

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)

		A DO ANIZATION NAME	Konbit	Sante			
TODAY'S DATE	March 1, 2016	ORGANIZATION NAME	Konsk				
	Revised: 3-2		CITY	Falmouth	STATE	ME ZIP 04	1105
ORGANIZATION ADI	DRESS 3	62 US Route 1	CITT	1 dinioda:			
CONTACT NAME(S)	Richard Willia Danny Muller WORK @konbitsante.org	TITLE Logistics 347-6733 CELL F	Mgr, R - 233-0557; AIL dann	D − (917) 217- y@konbitsante athway, Right si	.org	i	
EVENT DAY & DATE		13-17	RAIN DAY	& DATE(S) ded fee)	N/A		
EVENT START TIME (i.e. set-up start time	=	EVENT END TIME (i.e. when event cleanup is complete)	2:00 PM	ACTUAL ST	TART & END /ENT	8:30 – 1:00	

Complete	- 110 PM
	EXPECTED ATTENDANCE
EVENT NAME	150 - 200
8th Annual Maine Walks with Haiti	

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.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	Please chec	k:xFEE	PLEDGES
The state of the s	FEE	\$15.00	
IF YES FOR FEES, HOW MUCH?	STUDENT	\$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
	: 40.40 size) How many: 10 - 12	X		
	Are you setting up a canopy(s)? (canopy is 10x10 size) How many: 10 - 12			
	Are you setting up a canopy(s)? (canopy is 10x10 digs) Canopies in the Preble Street Grass Area do not need PAFD's review. Do you wish to set up a tent(s)? (A canopy or tent larger than 10x10 needs to be approved provided by the present the present is supported by the present the	X		
+	Do you wish to set up a tent(s)? (A canopy or tent larger trial 10x bloose seal Inspections			
	Do you wish to set up a tent(s)? (A canopy or tent larger trial 100.10 mode to a set up a tent(s)? (A canopy or tent larger trial 100.10 mode to a set up a tent(s)? (A canopy or tent larger trial 100.10 mode to a set up a	ONE		
	by PAFD Office and a Tent Permit issued from inspections Division, please sample by PAFD office and a Tent Permit issued from inspections Division, please sample application — 874-8703 — (buildinginspections@portlandmaine.gov) for information on their application — 874-8703 — (buildinginspections@portlandmaine.gov) PAFD will contact Inspections once	TENT		
	874-8703 - (buildinginspections@portlandmaine.gov) for information of their experiences of the state of th			
	process / PLEASE give them at least a 2-week holice). This but the tent location is approved so that the Tent Permit Application may go forward.			
	State size(s): 20' x 30'			
	State size(s): 20' x 30' Exact Location(s) of Tent Placement Requested: See attached layout map Exact Location(s) of Tent Placement Requested: See attached layout map			
	In order to drive tent stakes into the ground, DIG SALE must be settled	Х		
-		X		
	Will you be setting up tables an elegation City property? (i.e. Moon Bounce, Dunk	^		
+	Are other items or equipment being placed off City property. (the Station Van Helium Tank, etc.) Please List: Stage & Sound system	V		
	Tank, Radio Station van, Henri	X		
k	Will there be refreshments at the event? Do you wish to sell food? Food Truck to sell. Items from KS will be given away. Do you wish to sell food? Food Truck to sell. Items from KS will be given away.			
	Do you wish to sell food? Food Truck to sell. Items from the wind a great sell. Items from PAFD and possibly a Temporary Food Service (If so, you will need approval from PAFD and possibly a Temporary Food Service			
	(If so, you will need approval from 17% 5 and 15%)			
	License from Business Licensing Office)			
	List food and drink / Food Trucks, etc.: PLEASE NOTE: A Temporary Food Service License is NOT needed when: PLEASE NOTE: A Temporary Food Service License is NOT needed when:			
	PLEASE NOTE: A Temporary Food Sevice Electron City of Portland Food License ??? 1. Food Vendors have a current City of Portland Food License ???			
	2. Just pre-packaged refreshibition, or root of a firm a licensed establishment Yes			
		V		
	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?	X		
*	Do you wish to sell non-food items (like 1-snirts, crafts, co s, etc.). If so, you will need approval from PAFD Office, and you will need to apply for a Street life, you will need approval from PAFD Office, and you will need to apply for a Street life, you will need approval from PAFD Office, and you will need to apply for a Street life, you will need to apply			
	If so, you will need approval from PAFD Office, and you will need to apply to the Goods Vendor License(s) at the Business Licensing Office (874-8557) – 2 week notice.			
	Goods Vendor Licensels at the Dustrick Holding Control of the College Control of the Colleg			
	List items you wish to sell: Art & dry goods.	X		
*	Are you setting up a PA (sound) system? Are you planning on having Amplified Music? Y Band? Y DJ? Y Boom Box? Y Are you planning on having Amplified Music? Y Band? Y DJ? Y Boom Box? Y			
	Are you planning on having Amplified Music? Y Band? I Both Security Your event does not require a concert license from BL Office. However, a Sound Security			
	Your event does not require a content necessary and the content necess	340 7 3 00		
	Deposit may be required for amplification. Deposit may be required for amplification. Will your event require electricity? Electricity is available at the Preble Street Grass Area.	X		
*	Will your event require electricity? Electricity to a standard to be sturned on by city staff.			
	It is turned off and needs to be turned on by city staff.		X	**
*	Are you planning on bringing a Grill for a Barbecue? Will the event require reserved parking spaces / parking meters? How many? 10	X		
*	Will the event require reserved parking spaces y parking signs may be purchased at PAFD Office, 212 Canco Rd. "No Parking" signs may be purchased at PAFD office, 212 Canco Rd. "No Parking" signs may be purchased at PAFD office, 212 Canco Rd.			
	"No Parking" signs may be purchased at PAI D Office, 2.12 cones?		X	
*	"No Parking" signs may be purchased at 171 5 office. Will your event need safety vests, signs, barricades and/or cones? Will your event need safety vests, signs, barricades and/or cones?			
	Will your event need safety vests, signs, barriouses Please list what you would like to borrow: N/A – KS has cones. A few orange vests and cones may usually be borrowed from PAFD Office. A few orange vests and cones may from Public Works. Customer Service.			
	A few orange vests and cones may usually be borrown in the state of th			
	Barricades and signs are porrowed from Fubile Works, Gusteman		X	
*	Will your event require street closures?		X	
*	Will your event require Police assistance?		X	
*	Will your event require Fire/EMS assistance? Will your event require Forta-restroom rental(s) or need existing porta-restrooms cleaned?	X		
*	Will your event require porta-restroom remains of field systems p			
	KS renting unit.			

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	POLICY ORDERED	
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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 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
 - 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. 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.

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

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 3/1/2017 DATE during said event. TYPE INITIALS RW

I have read the Assumption of Risk & Liability Agreement

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

Waived - see attached

Public Space/Park Security Deposit/Sound Security \$100 -\$1000	/ Deposit:	
	CREDIT CARD INFO	Exp Date (MOII/11)
Visa or MasterCard Number CREDIT CARD WILL ONL	Y 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 F. 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)	ACILITIES DIV \$ Waived	Barricade Deposit: \$25 per/item	\$ IVA
Number of Hours of Use: Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000 Other (Porta-Restroom User Fee: \$25, etc.)	\$??? \$ N/A if
Key Deposit: \$50 per key Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A \$ N/A	Other (Pona-Restroom Oser Fee. \$25, 500)	renting unit.

			FOR OF	FICE USE ONLY		OFCUDITY	\$ NEED?
DATE REC'D	3-1-17	DATE REC'D	NEED	PERMIT FEE AMT REC'D	\$ N/A - Waived	SECURITY DEPOSIT	2 MEED!
APPLICATION		INSURANCE	PAY	MENT TYPE CK AMOUN	NT S	CASH AN	IT \$

HBARRINGTON

CERTIFICATE OF LIABILITY INSURANCE 3/7/2017

DATE (MM/DD/YYYY)

CORD

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

	nis certificate does not confer rights	to the certi	mouto nordor in nod or	CONTAC NAME:	T					
Nor	DUCER ton Insurance Agency US Route 1			NAME: PHONE (A/C, No, Ext): (207) 829-3450 E-MAIL ADDRESS: FAX (A/C, No): (207) 829-6350						829-6350
	nberland Foreside, ME 04110			ADDRES	i\$:					
				INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Companies					NAIC #	
				INSURE	RA:Philade	lphia Insur	ance Compan	ies		
INSL	JRED			INSURE	RB:					
	Konbit Sante Cap-Haitien H	lealth Part	nership	INSURE	RC:					
	362 US Route 1 Falmouth, ME 04105			INSURE	RD:					
	Faimoutii, ME 04103			INSURE	RE:					
				INSURER F:						
			E NUMBER:				REVISION NUM			
IN C	HIS IS TO CERTIFY THAT THE POLIC NDICATED. NOTWITHSTANDING ANY ERTIFICATE MAY BE ISSUED OR MA' XCLUSIONS AND CONDITIONS OF SUCH	REQUIREM PERTAIN, POLICIES.	ENT, TERM OR CONDIT , THE INSURANCE AFFO LIMITS SHOWN MAY HAN	TON OF A	THE POLICED BY	CT OR OTHER IES DESCRIB PAID CLAIMS	ED HEREIN IS S	TH RESPE	CIIC	WHICH THIS
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							MED EXP (Any one		\$	
	,	-					PERSONAL & ADV	INJURY	\$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGRE	GATE	\$	3,000,000
	POLICY PRO- JECT LOC						PRODUCTS - COM	P/OP AGG	\$ \$	3,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE (Ea accident)	LIMIT	s	
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_							PER STATUTE	OTH- ER	<u> </u>	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY AND PROPRIETOR PARTIES FYECUTIVE	4					E.L. EACH ACCIDE		\$	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A					E.L. DISEASE - EA			
	If yes, describe under DESCRIPTION OF OPERATIONS below		5				E.L. DISEASE - PO			
	DESCRIPTION OF OPERATIONS DEIGN									
	SCRIPTION OF OPERATIONS / LOCATIONS / VEH ont: 8th Annual Maine Walks With Haiti icy is paid in full	cles (ACOR , 5/13/2016	D 101, Additional Remarks Sch 7 Portland, ME. The City	edule, may b / of Portla	e attached if mo nd ME is incl	re space is requi uded as an a	^{red)} dditioinal insure	d.		
CF	RTIFICATE HOLDER			CANO	ELLATION					
	City of Portland, Public As 212 Canco Road Portland, ME 04103	sembly Fa	cilities Division	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						
	,			AUTHO	RIZED REPRESE					
					Solar	4	-2			