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

CITY OF PORTLAND, DEPARTMENT OF PUBLIC WORKS
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	1-14-16	**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	Eastern Prom Trail, Bayside Trail, Back Cove Trail, Portland Streets Use of Ocean Gateway Terminal area (START & FINISH line for both races), Amethyst Lot, Moontide Park, Thames St Lot - by Contractual Agreement with Facilities Management				
EVENT DAY & DATE(S)	Friday, July 8th (Exposition) & Saturday, July 9th, 2016 (races)	**RAIN DAY & DATE(S)**	None		
EVENT START TIME (i.e. set-up start time)	Thursday: 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: 3,000 at different times Saturday: 4,800

DESCRIPTION OF EVENT: ***PLEASE SEE ATTACHED OPERATIONS PLAN FOR MAPS AND ADDITIONAL DETAILS***

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 sixth year for this event; and the routes for both races are the same as those used in 2015. MAPS attached detail the routes.

Route Description

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 entire west bound lane – 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 and left on Commercial 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 Bayside 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, continue for 1,000 ft then 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 Bayside Trail, sharp left on Anderson St, right on Plowman St, right on Bayside Trail, right on Eastern Prom Trail, continue on the trail past East End Beach, the 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 (6 and 1 Supervisor) to be stationed at the following locations:
1 @ West Commercial and Beach (7:00 am to 8:15 am)

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1 @ Washington and Eastern Promenade (7:15am to 9:00am)
1 @ Danforth & Clark St (7:15am to 8:15am)
1 @ Commercial and Park St(6:45am to 9:00am)
1 @ Franklin Art and Commercial (5:30am to 8:30am)
2 @ Franklin Art and Commercial (5:30am to 8:30am)

Organizer will hire eight (8) PCOs placed at Commercial and India, Fore and Franklin, Eastern Promenade and Cutter, Commercial and Union, Valley and Danforth, Danforth and Vaughan, Commercial and Center, Commercial and Pearl.

Organizer will hire some Portland Medcu Staff on bicycles and ATVs to patrol the Back Cove and Eastern Prom trails. Organizer will hire 4 ambulances to be placed on stand-by at positions along the Back Cove and Eastern Prom trails and at the start/finish area.

Organizer will borrow many barricades from Public Works to be placed at many intersections along the course.

During the races - bicycles, baby strollers, 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 race is at the Ocean Gateway. 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 Ocean Gateway Visitor's Center. Use of the Ocean Gateway and activities there fall under FM Contractual Agreement.

Temporarily Closed Streets

Eastern Promenade and Cutter St
During the mass start of the 5K race Eastern Promenade closed from Cutter St to Washington Ave from 7:15 am to 7:35 am. 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. 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 7:15am 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.

Thames St
Both lanes on Thames St from Hancock St to India St will be closed from 6:50 AM to 7:05 AM will be curtailed and Commercial St from India St to Franklin St.

Franklin St
The downhill lane of Franklin St from Fore St to Commercial St will be closed from 6:50 AM to 7:05 AM except for access to Casco Bay Lines. Starting at 6:50 AM a single row of 18" non-reflective cones will be placed in the right-turn lane from Fore St to Commercial St. These cones will be removed after the last runner passes through the Franklin St intersection around 8:25 AM.

Commercial St Closure Plan

- Close westbound lane of Commercial St from Franklin St to Valley St from 6:50 AM to 8:25 AM
- Rolling-opening of westbound lane of Commercial St from Beach St at 8:09 AM to Franklin St at 8:25 AM
- Eastbound traffic on Commercial St and access to waterfront businesses remain open
- Setup one row of 42" delineator cones connected with yellow caution tape on double-yellow line (or WATER side of turning lane) from Park St to Franklin St
- Traffic allowed to crossover Commercial St at Park St, Center St, Union St, Pearl St, and Franklin St
- Setup 18" non-reflective orange cones on double-yellow line every 100' from Park St to Valley St
- Place a volunteer and set of barricades with a Road Closed signs at all intersections along Fore St and York St starting 6:50am to stop traffic flow towards Commercial St
- Barricades at Park St and York St setup from 7:00 AM to 7:15 AM
- Remove barricades at crossover streets (only) starting at 7:15 AM then allow traffic to crossover Commercial St when safe
- Volunteers placed at every intersection along westbound lane of Commercial St to stop all vehicles from getting onto Commercial St starting at 6:50am
- Orange cones and roaming volunteers placed behind any parked car along Commercial St to prevent them from backing into runners during race
- Contact all businesses along Commercial St and all Peaks Island residences using USPS "Every Door Direct Mail" service
- Close Commercial St between India and Franklin from 7:00 AM to 7:10 AM then create Runners' Lane by setting up

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row of 18" non-reflective cones 10' from curb (water side)
- Close Franklin St between Fore St and Commercial St from 6:50 AM to 7:10 AM except for Casco Bay Li only. Sign, barricade, and PCO at Fore St to warn motorists
- Use 18" non-reflective orange cones to close off right-turn lane on Franklin St from Fore St to Commercia
- Police positioned at Franklin St x2, Park St, and Beach St
- PCO positioned at India St, Pearl St, Union St, and Center St

Commercial St Rolling Opening Plan
- Two race staff members will coordinate the rolling opening of Commercial St using radios provided by Maine Radio (with repeater on Congress St)
- Staff #1 on bicycle follows behind last runner along westbound Commercial St and announces when they pass through Franklin St, Pearl St, Center St, Union St, and Park St
- Staff #2 on bicycle positioned on Fore St / York St mirrors the position of Staff #1
- Staff #2 removes barricades at crossover (only) streets when Staff #1 makes announcement on radio
- Staff #1 & #2 stop at Park St until runners return heading eastbound
- Cone pickup crew waits at Beach St for last runner to clear the Beach St intersection
- Cone pickup crew follows behind last runner and picks up cones
- Staff #1 follows behind cone pickup crew and announces when they pass every street along Commercial St
- Staff #2 removes barricades when Staff #1 makes announcement
- Police cruiser follows behind cone pickup crew and Staff #1

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

Danforth 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
Western Promenade between Bowdoin St to Vaughan St will be closed from 7:15 AM to 7:45 AM.

Washington Ave
West-bound traffic on Washington Ave will be held back by Police from Eastern Promenade to I-295 ramp from 7:20 AM to 8:45 AM. State Police will close the I-295 Exit 8 ramp onto Washington Ave from 7:15 AM to 8:45 AM. A set of barricades will be setup in westbound lane of Washington Ave at Fox St with a detour and left arrow sign.

Sewage Plant Rd
Sewage Plant Rd will be closed starting near the U-Haul business from 7:30 AM to 10:30 AM. Only staff from the Portland Water District will be allowed through. Before the race starts a row of 18" non-reflective cones will be setup on Sewage Plant Rd from the Eastern Prom Trail out to a point about 1,400' away (prior to U-Haul business). A set of barricades will be placed on Sewage Plant Rd.

Flashing Lights

Traffic signal lights will be turned to flashing mode at the following intersections: Fore St and Franklin Art (5:30am to 8:30am), Franklin St and Commercial St (5:30am to 8:30am), Union St and Commercial St (6:30am to 8:30am), Center St and Commercial St (6:30am to 8:30am), Beach St and Commercial St (6:30am to 8:30am).

Commercial St Runners' Lane #2

After the half marathon race starts and runners cross over Franklin St then a row of 18" non-reflective orange cones will be set up along Commercial St from India St to Franklin St 10' from the curb (water side). On their return trip through Franklin St runners will run to the right of these cones.

Thames St and Hancock St Runners' Lane
After the half marathon race starts a row of 18" non-reflective orange cones will be set up along Thames St from India St to Hancock St 10' from the curb (water side). Another set of 18" cones will be set up along Hancock St from Thames St and connect to the cones going up Fore St. Runners will run to the right of the cones. Vehicles will be towed that are parked in the runners' lane.

Fore St Runners' Lane

Before the race starts a row of 18" non-reflective cones will be set up on Fore St from Hancock St up to Cutter St will be placed 10' from the edge of the curb (water side). Runners will run to the right of the cones. Vehicles will b are parked in the runners' lane.

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Valley St Runners' Lane

Before the race starts a row of 18" non-reflective cones will be set up on Valley St. 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. A direct line from fire hydrants will be used to supply 5 water stops. The other 4 water stops will draw water from 125-gallon "Water Monster" containers that are setup along the edge of the course.

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 (near soccer fields), Mile 11.5: Sewage Plant Rd, Mile 12.2: East End Beach. Water for each station will be supplied by a fire hydrant or a 125-gallon Water Monster.

Wet Towel Stations
At each of the following locations runners may grab a cold wet towel and carry it with them along the course: Mile 8.6: Back Cove Trail, Mile 9.4: Back Cove Trail, Mile 10.5: Back Cove Trail, Mile 11.5: Sewage Plant Rd, and Mile 12.2: East End Beach.

Portable Toilets
Forty (50) portable toilets will be placed in the Ocean Gateway Terminal starting on Friday 7/8 and removed on Saturday 7/9. 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.

Portable Showers
On Friday 7/8 a 40' trailer will be positioned in front of the old Public Works paint building near the Ocean Gateway. 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 use power and water connections from the building. Effluent from the trailer will drain into a nearby sewer drain.

Inflatable Arches
Two 30' inflatable arches will be setup at the start lines for both races. For the 5K race an arch will be setup on Cutter St spanning the entire width of the road starting at 6:30 AM. The arch will be removed soon after the race starts at 7:20 AM. For the half marathon race an arch will be setup near the entrance to the Ocean Gateway Queueing Lanes.

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, 7) top of Cutter St, 8) West Commercial St underneath the Casco Bay bridge, and 9) Moontide Park. On Friday 7/8 music will be played in area 9) from 2:00 PM to 8:00 PM. Then on Saturday 7/9 an announcer will speak and give directions to the runners before each race in areas 1) from 6:00 AM to 7:00 AM and 7) from 6:30 AM to 7:30 AM. Light music will be played in-between announcements. An announcer will play music and make announcements in areas 2) and 9) from 7:00 AM to 12:00 PM. A DJ will play music in areas 4), 5), 6), and 8) starting around 7:30am to 10:00 AM (stopping after the last runner passes by). A band will play at 3) from 9:00 AM to 1:30 PM.

Notification Of Businesses on Commercial St

Organizers recognize that the following business could be impacted by the temporary closing of westbound Commercial St and will notify the appropriate manager / owner at each location: Irving Oil, Becky's Diner, Rufus Deering Lumber, Courtyard Portland Downtown/Waterfront, Standard Baking Company, Hilton Garden Inn Portland Downtown Waterfront, Casco Bay Lines, Crema Coffee Company, and Rosemont Market and Bakery.

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Event Warning Signs
On Wednesday 7/6 starting at 5:00pm signs will be placed along the Eastern Prom and Back Cove trails to warn about the race. Each sign will include the event logo, contact phone number, and say:

RACE IN PROGRESS
Saturday 7/9
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 7/9 7AM-9AM". An additional digital sign will be placed at Fore St and Franklin St that says "OLD PORT ½, ROAD RACE, SATURDAY 7/9" and "EXPECT, DELAYS, 6AM-10AM".

MDOT Guidance For Road Closure 2016
The guidelines set out in the *MDOT Guidance For Road Closure 2016* 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 Thursday 7/7/16 by 5pm. No parking will be allowed on Saturday 7/9/16 from 3:00 am to 9:00 am

- Thames St (water side only) between Hancock St and India St
- Commercial St (water side only) between India St and Franklin St
- Fore St from Hancock St to Vesper St (water side only)
- Hancock St from Thames St to Fore St (public lot side only)
- Hancock St from Fore St towards Middle St (4 meters next to Marriott)
- Western Promenade (northbound lane only) from corner of West St south to first driveway

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.

Ocean Gateway Terminal Building
On Friday 7/8/16 the Ocean Gateway Terminal Building will be used to stage the Old Port Health and Fitness Exposition. Use of the Terminal Building and Moontide Park and activities there fall under FM Contractual Agreement. Activities planned will last from 2:00 PM to 8:00 PM. The activities planned are meant for pre-registered runners, their friends and family, and not the general public. The exposition will include vendors who will sell or give-away merchandise. Runners will be required to come to the exposition to pick up their registration materials for the race on the following day. On Saturday 7/9 the Terminal Building will also be used from 5:00 AM to 7:00 AM for runners to pick up their registration materials.

Moontide Park
On Friday 7/8/16 Moontide Park will be used to stage the Old Port Lobster Bake from 2:00 PM to 8:00 PM. A 20'x40' tent will be set up in the park along with banquet tables, cocktail tables, and chairs. DIG SAFE will be contacted. The lobster bake will include licensed food trucks to be parked in the Visitor's Center parking lot area. A beer garden will also be setup as part of the Lobster Bake. On Saturday 7/9 the same tent, tables, and chairs will be used in Moontide Park from 5:00 AM to 2:00 PM.

Beer Gardens
Two separate beer gardens will be set up. On Friday 7/8 a beer garden will be setup in Moontide Park to coincide with the Lobster Bake. The same beer garden setup will be used during the race on Saturday morning. On Saturday 7/9 a second beer garden will be setup in the Amethyst Lot which falls under FM Contractual Agreement.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	**Please check: ____x_____ FEE _____PLEDGES**	
IF YES FOR FEES, HOW MUCH?	**FEE**	$$55 half marathon $25 for 5k
	STUDENT FEE	n/a

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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Approximately half of the queuing lanes lot next to the Ocean Gateway pier will be used for participant parking. Participants w to park in public garages in the Old Port area – but not the Casco Bay Ferry building. Arrangements will be made with a privat United Parking Partners to provide VIP parking options at 58 Fore St. The Thames St lot will be needed for race staff, volunte vendors. A sign will be placed in the dashboard of all official vehicles with permission to park in the Thames St lot. The Thame be used on Thursday 7/7 to Sunday 7/10 for setup and cleanup. Two 20' long shipping containers and a dumpster will also be placed in the Thames St lot.

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 Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Public Work's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Public Works, 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 Works and a Tent Permit issued from Inspections Division; please call Inspections – 874-8703 - for information on their application process / PLEASE give them at least a 2-week notice). Public Works 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, Moontide 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** ? yes 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 Works) 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 (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 Works, 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**: 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 (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**? 40** "No Parking" signs may be purchased at PW 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**: 20 barricades** A few orange vests and cones may usually be borrowed from Public Works, Event Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require **street closures**? (Please be specific under "Description of Event") Will your event affect **METRO BUS ROUTES**? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029	X		

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	(gfenton@gpmetrobus.com) to discuss.			
*	Will your event require **Police** assistance? An event such as a road race, march or parade in the street, 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 Works: 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 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 email a copy to Public Works: email to tvm@portlandmaine.gov.

PUBLIC WORKS 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 Works 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 Works). 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). Please recycle whenever possible, (please do not use Styrofoam - it is NOT recyclable). 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 Works 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.**

SMOKE-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

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

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 t 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	1/5/16

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)	7	17
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 APPLICATION IN)
♦ Public Works, Event Office ~ 55 Portland Street ~ Portland ~ ME ~ 04101 **email preferred**: tvm@portlandmaine.gov

TOTAL AMOUNT(S) DUE TO PUBLIC WORKS (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	$