

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

ORDER #63-16/17 - Street closure request for Veterans Day Parade on 11/11/16.

POSITION:

THE VFW POST 832 SOUTH PORTLAND IS REQUESTING THE CLOSURE OF BROADWAY AT BENJAMIN PICKETT UP TO MILL CREEK PARK, FOR THE ANNUAL VETERAN'S DAY PARADE ON NOVEMBER 11, 2016. THE ROAD CLOSURE WOULD BE FROM 9:00 AM TO 12:00 PM.

This is a yearly event. Code Enforcement, Fire, Parks & Recreation, Police, Public Works and the Transportation Department have been notified and there are no objections. The request with details is attached.

REQUESTED ACTION:

Passage of ORDER #63-16/17.

A handwritten signature in black ink, appearing to read "Erin J. Sullivan", is located in the lower right quadrant of the page.



CITY OF SOUTH PORTLAND

THOMAS E. BLAKE
Mayor

DON GERRISH
City Manager

EMILY F. SCULLY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

**In Council
Order #63-16/17**

District One
CLAUDE V.Z. MORGAN

District Two
PATRICIA SMITH

District Three
EBEN ROSE

District Four
LINDA C. COHEN

District Five
BRAD FOX

At Large
MAXINE BEECHER

At Large
THOMAS E. BLAKE

ORDERED, the closure of Broadway at Benjamin Pickett up to Mill Creek Park on November 11, 2016 from 9:00AM to 12:00PM for the annual Veterans Day Parade.

Fiscal Note: Less than \$1,000

Dated: October 17, 2016



City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date 10/6/16

ORGANIZATION INFORMATION

Name of Organization: VFW POST 832 South Portland

Contact Person for Event: Ed cook Title: N/A

Contact Name and Phone number during the Event: Ed cook (207) 799-1220

Mailing Address: 23 Angell Avenue, South Portland, Maine

Telephone: (207) 799-1220 Cell Phone: N/A

Email Address: N/A Web site: N/A

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: on file with city

EVENT INFORMATION

Name of Event: Veterans Day Parade

Location of Event: Broadway from Benjamin Fiddett to Mill Creek Park War Memorial

Date of Event: 11/11/2016 Rain Date: N/A

Time of Event: Start Time: 10:00 am. Ending Time: 12:00 pm.

Does the Sponsoring Organization own the property? Yes No Estimated Attendance: 5000
If not, please attach a letter from the property owner authorizing this event.

Does the Applicant have insurance for this event? Yes No

Please check off all events that will occur

Check off	Type of Event	Additional Information	Fee	Total
<input checked="" type="checkbox"/>	Amplified Sound	Complete Neighbor Notification	\$10.00 per event	N/A
<input type="checkbox"/>	Burn Permit/Bonfire	Must complete additional paperwork with the Fire Department	No Fee	
<input type="checkbox"/>	Carnival	Proof of Insurance is required	\$125.00 a day	
<input type="checkbox"/>	Circus	Proof of Insurance is required	\$300.00 a day	
<input type="checkbox"/>	Electrical Permit	Must complete additional paperwork with Code Enforcement	\$60.00 paid to Code Enforcement	
<input type="checkbox"/>	Fireworks	Proof of Insurance is required. Site Plan approval from Fire Marshall Required (call 207-624-8744)	No Fee	
<input type="checkbox"/>	Food	Please Provide a list (Include: Name of organization, contact, address, phone, and food items that will be sold or given away)	\$35.00 per event per Food Vendor	
<input type="checkbox"/>	Non Food Items	Please Provide a list (Include: Name of individual, date of birth, address, phone, and items that will be sold or given away)	\$60.00	
<input type="checkbox"/>	Off Premise Alcohol	State Application is required	\$20.00	
<input type="checkbox"/>	Off premise Signs	Must complete additional paperwork with Code Enforcement	\$25.00 Minimum paid to Code Enforcement	
<input checked="" type="checkbox"/>	Parade	Please provide Parade route.	No Fee	N/A
<input type="checkbox"/>	Parking Accommodations are needed	Please provide any maps or diagrams relating to this event.	No Fee	
<input checked="" type="checkbox"/>	Road/Intersection Closure Time of Closure: Start: <u>9:00 AM</u> Finish: <u>12:00 PM</u>	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	N/A
<input type="checkbox"/>	Run/Walk/Cycle/Swim	Please provide any maps or diagrams relating to this event.	No Fee	
<input type="checkbox"/>	Tent Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
<input type="checkbox"/>	Tidal Waters to be used	Please provide a map	No fee	
<input type="checkbox"/>	Trailer Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
			Processing Fee	\$20.00
			Total	

Fees are waived for Non Profits

Will Barricade and/or cones be needed? Yes - Same as previous years

If Yes, How many barricades _____ Cones _____

SANITARY FACILITIES

Please state if the following items will be available at your event, the number of items available and the proximity of the item to your event:

	<u>Amount at Event</u>	<u>Location</u>
TOILETS	<u>N/A</u>	_____
HAND WASHING FACILITIES	<u>N/A</u>	_____
PORTABLE WATER	<u>N/A</u>	_____
FIRST AID FACILITIES	<u>N/A</u>	_____

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	<u>N/A</u>	_____

Types of recycling containers: _____

WASTE CONTAINERS	<u>N/A</u>	_____
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Types of waste containers: _____

DESCRIPTION OF EVENT

Public works to provide podium ; Barricades/ Cones as needed

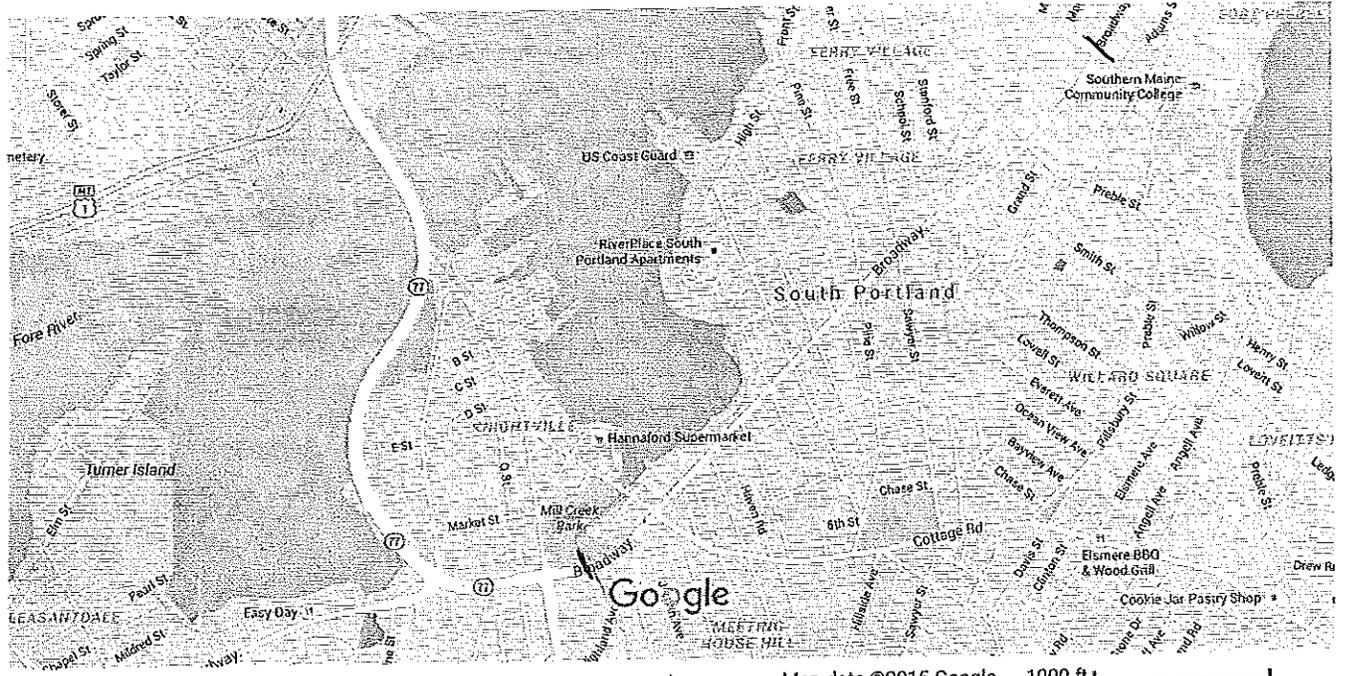
Edward H. [Signature]
Signature of Applicant

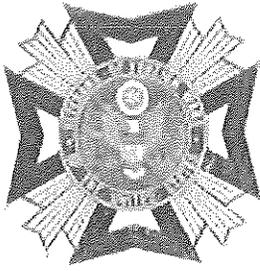
10/6/16
Date Submitted

Please note that you will be contacted by City Staff if you require additional permitting.

Please return this application to: **City Clerks' Office**
Attn: Jessica Hanscombe
25 Cottage Road
South Portland, Maine 04106
207-767-7628
jhanscombe@southportland.org

Google Maps Broadway





So Portland War Veteran's Memorial Association

The So Portland War Veteran's Memorial Association which is made up of Veteran's of foreign Wars Post 832 and the American Legion Post 35 will be having a Veteran's Day Parade on Friday, November 11th . The parade will form at Southern Maine Community College at the end of Broadway, near the ocean, from 09:30 AM and step off at 10 AM sharp. It will continue down Broadway to the Veteran's Monunment, just beyond Pratt and Abbott where there will be a short service.

For more information we can be reached between Wednesday and Saturday at 767-2575 or 799-3997 after 3 PM.