Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/15/16

CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE APPLICATION (4 pages)

55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 / 8751 (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	12/22/15	**ORGANIZATION NAME**	GiddyUp Productions LLC				
ORGANIZATION ADDRESS	141 School St	**CITY**	South Portland	**STATE**	ME	ZIP	04106
CONTACT NAME(S)	**Erik Boucher** **TITLE President**						
HOME #	**WORK**	**CELL**	207-210-8655	**FAX**			
EMAIL	erik@justgiddyup.com	**EMAIL**					

PARK AREA OR PUBLIC SPACE REQUESTED	Amethyst Park, Moontide Park, Ocean Gateway Queuing Lanes				
EVENT DAY & DATE(S)	6/24/16 and 6/25/16	**RAIN DAY & DATE(S)**	NA		
EVENT START TIME (i.e. set-up start time)	On 6/24 7:00 AM	**EVENT END TIME** (i.e. when event cleanup is complete)	On 6/25 8:00 PM	**ACTUAL START & END TIME OF EVENT**	On 6/25 10:00 AM start 7:30 PM end

EVENT NAME	EXPECTED ATTENDANCE
Rock Lobster Relay	1,500

DESCRIPTION OF EVENT: (See attached presentation also) The Rock Lobster Relay is a 200-mile relay race that starts in Bar Harbor and ends in Portland. Teams of 6 to 12 people compete against other teams. One person from each team runs a leg of the course at a time. The runner stops at an exchange point and hands a baton to another runner who runs the next leg. Participants will start on Friday 6/24/16, run throughout the night, and finish on Saturday 6/25/16.

- **Event capacity: 200 teams**
- **Allowable team sizes: 6 to 12 people/ team**
- **Maximum Registrants (year 1): 2,400**
- **Start & Finish: Friday 6/24/16 & Saturday 6/25/16**
- **Start Location: Athletic Fields (near YMCA), Bar Harbor**
- **Finish Location: Ocean Gateway, Portland**
- **Sunset On Friday: 8:24pm (Twilight @9:00pm)**
- **Sunrise On Saturday: 4:55am (Twilight @4:18am)**

How It Works

1. **Twelve friends form a team and travel together in 2 passenger vans**
2. **Van#1 transports team members 1 to 6; Van#2 transports members 7 to 12**
3. **Each team determines their team pace (miles/minute) based on the average of each team member's best 10km or half marathon time**
4. **Each team is assigned a start wave time slot based on their team pace**
5. **The first wave starts at 6:00am and the last wave at 3:30pm**
6. **The race course is split into 36 segments (legs) each leg is 2.5 to 9.3 miles**
7. **Exchange points (where one leg ends and another starts) are set up along the course at places like schools, YMCAs, parks, and businesses**
8. **Team member #1 runs leg #1 and then hands-off a slap bracelet to team member#2 who runs leg #2. The process continues to leg #12, then repeats**
9. **Team member #1 runs leg #13, member #2 runs leg #14, etc.**
10. **Each team member runs a total of 3 legs for a total of 11.0 to 20.6 miles**
11. **The race ends when each team completes the 200 mile course**
12. **The fastest team will finish in 20 hours, the slowest team in 36 hours**

How Wave Starts Work
Not everyone will start at the same time. Each team will be assigned a start wave time-slot based on their predicted team pace. At 6:00am the first wave of runners will start. There will be no more than 20 runners per wave. Each wave will be separated by 30 minutes. The last wave of runners will start at 3:30pm. The wave start schedule is designed to ensure that runners are spread out on the course. Normally a runner will be by themselves on the road with lots of space in-between each person.

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Basic Rules Of The Road (Runners)

- **Run in the left lane facing traffic unless directed otherwise**
- **Stop at all traffic lights, go when light is green**
- **Use crosswalks when directed**
- **Carry all trash in vans and dispose in designated areas at exchange points**
- **Participants must be courteous and respectful of residences in each town**
- **Starting at 8:30pm on Friday 6/24 until 4:30am on Saturday 6/25 all participants outside a van will be required to wear reflective vests, a forward facing light, and a flashing light on their back**

Basic Rules Of The Road (Team Vans)

- **Vans may not park in the road or in any place where parking is not permitted**
- **Vans may not block private driveways or commercial entrances**
- **Vans may not slow down traffic behind them by shadowing a runner**
- **Vans must adhere to all applicable local vehicle safety laws**
- **There must be enough seat belts for all passengers**
- **Vehicles wider than 6'6" or longer than 20' are not permitted**
- **Motor-homes, RV's, campers, trailers, buses or limos are not permitted**

Turn-By-Turn Directions

- **At Mile 197 runners enter Portland from Falmouth on Rt 1 (South) via Martin's Point Bridge**
- **Continue on Rt 1 (staying on left sidewalk facing traffic)**
- **Left on Marine Hospital Rd (Martin's Point Healthcare driveway)**
- **Stop at Exchange #35 – Martin's Point Healthcare**
- **Continue on internal sidewalks back to Rt 1 at traffic light**
- **Left on Rt 1 South after using crosswalk to get to other side (staying on right sidewalk with traffic)**
- **Bear right on Veranda Ave (staying on right sidewalk with traffic)**
- **Left on Washington Ave after using crosswalks to cross over Washington Ave and then Bates St**
- **Merge onto Back Cove Trail that passes underneath the I-295 ramps**
- **Continue on trail South across Tukey's Bridge**
- **Right on Eastern Prom trail that passes under Turkey's Bridge**
- **Continue on the Eastern Prom trail all the way to the Ocean Gateway**
- **End race in Amethyst Park (lot)**

Exchange #35 – Martin's Point Healthcare

- **Exchange #35 is located near Mile 197 at the Martin's Point Healthcare center**
- **Runners will pass through the exchange from 10:00am to 6:30pm on Saturday 6/25/16**
- **A relay exchange zone will be set up on a sidewalk inside the hospital grounds using orange 42" delineator cones and caution tape**
- **Two runners from each team will hand-off a baton in the zone**
- **All other participants will be required to stand behind a cordoned-off area around the exchange zone and not in the road**
- **Vans will be continuously entering and exiting the parking area**
- **A maximum of 26 vans will flow in and out of the zone during a 30 minute period. In the first year the number will be much less.**
- **Additional portable toilets will be set up near the parking lot**
- **While in the busy part of town runners will be on the sidewalk and not the roads**
- **Runners will use crosswalks at every intersection and abide by traffic light signals**

Parking Plan

- **Participants will be finishing at different times throughout the day on Saturday 6/24/16**
- **Staff parking in Thames St lot with parking pass**
- **Participants parking in queuing lanes <3pm with parking pass**
- **Additional participant parking in Thames St lot**
- **Additional participant parking in Ocean Gateway Garage**

Navigation Signs

Runners will be directed by various types of navigation signs placed on sidewalks and roadsides at key intersections along the course -- not volunteers. A sign will consist of a 42" tall delineator cone with an 8" wide x 40" tall corroplast sign attached vertically.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	**Please check: ____X_____ FEE _____PLEDGES**	
IF YES FOR FEES, HOW MUCH?	**FEE**	$100 per person
	STUDENT FEE	$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Staff to park in Thames St lot (~15 vehicles). Participants will park in queuing lanes and nearby parking garages

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

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		X-YES	X-NO	X
*	Are you setting up a **canopy**(s) ? (canopy is 10x10 size) How many**:** 10 Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Public Service's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Public Services, Event Office.	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 – 874-8693 - 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**:** Amethyst Park 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**:** 40 chairs**:** 200	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**:** barricades, finish line structure, feather flags, air dancer, sign posts, sound system and speakers	X		
*	Will there be **refreshments** at the event**?** yes Do you wish to **sell food?** yes (If so, you will need approval from Public Services) List food and drink**:** beer, pizza, lobster rolls, food trucks 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 (874-8557).	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 (874-8557). List items you wish to sell**:** shirts, glass mugs, hats	X		
*	Are you setting up a **PA (sound) system ?** Are you planning on having **Amplified Music ? yes Band ? no DJ ?** yes If so, your event requires a concert license from the City Clerk's Office (874-8557). (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 (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Elec. at these areas is turned off. Some of these electrical boxes need a key for access.	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 PS Event Office, 55 Portland Street.		X	
*	Will your event need **safety vests, signs, barricades and/or cones**? Please list what you would like to borrow**:** 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		
*	Do you wish to have a **banner over the street** to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Public Services: 874-8751.		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 additio
A Certificate which merely has a box checked under 'Addl Insr," or which merely states The City of Portland is name
Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minim
amount is $400,000. Please have your insurance company email a copy to Public Services: email to tvm@portland

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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 a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, 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	9/22/15

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	9/22/15

FEE SCHEDULE – UPDATED JULY 1, 2015

Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.

Simple Event (no registration fee): $50/hour Event with registration or pledges & attendance 25 – 300: $100/hr Event with registration or pledges & attendance 301+: $200/hr Public Space/Park Security Deposit/Sound Security Deposit: $100 -$1000	Impact/Street Closure Fee (variable based on impact): $0-$500 Admin/Staff Fee (support for events): $30/hour Porta Restroom User Fee (if attendance is 150+): $25

CREDIT CARD INFORMATION

Visa or MasterCard Number				0948	Exp Date (Mon/Yr)	07	17

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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.

PLEASE RETURN FORM (WORD DOC) AT LEAST 30 DAYS IN ADVANCE TO: (PLEASE EMAIL APPLICATIO

- Public Services, Event Office ~ 55 Portland Street ~ Portland ~ ME ~ 04101 **email preferred**: tvm@portlandmaine.gov

TOTAL AMOUNT(S) DUE TO PUBLIC SERVICES (Please make all security deposit checks out separately)			
Permit Fee for use of area: $50 - $200 per hour (i.e. a 3 hour event at $50 totals $150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however $50 is non-refundable) Number of Hours of Use:	**$?**	Vest/Cone Deposit: $10 per/item Barricade Deposit: $25 per/item	**$?**
Admin/Staff Fee (support for events): $30/hour	**$?**	Public Space / Park Security Deposit: Sound Security Deposit $100 - $1000	**$?**
Key Deposit: $50 per key	**$?**	Other (Porta-Restroom User Fee: $25, etc.)	**$?**
Impact/Street Closure Fee (variable based on impact): $100-$500	**$?**		

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION		DATE REC'D INSURANCE		PERMIT FEE AMT REC'D		**$**		SECURITY DEPOSIT	**$**
PAYMENT TYPE									
VISA	**$**	MC	**$**	CK #		CK AMOUNT	**$**	CASH AMT	**$**