



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION**  
**PUBLIC PARK & SPACE APPLICATION (4 pages)**  
 212 Canco Rd. ~ Portland ~ ME ~ 04103  
 207-808-5400  
 Ted Musgrave 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)

<b>TODAY'S DATE</b>		March 1, 2016 Revised: 3-2		<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 5-13-17		<b>RAIN DAY &amp; DATE(S)</b> (50% added fee)		N/A					
<b>EVENT START TIME</b> (i.e. set-up start time)		7:00 AM		<b>EVENT END TIME</b> (i.e. when event cleanup is complete)		2:00 PM		<b>ACTUAL START &amp; END TIME OF EVENT</b>		8:30 - 1:00	

<b>EVENT NAME</b>	<b>EXPECTED ATTENDANCE</b>
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 tent, 10-12 canopies, stage & some tables/chairs to be set up. Elec needed.

(3-2-17) Organizer has been advised (& map provided) of construction work taking place at Preble Street Grass area and on Back Cove Pathway, as well as possible work at Preble Street Parking Lot. Current Timeline: Construction should last the month of May 2017. Project manager and the city will work with organizers to try to minimize disruption to events, but organizers should plan on possible detours around the construction zone. More information can be had as we get closer to May.

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

**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> Canopies in the Preble Street Grass Area do not need PAFD's review.	X		
* 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>See attached layout map</b> In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X <b>ONE TENT</b>		
* 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? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: <b>Stage &amp; Sound 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.:</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. It is turned off and needs to be turned on by city staff.		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.</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 assistance</b> ?		X	
* Will your event require <b>Fire/EMS assistance</b> ?		X	
* Will your event require <b>porta-restroom rental(s)</b> or need existing porta-restrooms cleaned? <b>KS renting 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 <b>POLICY ORDERED</b>		
<p>◆ 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.</p> <p>◆ The insurance certificate shall be sent to <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a> and must state with no exceptions one of the following:</p> <ol style="list-style-type: none"> <li>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).</li> <li>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).</li> </ol>			



## 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. It is our understanding you will be renting a unit. Thank you! 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 / Royal Flush, 207-799-1980, M-F) to request and pay for a cleaning. If renting units, event organizer **MUST** rent from Associated Septic / Royal Flush.

### 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>	TYPE INITIALS	RW	DATE	3/1/2017
---	---------------	----	------	----------

### 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>	TYPE INITIALS	RW	DATE	3/1/2017
---	---------------	----	------	----------

### 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	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>
---	---







