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

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: 07/07/15

TODAY'S DATE	3-6-15	**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**	207-210-8655	**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), Amehyst Lot, and Moontide Park - by Contractual Agreement with Facilities Management				
EVENT DAY & DATE(S)	Friday, July 10th (Lobster Bake) & Saturday, July 11th, 2015 (races)	**RAIN DAY & DATE(S)**	None		
EVENT START TIME (i.e. set-up start time)	Fri: 8:00am	**EVENT END TIME** (i.e. when event cleanup is complete)	Sat: 3:00pm	**ACTUAL START & END TIME OF EVENT**	Fri: 2:00pmto8:00pm Sat: 5:45am to 2:00pm

EVENT NAME	EXPECTED ATTENDANCE
Friday: Old Port Lobster Bake and Fitness and Health Exposition Saturday: Shipyard Old Port Half Marathon & 5k (road race)	Friday: 2,000 at different times Saturday: 4,500

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 fifth year for this event; and the routes for both races are the same as those used in 2014. MAPS attached detail the routes.

ROUTES:

Half Marathon…….. runners go off at 7:00am. Start inside the Ocean Gateway queuing lanes, 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, right on Sewage Plant Rd, turnaround on Sewage Plant Rd heading in the opposite direction, right on Eastern Prom trail, straight at East End Beach, end at Ocean Gateway Terminal.

5K…….. start time 7:20am - 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 (50+) 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 Pror
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 tl
Back Cove Pathway.

Start line for the half marathon races is in the Ocean Gateway queuing lanes. Start line for the 5k is near the t
both races is the parking area in front of the Visitor's Center at the Ocean Gateway. Use of the Ocean Gatew
under FM Contractual Agreement.

A beer garden will be set up in the Amethyst Lot which falls under FM (see attached map). A portion of the be
underneath a 20'x40' tent. DIG SAFE will be contacted. A number of round cocktail tables will be placed unde
Amethyst Lot.

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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 7:20 am to 7:35 am on Saturday 7/11. 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 Saturday 7/11. 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 7:20am to 7:35am. 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
West Commercial St, take up one lane closest to the curb, and wrap around to the beginning of Da

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Water Stops
There will be a number of water stops set up along the course where volunteers will set up folding
coolers, and hand out cups of water and Gatorade drink. Garbage barrels will be placed before anc
volunteers will pick up trash on the ground left by runners. Nine water stops will be placed in the fol
& 4.4: West Commercial St (turnout near Casco Bay Bridge), Mile 3.1: Western Promenade and W
St and Fore St, Mile 7.2: Eastern Promenade near Loring Memorial Circle, Mile 8.6: Back Cove Tra
Back Cove Trail (Vannah Ave), Mile 10.5: Back Cove Trail (Payson Park), Mile 11.5: Sewage Plant
Beach.

Misting Stations
At each of the following locations a misting station 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. Water will be pumped from a large water tank using either an electric water pump or a gas-powered pump.

Portable Toilets
Forty (40) portable toilets will be placed in the Ocean Gateway Terminal starting on Friday 7/10 and removed on Monday 7/13. 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 Saturday 7/11 and used by runners before and after the races.

Portable Showers
On Saturday 7/11 a 40' trailer will be positioned in the City owned dirt lot at the end of Thames. The trailer will contain 16 private shower booths and running participants will be offered free showers after the race. The trailer will be maintained and operated by New England Mobile Showers. The trailer will be connected to a nearby fire hydrant. Effluent from the trailer will drain into a nearby storm drain. The Portland Sewer department will provide a portable generator to power the trailer. They will also plug the storm drain before the race and pump-out the water produced by the trailer afterwards.

PA Sound Systems
PA sound systems will be placed in the following areas: 1) Ocean Gateway queuing lanes, 2) Ocean Gateway Visitor's Center parking lot, 3) Amethyst Lot, 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 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 7/8 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
Saturday 7/11
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 digital CMS sign will be placed at York St and High St that says "WEST COMM ST CLOSED" and "SATURDAY 7/11 7AM-9AM". An additional digital sign will be placed at Fore St and Franklin St that says "OLD PORT ½, ROAD RACE, SATURDAY 7/11" and "EXPECT, DELAYS, 6AM-10AM".

MDOT Guidance For Road Closure 2015

The guidelines set out in the *MDOT Guidance For Road Closure 2015* 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 7/10/15 by 5pm. No parking will be allowed on Saturday 7/11/15 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)

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Eastern Promenade Trail
Both half marathon and 5km runners will run along the Eastern Prom Trail from Tukey's Bridge all t
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.

Old Port Lobster Bake and Health and Fitness Exposition
On Friday 7/10/15 the Amethyst Lot will be used to stage a new pre-race event called the Old Port Lobster Bake and Health and Fitness Exposition. Use of the Amethyst Lot and activities there fall under FM Contractual Agreement. Activities planned will last from 2:00pm to 8:00pm. The activities planned are meant for pre-registered runners, their friends and family, and not the general public. A small portion of the Lot 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 portion of the Lot will be dedicated to a 16'x 20' covered stage. Local bands will be hired to play music on the stage from 5pm to 8pm. 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 anyone will be able to listen to the music and walk around the exposition for free. Candace Cares will be the beneficiary for this event. A large portion of the lot will be covered by large tents including 40'x120', and multiple 20'x40' tents. The largest tent will host a private sit-down pasta-dinner for up to 400 people who are affiliated with Team Challenge and the Crohn's and Colitis Foundation. The other tents will be used for cooking and to host a sit-down Lobster Bake.

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'x120', 20'x40'** Exact Location(s) of Tent Placement Requested**: Amethyst Lot, 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 systems, event signs and banners, directional arrow signs, road closure signs, orange cones, delineator cones with caution tap, water station supplies (125 gallon water containers and bases, hoses, cups, tables, & trash barrels), finish line structure, balloon arch, food trucks, misting stations, mile markers, feather flags**	X		
*	Will there be **refreshments** at the event**?** Do you wish to **sell food?** (If so, you will need approval from Public Services)	X		

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	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.			
*	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. 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 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-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.

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 receptacl You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area v event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you.

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

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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	3/6/15

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**	3/6/15

CREDIT CARD INFORMATION							
Visa or MasterCard Number				0948	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: $5per/hr (fee only pertains to 1st Amendment uses – i.e. no charge if paying hourly fee)	**$**	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	**$**	CASH AMT	**$**