

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

Street Closure

THE SOUTH PORTLAND PARKS, RECREATION & WATERFRONT DEPARTMENT IS REQUESTING THE CLOSURE OF OCEAN STREET AT C STREET UP TO D STREET, FOR WINTERFEST ON JANUARY 30, 2015. THE ROAD CLOSURE WOULD BE FROM 3:00 PM TO 7:30 PM. PASSAGE REQUIRES MAJORITY VOTE.

POSITION:

The request of closure of the street at 3:00 P.M. allows for setup. The event will take place from 4:00 P.M. to 6:00 P.M. Breakdown and clean up is scheduled from 6:00 to 7:30 P.M. with the continuation of the festival occurring with a skating party at Millcreek Park to be held from 6:00 to 8:00 P.M.

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:

Council consideration for the Street closure.



City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date 6/23/14

ORGANIZATION INFORMATION

Name of Organization: South Portland Parks, Recreation & Waterfront

Contact Person for Event: Lisa Thompson

Title of Contact Person: same

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

Mailing Address: 21 Nelson Rd.

Telephone: 767-7650

Cell Phone: 400-6520

Email Address: lthompson@southportland.org

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

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Winterfest 2015

Location of Event: F21 - Knightrille & Mc Park Sat. = Warmwright

Date of Event: Jan. 30 + 31, 2015

Rain Date: not sure yet? will consult w/ Rotary on this

Time of Event: Jan 30 4-9PM Start Time: _____ Ending Time: Sat: 12-8pm

Estimated Attendance: 1000 over 2 days

Does the Sponsoring Organization own the property? Yes - city
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
✓	Amplified Sound	Complete Neighbor Notification	\$10.00 per event	
✓	Burn Permit/Bonfire - For Both days	Must complete Additional paperwork with the Fire Department	No Fee	
	Carnival	Proof of Insurance is required	\$125.00 a day	
	Circus	Proof of Insurance is required	\$300.00 a day	
✓	Electrical Permit	Must complete additional paperwork with Code Enforcement	\$60.00 paid to Code Enforcement	
	Fireworks	Proof of Insurance is required. Site Plan approval from Fire Marshall Required (call 207-624-8744)	No Fee	
✓	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	
	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	
	Off Premise Alcohol	State Application is required	\$20.00	
	Off premise Signs	Must complete additional paperwork with Code Enforcement	\$25.00 Minimum paid to Code Enforcement	
	Parade	Please provide Parade route.	No Fee	
	Parking Accommodations are needed	Please provide any maps or diagrams relating to this event.	No Fee	
	Road/Intersection Closure Time of Closure: for 1/21 Start: 8:00 pm Finish: 7:30 pm	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee Block 123 st. only D+C St only	
	Run/Walk/Cycle/Swim	Please provide any maps or diagrams relating to this event.	No Fee	
✓	Tent Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	one tent at Wainwright sat 12-5
	Tidal Waters to be used	Please provide a map	No fee	
	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
 Is Yes, How many barricades n/a Cones n/a

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>Sanitary Requirement</u>	<u>Amount at Event</u>	<u>Location</u>
TOILETS	2- FEL night @	Mill Creek
WASTE DISPOSAL	PAVKS + Rec	
HAND WASHING FACILITIES	↓	↓
PORTABLE WATER		
FIRST AID FACILITIES		

DESCRIPTION OF EVENT

A 2 Day family event sponsored by the City & SP/CE Rotary Club. FRIDAY night will consist of a luminary walk from Knightville to Mill Creek w/ Block party @ Knightville. Skating party at Mill Creek

Saturday events will consist of pancake breakfast @ SPCC followed by events at Wainwright - all outdoors celebrating all things winter.

W. Thompson
Signature of Applicant

6/23/14
Date Submitted

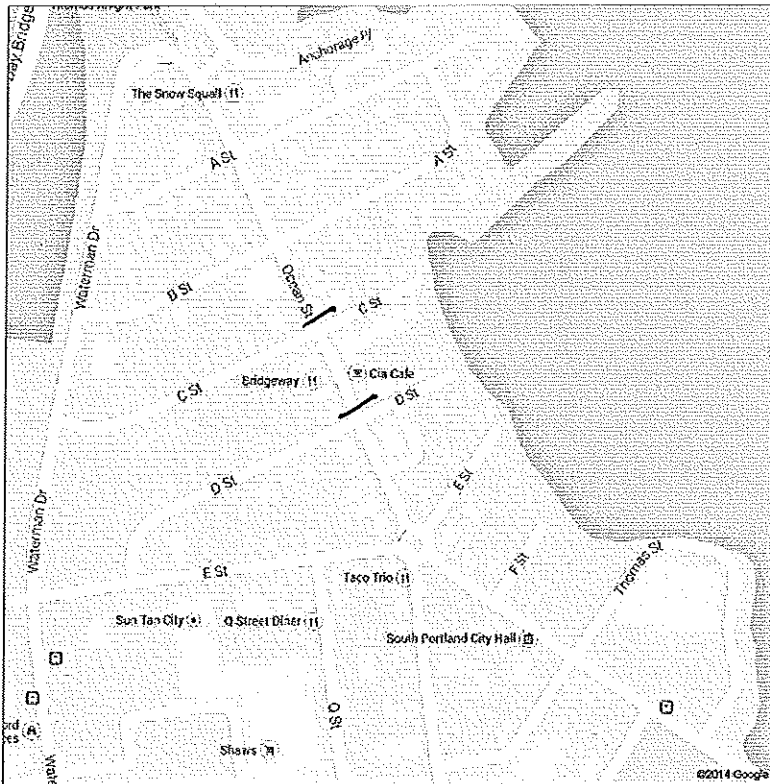
Please note that you will be contacted by City Staff if you require additional permitting.

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

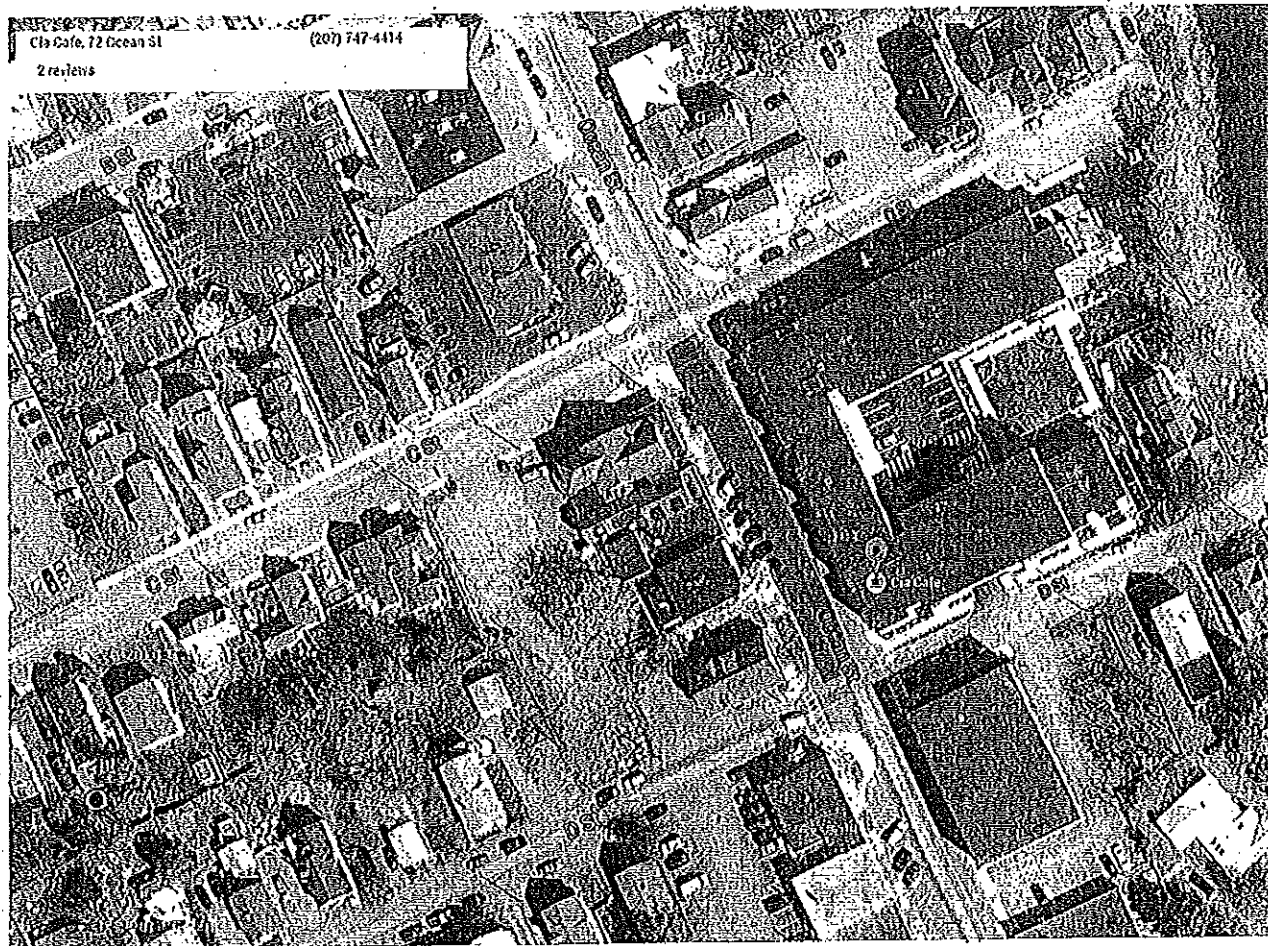
ADDITIONAL INFORMATION

Google

Address **Ocean St**
Maine



*Closed Ocean Street from C Street to D Street
3:00 pm - 7:00 pm
Friday January 30, 2015*



closed

open