



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE APPLICATION (6 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 (Event Office) ~ Fax 207-874-8816
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)**

TODAY'S DATE	1-30-14	ORGANIZATION NAME	GiddyUp Productions LLC				
ORGANIZATION ADDRESS	141 School St	CITY	South Portland	STATE	ME	ZIP	04106
CONTACT NAME	Erik Boucher	TITLE	President				
HOME #	WORK						
EMAIL	ebouche1@maine.rr.com	CELL	210-8655	FAX			

PARK AREA OR PUBLIC SPACE REQUESTED	Eastern Prom Trail, Bayside Trail, Back Cove Trail, Portland Streets Use of Ocean Gateway Terminal area (START & FINISH line for both races) and Maine State Pier, Moontide Park, Amethyst Lot - by Contractual Agreement with Facilities Management				
EVENT DAY & DATE(S)	Saturday, July 12 th (Festival) & Sunday, July 13 th , 2014 (race)		RAIN DAY & DATE(S)	None	
EVENT START TIME (i.e. set-up start time)	Sat: 8:00am Sun: 5:00am	EVENT END TIME (i.e. when event cleanup is complete)	Sat:12:00am Sun: 3:00pm	ACTUAL START & END TIME OF EVENT	Sat: 11:00amto10:00pm Sun: 7:00am to 2:00pm

EVENT NAME	EXPECTED ATTENDANCE
Saturday: Shipyard Old Port Summer Festival	Sat: 3,000 at different times
Sunday: Shipyard Old Port Half Marathon & 5k (road race)	Sun: 3,500

DESCRIPTION OF EVENT:

Proceeds benefit Habitat for Humanity of Greater Portland, Cancer Community Center, and Portland Trails.

A half marathon (13.1 miles) and a 5K Road Race. This is the fourth year for this event; however, the routes for both races and location of the 5k start have changed from 2013. MAPS attached detail the routes.

ROUTES:

Half Marathon..... runners go off at 7:00am. Start on Ocean Gateway pier, left onto Thames Street, then west on Commercial Street (using the middle of the street for the course – this area will be cordoned off for runners), then at the end of West Commercial St. runners stay on right side of Commercial, round the corner, right onto Valley St., right on Danforth St, then Left on Vaughan St., Left on Western Promenade, right to West St., right on Vaughan St, left on Orchard St, right on Fletcher St, left on Danforth St, right on Clark St, right on Beach St, down the hill to Commercial Street where runners again get into the middle of the street, running east now, take a left onto Hancock St., then a right onto Fore St, straight on Eastern Promenade, down the hill to Washington Ave, cross over Washington Ave then right on Back Cove Trail, cross over I-295 on Washington Ave bridge, sharp left on Back Cove Trail, run Back Cove Trail clockwise, cross over Tukey's Bridge then sharp right on Bayside Trail, loop underneath Tukey's Bridge, left on Eastern Prom trail, straight at East End Beach, end at Ocean Gateway Terminal.

5K..... start time 7:30am - Start at top of Cutter St, then proceed right and onto Eastern Promenade, down the hill to Washington Ave, cross over Washington Ave then right onto the Trail, sharp left on Anderson St, right on Bayside Trail, right on Eastern Prom Trail, continue on trail end at Ocean Gateway Terminal.

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

Many volunteers (40+) will staff intersections.

Organizer will hire Police Officers (5 and 1 Supervisor).

Organizer will hire six (6) PCOs placed at Thames and Hancock St, Commercial and India, Commercial and Union, Valley and Danforth Danforth and Vaughan, and Eastern Prom and Cutter.

Organizer will hire some Portland Medcu Staff on bicycles and ATVs to patrol the Back Cove and Eastern Prom trails.

Organizer will hire 3 ambulances to be placed on stand-by at positions along the Back Cove and Eastern Prom trails. Some barricades will be needed at intersections.

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 the half marathon races is on the Ocean Gateway pier. Start line for the 5k is near the top of Cutter St. 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 FM (see attached map). DIG SAFE will be contacted. A 20'x40' canopy will be set up inside the park. A number of round cocktail tables will be placed under the tent and around the park. In the event that Moontide Park is not available due to construction then the beer garden will be moved to Amethyst Park. In the event of heavy rains the beer garden will be moved into the Terminal building.

Temporarily Closed Streets

During the mass start of the half marathon race at 7:00am traffic in both lanes will be curtailed on Thames St and Commercial St from India St to Franklin Art. At the beginning of the half marathon traffic will be stopped by volunteers, PCOs, and Police.

Eastern Promenade closed from Cutter St to Washington Ave from 7:25 am to 7:50 am on Sunday 7/13. Volunteers will be placed on the Eastern Promenade at every intersection from Cutter St to Washington Ave to stop / hold back vehicles until the last runner passes by. Cutter St closed from Eastern Promenade down to the top of the lower parking lot from 6:30 am to 7:30 am on Sunday 7/13. Barricades will also be placed at the top of Cutter St and at the railroad tracks near the bottom. A PCO at the top of Cutter St will stop all traffic from 6:30 am to 7:30am, and then breakdown the barricades. The PCO will stop all traffic on Eastern Promenade from 7:30am to 7:50am. A volunteer will be placed near the railroad tracks on Cutter St to stop / hold back vehicles from 7:30 am to 10:00 am as needed when runners pass by.

The west-bound lane (only) of Commercial St between High St and Valley St from 7:00 AM to 8:15 AM will be closed to traffic. A Police at High St will direct traffic up High St or east on Commercial St.

Both lanes of Danforth St will be closed between Valley St and Vaughan St from 7:10 AM to 7:40 AM. The downhill lane will be opened at 7:40 AM while the uphill lane will remain closed until 8:05 AM.

Western Promenade between Bowdoin St to Vaughan St will be closed from 7:15 AM to 7:42 AM.

Traffic on Park St between York St and Commercial St will be closed from 6:00 AM to 8:15 AM. Barricades will be set up at Park St and York St at 6:00am.

Traffic on Beach St between York St and Commercial St will be closed from 7:20 AM to 8:10 AM. A volunteer at the intersection of Beach St and York St will stop traffic from turning down Beach St.

West-bound traffic on Washington Ave will be held back by Police from Eastern Promenade to I-295 ramp from 7:30 AM to 8:45 AM. State Police will close the I-295 Exit 8 ramp onto Washington Ave from 7:30 AM to 8:45 AM.

Flashing Lights

The traffic signal lights will be turned to flashing mode at the intersections of Franklin Art and Commercial St and Union St and Commercial St from 7:00 AM to 8:30 AM.

Commercial St Runners' Lane #1

A closed runners' lane will be constructed down the middle of Commercial St from Franklin St to Beach St. Starting around 5:00am a crew will set up two rows of 42" tall delineator cones along the length of Commercial St approximately 16' apart. Yellow caution tape will be strung along the tops of each cone. There will be three breaks in the runners' lane to allow vehicular traffic to cross over (when appropriate) at the following intersections: Franklin St, Union St, and High St. Police will be positioned at Franklin St and High St. A PCO will be positioned at Union St.

Commercial St Runners' Lane #2

After the half marathon race starts and runners cross over Franklin Arterial then a row of 24" orange cones will be set up along Commercial St from India St to Franklin Art 10' from the curb (water side). On their return trip through Franklin Art runners will run to the right of these cones.

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 be placed 8' from the edge of the curb (water side). Runners will run to the right of the cones.

Valley St Runners' Lane

A single row of 24” cones will be set up on Valley St at 6:00 AM to 7:15 AM. The cones will start in the right turning lane on West Commercial St, take up one lane closest to the curb, and wrap around to the beginning of Danforth St.

Water Stops

There will be a number of water stops set up along the course where volunteers will set up folding banquet 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. Nine water stops will be placed in the following locations: Mile 1.3 & 4.4: West Commercial St (turnout near Casco Bay Bridge), Mile 3.1: Western Promenade and West St, Mile 5.8: Hancock St and Fore St, Mile 7.2: Eastern Promenade near Loring Memorial Circle, Mile 8.6: Back Cove Trail (in parking lot), Mile 9.4: Back Cove Trail (Vannah Ave), Mile 10.5: Back Cove Trail (Payson Park), Mile 11.5: Sewage Plant Rd, Mile 12.2: East End Beach.

Misting Tents

At each of the following locations a 10'x10' pop-up misting tent will be setup to cool off runners during the race: Mile 8.6: Back Cove Trail (in parking lot), Mile 11.5: Sewage Plant Rd, Mile 12.2: East End Beach. Pressure will be supplied by either a street fire hydrant or a portable electric water pump.

Portable Toilets

Forty (40) portable toilets will be placed in the Ocean Gateway Terminal starting on Friday 7/11 and removed on Monday 7/14. An additional ten (10) portable toilets will be placed in the upper parking lot on Cutter St. One or two portable toilets will be placed at each of the following water stop location out on the course: Mile 1.3 & 4.4: West Commercial St (turnout near Casco Bay Bridge), Mile 8.6: Back Cove Trail (in parking lot), and Mile 11.5: Sewage Plant Rd. They will be closed to the public until 5am on Sunday 7/13 and used by runners before and after the races.

PA Sound Systems

PA sound systems will be placed in the following areas: 1) Ocean Gateway Pier, 2) Ocean Gateway Visitor's Center parking lot, 3) Moontide Park, 4) Back Cove Trail (near Preble St parking lot), 5) Eastern Prom trail (end of Sewage Plant Rd), 6) East End beach, and 7) top of Cutter St. An announcer will speak and give directions to the runners before each race in areas 1) from 6:00am to 7:00am and 7) from 6:30am to 7:30am. Light music will be played in-between announcements. The announcer will play music and make announcements in area 2) from 8:00am to 11:00am. A band or DJ will play music in areas 4), 5), and 6) starting around 7:30am to 10:00am (stopping after the last runner passes by). A band (Hello Newman) will play at 3) from 9:00am to 1:30pm.

Event Warning Signs

On Wednesday 7/9 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 7/13

7:30am to 11:00am

No dogs, strollers, or bicycles

Additional warning signs will be placed in the West End Neighborhood on Western Promenade and West St, and Vaughan St and West St.

A sign will be placed at York St and High St that says “West-bound Commercial St Closed 7:00AM to 8:15AM.”

MDOT Guidance For Road Closure 2014

The guidelines set out in the *MDOT Guidance For Road Closure 2014* will be followed. The Chief Engineer's office at MaineDOT will be contacted as required.

No Parking Signs

No parking signs will be placed at the following locations on Friday 7/11/14 by 5pm. No parking will be allowed on Sunday 7/13/14 from 5:00 am to 9:00 am

- Thames St (both sides) between India St and Hancock St
- Commercial St (water side only) between India St and Franklin Art
- Fore St from Hancock St to Vesper St (water side only)
- Hancock St from Thames St to Fore St (public lot side only)

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.

Shipyard Old Port Summer Fest

On Saturday 7/12/14 the Maine State Pier will be used to stage a new pre-race event called the Shipyard Old Port Summer Fest. Use of the Maine State Pier and activities there fall under FM Contractual Agreement. Activities planned will last from 11:00am to 10:00pm. While the activities are planned for pre-registered runners the pier will remain open to the public and non-race related people will also be invited to participate. A portion of the pier will be dedicated to hosting a health and fitness exposition. The exposition will include vendors using 10'x10' canopies to sell or give-away merchandise. Licensed food truck vendors will be invited to participate. Runners will be required to come to the exposition to pick up their registration materials for the race on the following day. A large portion of the pier will be dedicated to a concert stage and accompanying tents. Bands will be hired to play music throughout the day on the stage. A 21+ beer-only garden and cash bar will be set up near the stage and security provided by FM staff. There will be no ticket sales and members of the public will be able to listen to the music and walk around the exposition for free. Portland Trails will be the beneficiary for this event.

IS THERE A REGISTRATION FEE?	Yes	
IF YES, HOW MUCH?	FEE	\$55 half marathon \$25 for 5k
	STUDENT FEE	\$ NA

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? The entire queuing lanes lot next to the Gateway pier will be used for participant parking (no parking fee). Ocean Gateway Garage. Runners will be encouraged to park in public lots in Old Port area near the Maine State Pier – but not the Casco Bay Ferry building. Public lot off Hancock St. Arrangements with the owners of Hamilton Marine so the people are allowed to park on the Fore St side of the building. Arrangements will also be made with SMRT so that some cars may park on the ocean side of the building.

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: 12	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): 20'x40', 20'x30' Exact Location(s) of Tent Placement Requested: Moontide Park, 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: 20 chairs: 10	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 ? (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 ? Are you planning on having Amplified Music ? Y Band ? Y DJ ? Y If so, your event requires a concert license from the City Clerk's Office. (Just voice – i.e.	X		

	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).			
*	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 in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.		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: 20 barricades 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-restrooms 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 tvn@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.

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	1/30/14
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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	1/30/14
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CREDIT CARD INFORMATION

Visa or MasterCard Number		1321	Exp Date (Mon/Yr)	11	17
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED					

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: 4 hours: streets + trails	\$ 160 pd CC to be charged following event	Vest, Barricade, Cone Deposit: \$10 per/item	\$???
Electricity: \$5per/hr (fee only pertains to 1 st Amendment uses – i.e. no charge if paying hourly fee)	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 100 CC on file
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	2-6-2014	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$160 CC to be charged following event	SECURITY DEPOSIT	\$ 100 CC on file
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT
							\$