CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
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 t
2. a security deposit required 3. insurance required
(There may be fees due and applications required from other City Departments)

Date: 06/26/13

TODAY'S DATE	6-3-13 (revised from 12-31-2012)	**ORGANIZATION NAME**	GiddyUp Productions LLC						
ORGANIZATION ADDRESS	141 School St		**CITY**	South Portland	**STATE**	ME	**ZIP**	04106	
CONTACT NAME(S)	**Erik Boucher**	**TITLE**	**Event Director**						
HOME #		**WORK**	**CELL**	207-210-8655	**FAX**				
EMAIL	ebouche1@maine.rr.com		**EMAIL**						

PARK AREA OR PUBLIC SPACE REQUESTED	Moontide Park, Eastern Prom Trail, Back Cove Trail, Loring Memorial trail and stairs Use of Ocean Gateway Terminal area (START & FINISH line for both races) by Contractual Agreement with Facilities Management				
EVENT DAY & DATE(S)	Sunday, July 14th, 2013	**RAIN DAY & DATE(S)**	NONE held rain or shine		
EVENT START TIME (i.e. set-up start time)	5:00 am	**EVENT END TIME** (i.e. when event cleanup is complete)	2:00 pm	**ACTUAL START & END TIME OF EVENT**	7:30 am to 11:00 am 7:30am – Half Marathon START 8:00am – 5K START

EVENT NAME	EXPECTED ATTENDANCE
Shipyard Old Port Half Marathon & 5k (road race)	3,000

DESCRIPTION OF EVENT:

A half marathon (13.1 miles) and a 5K Road Race. This is the third year for this event; however, the routes and location of the start and finish lines have changed from 2012. MAPS attached detail the routes.

Proceeds benefit Habitat for Humanity of Greater Portland and ITN Portland (Independent Transportation Network).

Some of the race routes are on Trails and Paths (and some on the street + sidewalks).

Many volunteers (31+) will staff intersections.

Organizer will hire Police Officers (5, 6 or 7 Officers - depending / 1 Supervisor).
Organizer will hire one PCO placed at Thames and Hancock St, Commercial and Union, and Danforth and Vaughan
Organizer will hire some Portland Medcu Staff on bicycles to patrol the Back Cove and Eastern Prom trails.
Some barricades will be needed at intersections. Organizer is hiring PS's Downtown Staff to provide this service.
During the races - bicycles, baby joggers, and walkers/joggers with dogs, will not be permitted on portions of the Eastern Prom Trail and Back Cove Pathway.

Start Line for both races is on the Ocean Gateway Terminal pier. Finish Line for both races is the parking area in front of the Visitor's Center at the Ocean Gateway. Use of the Ocean Gateway and activities there fall under FM Contractual Agreement.

A beer garden will be set up in Moontide Park which falls under Parks and Rec (see attached map). DIG SAFE will be contacted. A 20'x40' canopy will be set up inside the park. A number of round tables and chairs will be placed under the tent.

Temporarily Closed Streets

No streets will be closed in both directions. However, during the mass start of each race (7:30am half marathon and 8:00 5k) traffic in one lane will be curtailed. At the beginning of the half marathon traffic on Thames, Fore, and Cutter St will be stopped by volunteers, PCO, and Police.

Commercial St Runners' Lane

A closed runners' lane will be constructed down the middle of Commercial St from India St to the cross-walk at Harbor View

Memorial Park and West Commercial St. Starting at 5:00am a crew will set up two rows of 42" tall c
length of Commercial St approximately 15' apart. Yellow caution tape will be strung along the tops
be three breaks in the runners' lane to allow vehicular traffic to cross over (when appropriate) at the
Franklin St, Union St, and High St.

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Fore St Runners' Lane

A single row of 24" cones will be set up on Fore St from Hancock St up to Cutter St. The cones will
edge of the curb (water side). Runners will run to the right of the cones.

Eastern Prom Trail Runners' Lane

A single row of cones will be placed down the center of the Easter Prom trail from Cutter St to Sewage Plant Rd.

Water Stops
There will be a number of water stops set up along the course where volunteers will set up two folding tables, water coolers, and hand out cups of water and Gatorade drink. Garbage barrels will be placed before and after each stop and volunteers will pick up trash on the ground left by runners. Six water stops will be placed in the following locations: 1) Commercial St and Harbor View Memorial Park trail head, 2) Western Promenade and Pine St, 3) Eastern Prom trail near Cutter St, 4) Easter Prom trail and Sewage Plant Rd, 5) Back Cove trail near soccer fields, and 6) Back Cove trail and Bates St.

Portable Toilets
Forty (40) portable toilets will be place in the queuing lanes lot adjacent to the Ocean Gateway Terminal starting on Friday 7/12 and removed on Monday 7/15. They will be closed to the public until 5am on Sunday 7/14 and used by runners before and after the races.

PA Sound Systems
PA sound systems will be placed in the following areas for the duration of the event: 1) Ocean Gateway Pier, 2) Visitor's Center parking lot, and 3) Moontide Park. An announcer will speak and give directions to the runners before each race in areas 1) and 2). Music will be played in-between announcements. After the races start the announcer will play music an make announcements in area 2). A band will play music in area 3) starting around 9:00am.

Event Warning Signs
On Friday 7/12 starting at 5:00pm signs will be placed along the Eastern Prom and Back Cove trails to warn pedestrians about the race. Each sign will include the event logo, contact phone number, and say:

RACE IN PROGRESS
Sunday 7/14
7:30am to 11:00am
No dogs, strollers, or bicycles

No Parking Signs
No parking signs will be placed along both sides of Thames St from India St to Hancock St on Friday 7/12 by 5pm. No parking will be allowed on Sunday 7/14 from 5:00 am to 9:00 am.

Fort Allen Park and Trail
Runners in the 5km race will turn off the Eastern Prom trail and run up the stairs just below Fort Allen Park. At the top of the stairs they will follow the path along the perimeter of Fort Allen Park (without entering the park), turn left up the hill to the park driveway exit, and then turn right onto Eastern Promenade.

Loring Memorial Trail
Runners in the 5km race will run down Eastern Promenade and then turn right near Loring Memorial Circle where they will descend the path near the stairs until they reach the Eastern Prom Trail. Volunteers and cautions signs will be placed on the Loring Trail.

Eastern Promenade Trail
Both half marathon and 5km runners will run along the Eastern Prom Trail from Tukey's Bridge all the way to the Ocean Gateway Terminal.

Back Cove Trail
Half marathon runners will run on the entire Back Cove trail (clockwise). Volunteers will be placed on Tukey's Bridge to stop traffic of bikes, strollers, and dog walkers.

IS THERE A REGISTRATION FEE?	yes	
IF YES, HOW MUCH?	**FEE**	$50 -- half marathon race, $20 --

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Free bike valet parking offered at Ocean Gateway Terminal building. The entire queuing lanes lot next to the for participant parking (no parking fee). Runners will be encouraged to park in public lots in Old Port area near not the Casco Bay Ferry building.

RESURGAM CITY OF PORTLAND, MAINE
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PLEASE CHECK OFF AND ANSWER:

PLEASE SEEE 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: **7**	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): **20x40** Exact Location(s) of Tent Placement Requested**: Moontide Park at Ocean Gateway** In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
*	Will you be setting up **tables and/or chairs** ? How many tables: **16** chairs: **100**	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: **portable toilets, stage, PA system, event signs and banners, directional arrow signs, road closure signs, orange cones, delineator cones with pennant flagging, water station supplies (cases of water, cups, tables, & trash barrels), finish line structure, balloon arch, balloon column, food trucks**	X		
*	Will there be **refreshments** at the event? Do you wish to **sell food**? yes (If so, you will need approval from Public Services) List food and drink: **vendors in licensed food trucks will provide various foods such as lobster rolls, French fries, and ice cream.** 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.) ? If so, you will need approval from Public Services, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: **race shirts, hats, glass mugs, posters**	X		
*	Are you setting up a **PA (sound) system** ? yes Are you planning on having **Amplified Music** ? **yes BAND and 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		
*	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** ? Only Gas Grills are allowed		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: **barricades and signage** 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		
*	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 street, or parade would typically require police assistance.	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	X		

	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.	

- If you answered yes, please have "City of Portland, Maine" listed as an additional insured on the cert must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insu endorsement must come to the City of Portland with the certificate, or B) "the policy already includes the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically r A Certificate which merely has a box checked under 'Addl Insr," or which merely states The City of Po Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate amount is $400,000. Please have your insurance company fax a copy to Public Services: 207-874-8 tvm@portlandmaine.gov. (Email preferred)

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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.

BARBECUES - GAS GRILLS ONLY
Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills or open burning. Barbecuing must first be approved by Public Services and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

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, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park –Playground + Ravine, *East End Beach). 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!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES
Public Services 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.**

TOBACCO FREE ZONES
By city ordinance, smoking 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.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	EB	DATE	12/20/12

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**	EB	**DATE**	12/20/12

CREDIT CARD INFORMATION							
Visa or MasterCard Number				1321	Exp Date (Mon/Yr)	11	13
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED							

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TOTAL AMOUNT(S) DUE TO PUBLIC SERVICES		(Please make all security deposit checks	
Permit Fee for use of area: $40 first hr. plus $35 each additional hr. (i.e. a 3 hour event totals $110) If your event is rained out / cancelled, the bulk of the fee is returned (however $40 is non-refundable) Number of Hours of Use: **4 hours: streets + trails**	**$ 145 CC on file**	Vest, Barricade, Cone Deposit: $10 p	
Electricity: $5per/hr	**$ FM**	Public Space / Park Security Deposit Sound Security Deposit $10	
Key Deposit: $50 per key	**$**	Other (Porta-Restroom User Fee, etc.)	**$**

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	12-31-2012	DATE REC'D INSURANCE	**NEED**	PERMIT FEE AMT REC'D	**$ 145 CC charged following event**	SECURITY DEPOSIT	**$ 100 + (CC on file)**		
PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT	**$**