



**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)**

|                             |                      |                          |                         |              |    |            |       |
|-----------------------------|----------------------|--------------------------|-------------------------|--------------|----|------------|-------|
| <b>TODAY'S DATE</b>         | 1/30/17              | <b>ORGANIZATION NAME</b> | GiddyUp Productions LLC |              |    |            |       |
| <b>ORGANIZATION ADDRESS</b> | 141 School St        | <b>CITY</b>              | South Portland          | <b>STATE</b> | ME | <b>ZIP</b> | 04106 |
| <b>CONTACT NAME(S)</b>      | Erik Boucher         | <b>TITLE</b>             | President               |              |    |            |       |
| <b>HOME #</b>               | <b>WORK</b>          | <b>CELL</b>              | 207-210-8655            | <b>FAX</b>   |    |            |       |
| <b>EMAIL</b>                | erik@justgiddyup.com |                          | <b>EMAIL</b>            |              |    |            |       |

|   |   |   |                 |   |                                   |
|---|---|---|-----------------|---|-----------------------------------|
| <b>PARK AREA OR PUBLIC SPACE REQUESTED</b>          | Eastern Prom Trail, Bayside Trail, Back Cove Trail, Portland Streets<br>Use of Ocean Gateway Terminal area (START & FINISH line for both races),<br>Amethyst Lot, Moontide Park, Thames St Lot - by Contractual Agreement with Public<br>Assembly Facilities Division |   |                 |   |                                   |
| <b>EVENT DAY &amp; DATE(S)</b>                      | Friday, July 7 <sup>th</sup> , 2017 (Shipyards Old Port<br>Fitness Exposition)<br>Saturday, July 8 <sup>th</sup> , 2017 (races)   | <b>RAIN DAY &amp; DATE(S)</b><br>(50% added fee)                  | None            |   |                                   |
| <b>EVENT START TIME</b><br>(i.e. set-up start time) | Friday:<br>8:00am   | <b>EVENT END TIME</b><br>(i.e. when event cleanup is<br>complete) | Sat:<br>10:00pm | <b>ACTUAL START &amp; END<br/>TIME OF EVENT</b> | Fri: 2 - 8pm<br>Sat: 5:45am - 2pm |

| <b>EVENT NAME</b>  | <b>EXPECTED ATTENDANCE</b>                          |
|--|---|
| Friday: Shipyards Old Port Fitness and Health Exposition – Ocean Gateway Terminal<br>Saturday: Shipyards Old Port Half Marathon (3,500 runners) & 5k (1,300 runners) | Friday: 3,000 at different times<br>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 (SAT July 8). This is the seventh year for this event; and the routes for both races are the same as those used in 2016. MAPS attached detail the routes. Following the races, an Awards Ceremony will be held at Amethyst Park (10:30am). On Friday, July 7, the Shipyards Old Port Fitness Expo takes place at Ocean Gateway Terminal (2 - 8pm).

**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 still in the westbound lane, 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 7:15am - 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, then 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 2 Supervisors) to be stationed at the following locations:

- 1 @ West Commercial and Beach (7:00 am to 8:15 am)
- 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)
- 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 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. (EMS section has been revised - see "Conditions for Use")

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/MoonTide Park and activities there fall under PAFD Contractual Agreement – hired EC and PAFD STAFF for use of these areas.

### **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, and Commercial St from India St to Franklin St, will be closed from 6:50 AM to 7:05.

#### **Franklin St**

The downhill lane of Franklin St from Fore St to Commercial St will be closed from 6:50 AM to 7:10 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 Franklin St to Park 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' on West Commercial St from Park St to Valley St
- Place a volunteer and set of barricades 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

- 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 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 Lines access 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 Commercial St
- Police positioned on Commercial St at Franklin St x2, Park St, and Beach St
- PCO positioned on Commercial St 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 the crossover streets: Franklin St, Union St, Center St, Pearl 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 last runner while heading east and announces when they pass every street along Commercial St
- Staff #2 removes remaining barricades on Fore / York St when Staff #1 makes announcement
- Police cruiser follows behind cone pickup crew and Staff #1

### **Side Streets Closed between Fore / York St and Commercial St**

- Pearl St from 6:50 AM to 7:15 AM
- Silver St 6:50 AM to rolling opening starting at 8:05 AM
- Moulton St 6:50 AM to rolling opening starting at 8:05 AM
- Dana St 6:50 AM to rolling opening starting at 8:05 AM
- Union St from 6:50 AM to 7:15 AM
- Cross St 6:50 AM to rolling opening starting at 8:05 AM
- Center St from 6:50 AM to 7:15 AM
- Maple St 6:50 AM to rolling opening starting at 8:05 AM
- High St 6:50 AM to rolling opening starting at 8:05 AM
- Park St from 7:00 AM to 7:15 AM

### **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 to the public using a set of barricades 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 using a special northbound travel lane. Before the race starts two rows 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). One row of cones will be placed on the double-yellow line, and PWD trucks will travel in the northbound lane from the double-yellow line to the curb. A second row of cones will be placed down the middle of the southbound lane. The southbound lane will be used by runners only.

### **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 (5:30am to 8:30am), Center St and Commercial St (5:30am to 8:30am), Beach St and Commercial St (5:30am 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 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). "No Parking" signs would go up along the water side of Thames St but NO Vehicles will be towed.

### **Hancock St Runners' Lane**

After the half marathon race starts a row of 18" non-reflective orange cones will be set up along the double-yellow line from Thames St to Fore St. Runners will run to the right of the cones.

### **Fore St Runners' Lane**

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

### **Valley St Runners' Lane**

Before the half marathon 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.

### **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**

Seventy (70) portable toilets will be placed in the Ocean Gateway queuing lanes on Friday 7/7 and removed on Saturday 7/8. An additional twenty (20) will be placed in the Amethyst Lot. An additional twenty (20) 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 3: Western Promenade and West St, Mile 8.6: Back Cove Trail (in parking lot), and Mile 11.5: Sewage Plant Rd.

### **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 queuing 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, and 8) West Commercial St underneath the Casco Bay bridge, and 9) Moontide Park. On Saturday 7/8 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, Courtyard Portland Downtown/Waterfront, Standard Baking Company, Hilton Garden Inn Portland Downtown Waterfront, Casco Bay Lines, Crema Coffee Company, and Rosemont Market and Bakery.

### **Event Warning Signs**

On Wednesday 7/5 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 7/8

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 on Commercial St near Rufus Deering Lumber that says "WESTBOUND COMM ST CLOSED" and "SATURDAY 7/8 7AM-9AM". An additional digital sign will be placed at Fore St and Franklin St that says "OLD PORT ½, ROAD RACE, SATURDAY 7/8" and "EXPECT, DELAYS, 6AM-10AM".

### **MDOT Guidance For Road Closure**

The guidelines set out in the *MDOT Guidance For Road Closure* will be followed. The Chief Engineer's office at MaineDOT will be contacted as required. The MaineDOT will activate their digital CMS sign on Interstate 295 southbound to notify motorists of the Exit 8 ramp closure.

### **No Parking Signs**

No parking signs will be placed at the following locations on Thursday 7/6/17 by 5pm. No parking will be allowed on Saturday 7/8/17 from 3:00 am to 9:00 am. Approx. 80 signs are needed.

- 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 Cutter St (water 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 7/7/17 the Ocean Gateway Terminal Building will be used to stage the Shipyard Old Port Health and Fitness Exposition. Use of the Terminal Building there fall under PAFD 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 come to the exposition to pick up their registration materials for the race. On Saturday 7/8 the Terminal Building will also be used from 5:00 AM to 7:00 AM for runners to pick up their registration materials.

### **Beer Gardens**

Two separate beer gardens will be set up in Moontide Park and the Amethyst Lot which falls under FM Contractual Agreement.

### **Moontide Park**

On Saturday 7/8/17 Moontide Park will be used to host a beer garden from 9:00 AM to 12:30 PM. On Friday 7/7/17 a 20'x40' tent will be set up in the park along with banquet tables, cocktail tables, and chairs. DIG SAFE will be contacted.

**Amethyst Lot**

The Amethyst Lot will be used as the primary staging area for the post-race festivities on Saturday 7/8/17. Festivities include a stage with a live band, beer garden, food tent, and food trucks. Various tents will be placed in the Amethyst lot. DIG SAFE will be contacted.

|  |  |                                |
|--|--|--------------------------------|
| <b>IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?</b> | Please check: <u>  x  </u> FEE <u>          </u> PLEDGES |                                |
| <b>IF YES FOR FEES, HOW MUCH?</b>                                    | <b>FEE</b>   | \$55 half marathon \$25 for 5k |
|  | <b>STUDENT FEE</b>                                       | n/a                            |

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?**

On Saturday 7/9 participants will be directed to park in public garages in the Old Port area – but not the Casco Bay Ferry building. Arrangements will be made with a private company United Parking Partners to provide parking options at 58 Fore St. (PORTLAND COMPANY) and the Ocean Gateway Garage. On Friday 7/8 the Ocean Gateway queuing lanes would be used as temporary parking for people coming to the Ocean Gateway Terminal to pickup their bibs. On Friday and Saturday the Thames St lot will be rented and used by race staff, volunteers, vendors, and runners. 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 <b>canopy(s)</b> ? (canopy is 10x10 size) How many: ~12  | X     |      |            |
| * | Do you wish to set up a <b>tent(s)</b> ? (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 – ( <a href="mailto:buildinginspections@portlandmaine.gov">buildinginspections@portlandmaine.gov</a> ) 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.<br>State size(s): <b>20'x120', 20'x40', 20'x20'</b><br>Exact Location(s) of Tent Placement Requested: <b>Amethyst Lot, Moontide Park, Ocean Gateway visitor's parking area (coordinated through PAFD Div.)</b><br>In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233. | X     |      |            |
| * | Will you be setting up <b>tables and/or chairs</b> ? 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: <b>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, &amp; trash barrels), finish line structure, balloon arch, food trucks, misting stations, mile markers, feather flags</b>   | X     |      |            |
| * | Will there be <b>refreshments</b> at the event?<br>Do you wish to <b>sell food</b> ?<br>(If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office)<br><b>List food and drink / Food Trucks, etc.:</b><br>PLEASE NOTE: A Temporary Food Service License is NOT needed when:<br>1. Food Vendors have a current City of Portland Food License<br>2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment<br>3. Bottled water / water is served<br>PLEASE give the BL Office at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.  | X     |      |            |
| * | Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.)?<br>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).<br><b>List items you wish to sell: race shirts, hats, glass mugs, posters</b>  | X     |      |            |
| * | Are you setting up a <b>PA (sound) system</b> ?<br>Are you planning on having <b>Amplified Music? Yes Band? yes DJ? yes Boom Box?no</b><br>If so, your event may require a concert license from BL Office (874-8557).<br>(Just voice – i.e. Press Conference, would not require the license because it is not music).<br>However, a Sound Security Deposit may also be required for amplification.<br>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 <b>electricity</b> ? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office  | X     |      |            |

|   |  |   |            |  |
|---|--|---|------------|--|
|   | Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Elec. at these areas is turned off and needs to be turned on.   |   |            |  |
| * | Are you planning on bringing a <b>Grill for a Barbecue</b> ?<br>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 <b>reserved parking spaces / parking meters</b> ? How many? <b>80</b><br>"No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.  | X |            |  |
| * | Will your event need <b>safety vests, signs, barricades and/or cones</b> ?<br>Please list what you would like to borrow: <b>20 barricades</b><br>A few orange vests and cones may usually be borrowed from PAFD Office.<br>Barricades and signs are borrowed from Public Works, Customer Service.  | X |            |  |
| * | Will your event require <b>street closures</b> ? (Please be specific under "Description of Event")<br>Will your event affect <b>METRO BUS ROUTES</b> ? <b>yes</b><br>(If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029<br>( <a href="mailto:gffenton@pmetrobus.com">gffenton@pmetrobus.com</a> ) to discuss. | X |            |  |
| * | Will your event require <b>Police</b> assistance? An event such as a road race, march or parade in the street, would typically require police assistance.  | X | PCO'S ALSO |  |
| * | Will your event require <b>Fire/EMS</b> assistance? (For a large walk/race, it is recommended.)  | X |            |  |
| * | Will your event require <b>porta-restroom</b> rental(s) or need existing porta-restrooms cleaned?<br>(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 |            |  |
| * | Do you wish to have a <b>banner over the street</b> to advertise your event? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to PAFD: 808-5400.   | X |            |  |

#### INSURANCE CERTIFICATE INFORMATION

|   |   |   |  |  |
|---|---|---|--|--|
| * | Will your event require liability Insurance?<br>(Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.) | X |  |  |
|---|---|---|--|--|

◆ If you answered YES, you shall procure and maintain commercial and/or product liability insurance in an amount of at least \$400,000 combined single limit, covering claims for bodily injury, death, and property damage at your event. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement for coverage for the event, only in those areas where governmental immunity has been expressly waived by 14 M.R.S.A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit shall not be deemed a waiver of any immunities or limitations of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law.

◆ The insurance certificate shall be sent to [tvm@portlandmaine.gov](mailto:tvm@portlandmaine.gov) and must state with no exceptions one of the following:

- 1) The policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).
- 2) The policy contains a general liability extension endorsement by which the City of Portland is made an additional insured pursuant to the date of the event (and rain date).

## 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). Winter & Early Spring: Just EEB. 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 or the metal liners inside. 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; if 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**

- ◆ 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.

|   |                      |           |             |                 |
|---|----------------------|-----------|-------------|-----------------|
| <b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b> | <b>TYPE INITIALS</b> | <b>EB</b> | <b>DATE</b> | <b>11/30/16</b> |
|---|----------------------|-----------|-------------|-----------------|

**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.

|   |                      |           |             |                 |
|---|----------------------|-----------|-------------|-----------------|
| <b>I have read the Assumption of Risk &amp; Liability Agreement</b> | <b>TYPE INITIALS</b> | <b>EB</b> | <b>DATE</b> | <b>11/30/16</b> |
|---|----------------------|-----------|-------------|-----------------|

**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<br>Event with registration or pledges & attendance 25 – 300: \$100/hr<br>Event with registration or pledges & attendance 301+: \$200/hr<br>Public Space/Park Security Deposit/Sound Security Deposit: \$100-\$1000 | Impact/Street Closure Fee (variable based on impact): \$0-\$500<br>Admin/Staff Fee (support for events): \$30/hour<br>Porta Restroom User Fee (if attendance is 150+): \$25 |
|--|---|

**CREDIT CARD INFORMATION**

|   |  |  |  |      |                   |       |
|---|--|--|--|------|-------------------|-------|
| Visa or MasterCard Number   |  |  |  | 8612 | Exp Date (Mon/Yr) | 08/20 |
| <b>CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED</b> |  |  |  |      |                   |       |

**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 Assembly Facilities Div. ~ 212 Canco Rd. ~ Portland ~ ME ~ 04103 **email preferred:** [tvm@portlandmaine.gov](mailto:tvm@portlandmaine.gov)

**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)<br>Number of Hours of Use: | \$ | Vest/Cone Deposit: \$10 per/item<br>Barricade Deposit: \$25 per/item           | \$ |
| Admin/Staff Fee (support for events): \$30/hour   | \$ | Public Space / Park Security Deposit:<br>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):<br>\$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 | \$ |