICE USE ONLY**

DATE REC'D APPLICATION	3-1-17	DATE REC'D INSURANCE	3-8-17	PERMIT FEE AMT REC'D	<b>\$ N/A - Waived</b>	SECURITY DEPOSIT	<b>\$ NEED</b>
<b>PAYMENT TYPE</b>							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$