CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICE
PUBLIC PARK & SPACE APPLICATION (3 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 (Event Office) ~ Fax 207-874-8816
tvm@portlandmaine.gov

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

For uses of city property, there are typically: 1. fees charged for use of
2. a security deposit required 3. insurance required Date: 05/19/14
(There may be fees due and applications required from other City Departments)

TODAY'S DATE	**4/23/14**	**ORGANIZATION NAME**	United Way of Greater Portland				
ORGANIZATION ADDRESS	One Canal Plaza, Suite 300	**CITY**	Portland	**STATE**	ME	**ZIP**	04112
CONTACT NAME(S)	**Karen Stephenson, Erica Paradis**						
HOME #	**WORK 207-874-1000**	**CELL**		**FAX**	207-874-1007		
EMAIL	kstephenson@unitedwaygp.org eparadis@unitedwaygp.org	**EMAIL**					

PARK AREA OR PUBLIC SPACE REQUESTED	Preble Street Grass Area and South Side of Preble Street Parking Lot (closest to the grass area, across from Hannaford)				
EVENT DAY & DATE(S)	Thursday, May 15th 2014	**RAIN DAY & DATE(S)**	None		
EVENT START TIME (i.e. set-up start time)	6-7:00 am	**EVENT END TIME** (i.e. when event cleanup is complete)	8:15-9:00 am	**ACTUAL START & END TIME OF EVENT**	Breakfast –7:15-8 am Program -8-8:30 am

EVENT NAME	**EXPECTED ATTENDANCE**
United Way of Greater Portland's 22nd Annual Day of Caring Kick-Off Breakfast 2014	150-200

DESCRIPTION OF EVENT:

Each Year the United Way of Greater Portland coordinates with local businesses and their employees to assist non-profit organizations throughout Cumberland County with service projects. The day begins with a kick-off event with **refreshments**, motivational speeches and **music.** The event is held at the Preble Street Grass Area, beside the Preble Street Parking lot. Organizers also need the south side of the parking lot reserved. Tables and chairs, as well as a stage may be set up in the grass area. **Electricity** is needed for a small PA system. A radio station van may be on site as well, and will require a parking space in the lot besides the grass. **Organizer requests city staff set up the city's stage on the site (Managers Office has agreed to this request...?; FM Staff will set up....?)**

IS THERE A REGISTRATION FEE?	No

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? UWGP would like to reserve the right side of the Preble Street Parking Lot (to the right of the second entrance – nearest fields). Volunteers often carpool to the Kick-Off, so this section should provide adequate parking.

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: **2-3**	X		
*	Do you wish to set up a **tent(s)**? (a canopy or tent larger than 10x10 needs to be approved by Public Services and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): **18x20** Exact Location(s) of Tent Placement Requested: **Over food tables (Grass Area)** In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			X DEPENDS ON RAIN
*	Will you be setting up **tables and/or chairs** ? **YES** How many tables: **4** chairs: **4**	X		

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*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: **Radio Station Van, PA system, City of Portland Stage and Risers**			
*	Will there be **refreshments** at the event? **Yes** Do you wish to **sell food?** **NO** (If so, you will need approval from Public Services) List food and drink: **Bagels, Muffins, Fruit, Coffee, Juice, Water** 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.	X		
*	Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.) ?			
*	Are you setting up a **PA (sound) system ?** Are you planning on having **Amplified Music ?** **Band ?** **DJ ?** If so, your event requires a concert license from the City Clerk's Office. (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 RADIO VAN		
*	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? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
*	Will your event need **safety vests, signs, barricades and/or cones?** Please list what you would like to borrow: **7 Large cones** A few orange vests and cones may usually be borrowed from Public Services, Event Office. Barricades and signs are borrowed from Public Services, Customer Service.	X 7 LRG CONES		
*	Will your event require **street closures?** (Please be specific under "Description of Event")		X	
*	Will your event require **Police** assistance? An event such as a road race, march in the		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-restroooms 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		

	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		

- 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 fax a copy to Public Services: 207-874-8816 or email to tvm@portlandmaine.gov. (Email preferred)

PUBLIC SERVICES 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 (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords). If over 150 people are expected to attend the event, a $25 user fee is required (paid to Public Services). 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). 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!

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PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICI
Public Services has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets by city staff). $10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk are **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

TOBACCO FREE ZONES
By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event a plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this informati 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	ELP	DATE	4/23/14

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	ELP	DATE	4/23/14

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 SERVICES (Please make all security deposit checks out separately)			
Permit Fee for use of area: $40 per hour (i.e. a 3 hour event totals $120) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however $40 is non-refundable) Number of Hours of Use: **3**	**$ 120 due** **(with $135 credit on file from 2013, there is no amount due)**	Vest, Barricade, Cone Deposit: $10 per/item	**$70 due**
Electricity: $5per/hr (fee only pertains to 1st Amendment uses – i.e. no charge if paying hourly fee)	**$ 0**	Public Space / Park Security Deposit: Sound Security Deposit $100 - $1000	**$100 due**
Key Deposit: $50 per key	**$ 0**	Other (**Porta-Restroom User Fee**, Temporary Food Service License, Single Concert, Tent Permit etc.)	**$25 due (with 2013 credit, only $10 is due)**

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	4-28-2014	DATE REC'D INSURANCE	4-10-2014	PERMIT FEE AMT REC'D	**$ 120 pd (via 2013 credit) $10 due for porta-restroom user fee**	SECURITY DEPOSIT	**$ NEED**
PAYMENT TYPE							
VISA	$	MC	$	CK#		CK AMOUNT	$	CASH AMT	$