

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

ORDER #64-16/17 - Street closure request for Mill Creek Park Tree Lighting on 12/2/16.

POSITION:

SOUTH PORTLAND PARKS, RECREATION AND WATERFRONT IS REQUESTING THE CLOSURE OF HINCKLEY DRIVE FOR AN ANNUAL HOLIDAY TREE LIGHTING. THE HOLIDAY TREE LIGHTING IS SCHEDULED FOR DECEMBER 2, 2016 FROM 4:00PM TO 7:30PM.

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 #64-16/17.

A handwritten signature in black ink, appearing to read "Emp. of Salary", 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 #64-16/17**

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 Hinckley Drive for the annual Holiday Tree Lighting in Mill Creek Park on December 2, 2016 from 4:00PM to 7:30PM.

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 9/23/2016

ORGANIZATION INFORMATION

Name of Organization: South Portland Parks, Recreation & Waterfront

Contact Person for Event: Lisa Thompson Title: Senior Recreation Manager

Contact Name and Phone number during the Event: Lisa- 767-7650

Mailing Address: 21 Nelson Rd., South Portland, ME 04106

Telephone: 207-767-7650 Cell Phone: 207-400-6520

Email Address: lthompson@southportland.org Web site: www.sopoparksrec.com

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

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Holiday Tree Lighting

Location of Event: Mill Creek Park

Date of Event: Friday, December 2, 2016 Rain Date: None

Time of Event: Start Time: 4:00pm Ending Time: 7:30pm

Does the Sponsoring Organization own the property? Yes No Estimated Attendance: _____
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	
<input checked="" 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 checked="" 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 type="checkbox"/>	Parade	Please provide Parade route.	No Fee	
<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: 4:00pm _____ Finish: 7:30pm _____	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	
<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- Parks & Rec will provide

If Yes, How many barricades Four (4) Cones None

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>At City Hall</u>
HAND WASHING FACILITIES	_____	_____
PORTABLE WATER	_____	_____
FIRST AID FACILITIES	_____	_____

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	<u>2 waste stations</u>	<u>Mill Creek Park</u>

Types of recycling containers: _____

WASTE CONTAINERS _____

Types of waste containers: _____

DESCRIPTION OF EVENT

Our annual holiday tree light will again be taking place at beautiful Mill Creek Park.

We are requesting the Hinckley Drive from Ocean Street to Cottage Road be closed from 4-7:30pm for ease of pedestrian flow and for activities such as horse drawn carriage rides and visiting Santa in Council Chambers at City Hall. (Carriage loading/ unloading will take place on Hinckley drive).

The Middle and High Schools chorus will lead us in carols with the lights going on around 6pm. Project Graduation and the SPSHS Robotics team will be providing snacks at the park.

Lisa Thompson
Digitally signed by Lisa Thompson
Date: 2016.09.23 12:32:55 -0400

Signature of Applicant

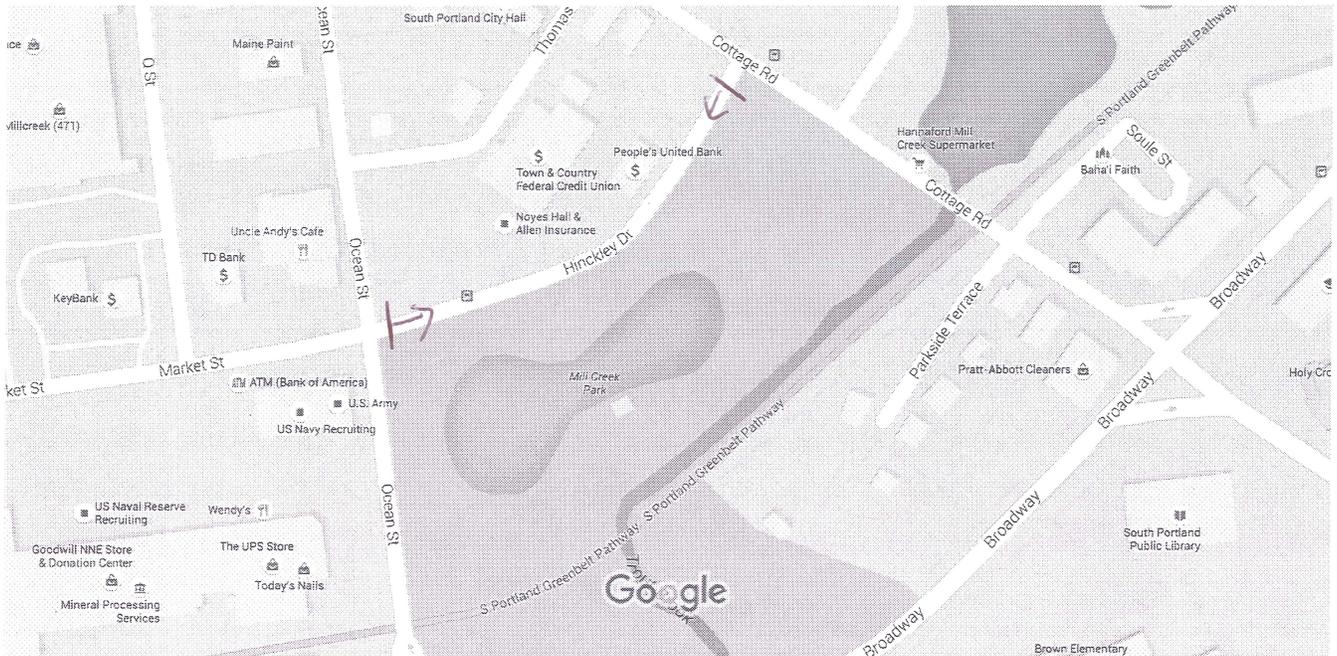
9/23/2016

Date Submitted

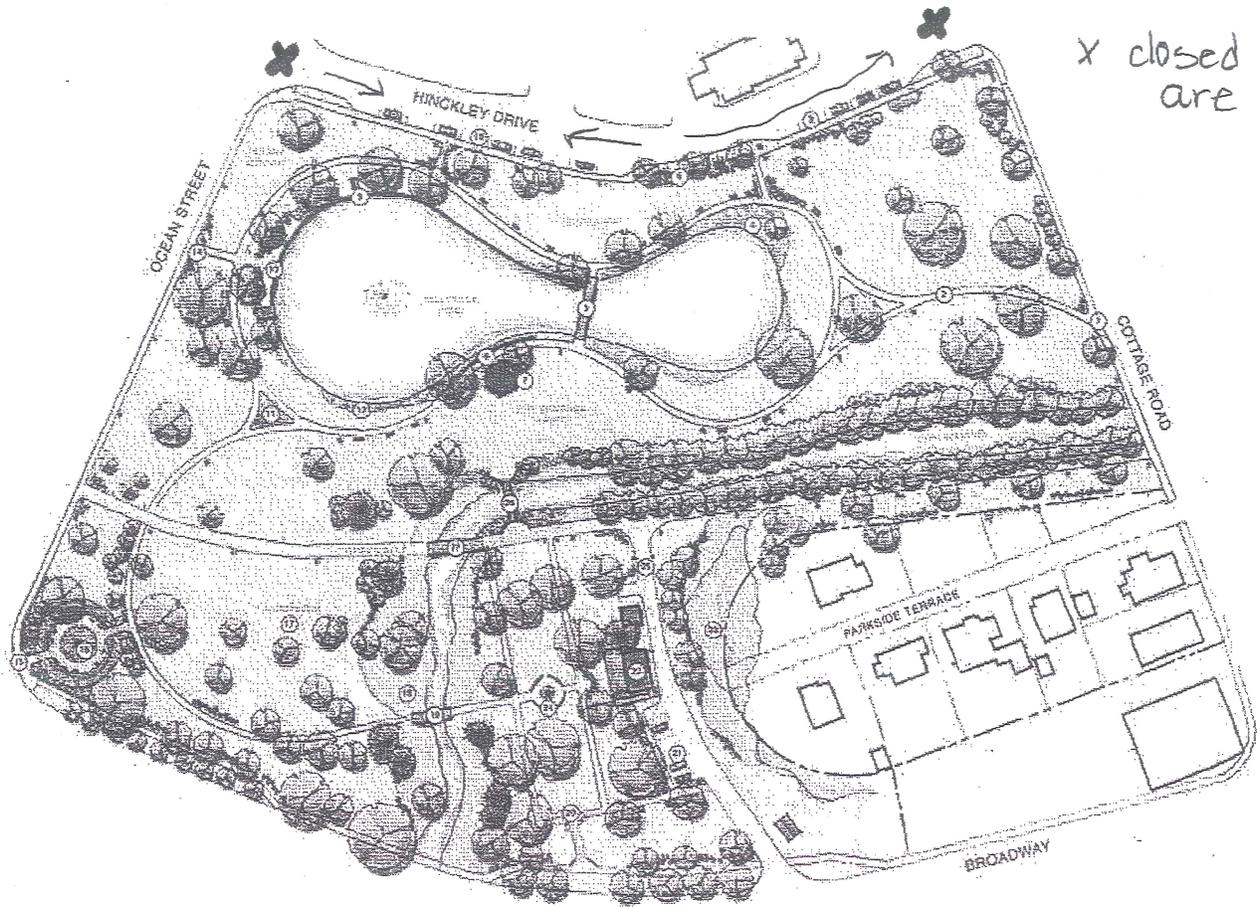
Please note that you will be contacted by City Staff if you require additional permitting.

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 Google Maps



Closed Hinckley Drive



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