



CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
 212 Canco Rd. ~ Portland ~ ME ~ 04103
 207-808-5400
 Ted Musgrave tvmm@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	09/28/16 Revised: 11-17	ORGANIZATION NAME	GiddyUp Productions, LLC				
ORGANIZATION ADDRESS	141 School St	CITY	South Portland	STATE	ME	ZIP	04106
CONTACT NAME(S)	Erik Boucher	TITLE:	President	EC:			
HOME #		CELL	210-8655	FAX	N/A		
EMAIL	erik@justgiddyup.com	EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED	Moontide Park, Amethyst Lot, Thames St Lot (city streets & trails)				
EVENT DAY & DATE(S)	06/24/17 SAT	RAIN DAY & DATE(S)	N/A		
EVENT START TIME (i.e. set-up start time)	7:00 AM Tent setup on Friday, June 23	EVENT END TIME (i.e. when event cleanup is complete)	8:00 PM	ACTUAL START & END TIME OF EVENT	10:00 AM start 5:30 PM end

EVENT NAME	EXPECTED ATTENDANCE
Rock Lobster Relay	1,200

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 6/23/17, run throughout the night, and finish on Saturday 6/24/17.

- Event capacity: 200 teams
- Allowable team sizes: 6 to 12 people/ team
- Maximum Registrants (year 2): 2,400
- Start & Finish: Friday 6/23/17 & Saturday 6/24/17
- Start Location: Athletic Fields (near YMCA), Bar Harbor
- Finish Location: Ocean Gateway, Portland

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.

Amethyst and Thames St Lots

The Amethyst Lot and the Thames St Lot will be used for the sole purpose of parking team vans and staff members. One or both of these lots would be needed depending on the number of teams that register for the race.

Moontide Park

The finish line for this race will be set up inside Moontide Park. Runners will approach from the Eastern Prom trail and then onto the sidewalk before entering the park. **A beer garden will be setup inside the park.** A 20'x40' tent will be setup in the park on Friday 6/23. Portable restrooms will be placed underneath the Visitor's Center pavilion. A PA system will be setup in the park and a race announcer will play music and make announcements. Events at Moontide Park run approx.. 11am – 5:30pm.

Course Description

Please see the attached presentation for further detail and maps showing the course route. Runners will be so spread out over the course that they will have no impact on vehicular traffic or pedestrian use of the trails or sidewalks.

PLS KNOW – there is a wedding scheduled for Ocean Gateway (Sat June 24).

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	Please check: <input checked="" type="checkbox"/> FEE <input type="checkbox"/> PLEDGES	
IF YES FOR FEES, HOW MUCH?	FEE	\$90 per person
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Staff and participants will park in the Amethyst Lot and Thames St lot. They will be spread out throughout the day.

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: 4	X		
* Do you wish to set up a tent(s) ? (A canopy or tent larger than 10x10 needs to be approved by PAFD Office 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). PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20x40 Exact Location(s) of Tent Placement Requested: Moontide Park 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: Inflatable arch and PA sound system	X		
* Will there be refreshments at the event? yes Do you wish to sell food ? no (If so, you will need approval from PAFD) List food and drink: A Temporary Food Service License (from the Business Licensing 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.) ? tshirts If so, you will need approval from PAFD Office, and you will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557). List items you wish to sell:	X		
* Are you setting up a PA (sound) system ? Yes Are you planning on having Amplified Music ? Yes Band ? No DJ ? Yes If so, your event requires a concert license from the Business Licensing 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 PAFD Office, 212 Canco Rd.		X	
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from PAFD 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 (gffenton@gpmetrobus.com) to discuss.		X	
*	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-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.) For renting porta-restrooms, event organizers must rent from the company contracted with the city.	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 ON FILE		
◆	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 'Add 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 PAFD: email to tvm@portlandmaine.gov .			

PUBLIC ASSEMBLY FACILITIES DIVISION 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 PAFD Office 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 PAFD). 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 / Royal Flush., 207-799-1980, M-F) to request and pay for a cleaning. If renting units, event organizer MUST rent from Associated Septic / Royal Flush.

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. Do not use existing trash barrels. 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!

MARKING OF GROUNDS
Event Organizers must not use Spray Paint or Spray Chalk when marking city property. Children's Art Chalk can be used with permission from PAFD Office.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES
PAFD 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
<ul style="list-style-type: none"> ◆ 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
			09/28/16

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 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. Nothing in this Agreement constitutes a waiver of any defense, immunity or limitation of liability that may be available to the CITY, or its officers, agents or employees under the Maine Tort Claims Act (Title 14 M.R.S.A. 8101 et. seq.), and shall not constitute a waiver of other privileges or immunities that may be available to the CITY.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	EB	DATE
			09/28/16

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				8612	Exp Date (Mon/Yr)	08	20
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED							

TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION				(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: Friday set up / SAT event	\$?	TBD		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	\$? TBD		
Key Deposit: \$50 per key	\$			Other (Porta-Restroom User Fee: \$25, etc.)	\$		
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$						

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	11-17-2016	DATE REC'D INSURANCE	11-17-2016	PERMIT FEE AMT REC'D	\$ CC on file	SECURITY DEPOSIT	\$ CC on file
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	\$	CASH AMT	\$