CITY OF PORTLAND, RECREATION & FACILITIES
APPLICATION TO USE WATERFRONT PUBL
MAINE STATE PIER/PORTLAND OCEAN TERMINAL/OCE

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 06/26/13

Today's Date: 3/6/13	Your Name: ITNPortland		
Business ~ Organization: ITNPortland #01-0504322			
Address: 90 Bridge Street			
City: Westbrook	State: ME	Zip Code: 04092	
Contact Name (s): Bob Dunfey		Title: Executive Director	
Telephone: 207-854-0505	Work: 207-854-0505	Cell: 207-475-5656	Fax:
E-mail Address: Bob.Dunfey@ITNPortland.org		Other:	

Name of **EVENT** and area or facility to be used *(Describe and please be specific.)*
Shipyard Old Port Half Marathon & 5K
Ocean Gateway Terminal

Please send all invoices to: GiddyUp Productions, Attn: Erik Boucher, 141 School St, South Portland, ME 04106

Date(s) Requested: 7/13/13 and 7/14/13	Time(s) (Including set-up and take down): 7/13/13: 12:00pm to 7:00pm (setup only) 7/14/13: 5:00 am to 3:00pm	Actual Time of Event: 7/14/13: 6:00 am to 1:00 pm
Estimated Number of Participants: 3,000		***Non-Profit: Yes**

EVENT SCOPE: **Circle One**

Multiple day event	NO
Electrical needs surpass (single circuit 110 volt) - minimum of 5 outlets	NO
On site parking necessities for event	YES
Event will have an effect on existing pier businesses	NO
Estimated Number of Participants over 500	YES

Please give a brief description of the Event: The third annual Shipyard Old Port Half Marathon and 5K is a road race that will start and finish on the Ocean Gateway Terminal area. The terminal building will be used for pre-race registration on Sunday morning. The grassy area in Moontide Park will be used as a beer garden. The queuing lanes will be used for athlete parking. The driveway in front of the visitor's center will be used as the finish line area.

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.

INSURANCE– PLEASE HAVE "CITY OF PORTLAND, MAINE" LISTED AS ADDITIONAL INSURED - MINIMUM $400,000.
(Insurance requirements may vary for some events.)

Pricing Structure:

Waterfront public space rental rate: Non- Profit $150.00 plus expenses.
Commercial $225.00 plus expenses.

**** Non-profit rates shall only be applicable if LESSEE is a non-profit corporation pursuant to Federal IRS Rules and Regulations and is registered to do business in Maine with the Maine Secretary of State's Office.**

Additional expenses may be required. Public Assembly Facilities Division will follow up with contact person, and if approved, a cost estimate will be issued.

These rental rates are applicable to events that will not restrict access to public space and with no alcohol present. If your event requires restricting public access to any public space or where alcohol will be present or sold, please contact Andrea Smith at 207-874-8200

PLEASE RETURN FORM AT LEAST 30 DAYS PRIOR TO USE WITH CHECK PAYABLE TO "City of Portland"
Recreation & Facilities Management ~ 239 Park Avenue ~ Portland, ME ~ 04101 ~~ Attn: Peter McFarland 207-874-8200 ~ Fax 207-874-8130 email: peter@portlandmaine.gov