

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

ORDER #176-16/17 – Granting a street closure of Madison Street Extension at Madison Street for the Bug Light Family 4th event on July 4, 2017 from 4:30pm to 10:15pm. Passage requires majority vote.

POSITION:

This is public notice that South Portland Parks, Recreation & Waterfront is requesting the closure of Madison Street Extension at Madison Street for the Bug Light Family 4th on July 4th, 2017 from 4:30 P.M. to 10:15 P.M. Passage requires majority vote.

Rain date is July 5th.

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 #176-16/17.





City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date 2/7/2017

ORGANIZATION INFORMATION

Name of Organization: South Portland Parks, Recreation & Waterfront

Contact Person for Event: Lisa Thompson Title: Sr. Recreation Manager

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

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

Telephone: 767-7650 Cell Phone: 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: Bug Light Family 4th Celebration

Location of Event: Bug Light Park

Date of Event: Tuesday, July 4th, 2017 Rain Date: Wednesday, July 5th (or when firewo

Time of Event: Start Time: 4:30pm Ending Time: 10:00pm

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 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 checked="" 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	food trucks on site
<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 checked="" 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: <u>4:00pm</u> Finish: <u>after fireworks</u>	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 4 Cones 20

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>6</u>	<u>SPPRW will provide</u>
HAND WASHING FACILITIES	_____	_____
PORTABLE WATER	_____	_____
FIRST AID FACILITIES	_____	_____

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	<u>4 stations</u>	<u>throughout park</u>

Types of recycling containers: this will be a zero waste event

WASTE CONTAINERS _____

Types of waste containers: _____

DESCRIPTION OF EVENT

This is an annual event held on the 4th of July each year at Bug Light Park. We will have music, free childrens' activities, food trucks and fireworks(put on by Portland :) This event brings about 3000+ people to the park, so closing off the park to traffic (except for boat traffic and those who need handicap parking) has made this a safer & more family friendly event for all. People are encouraged to walk or ride bikes on the greenbelt to the park. Parking is also available in nearby SMCC 's student parking lot.

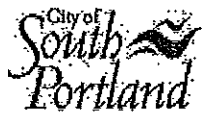
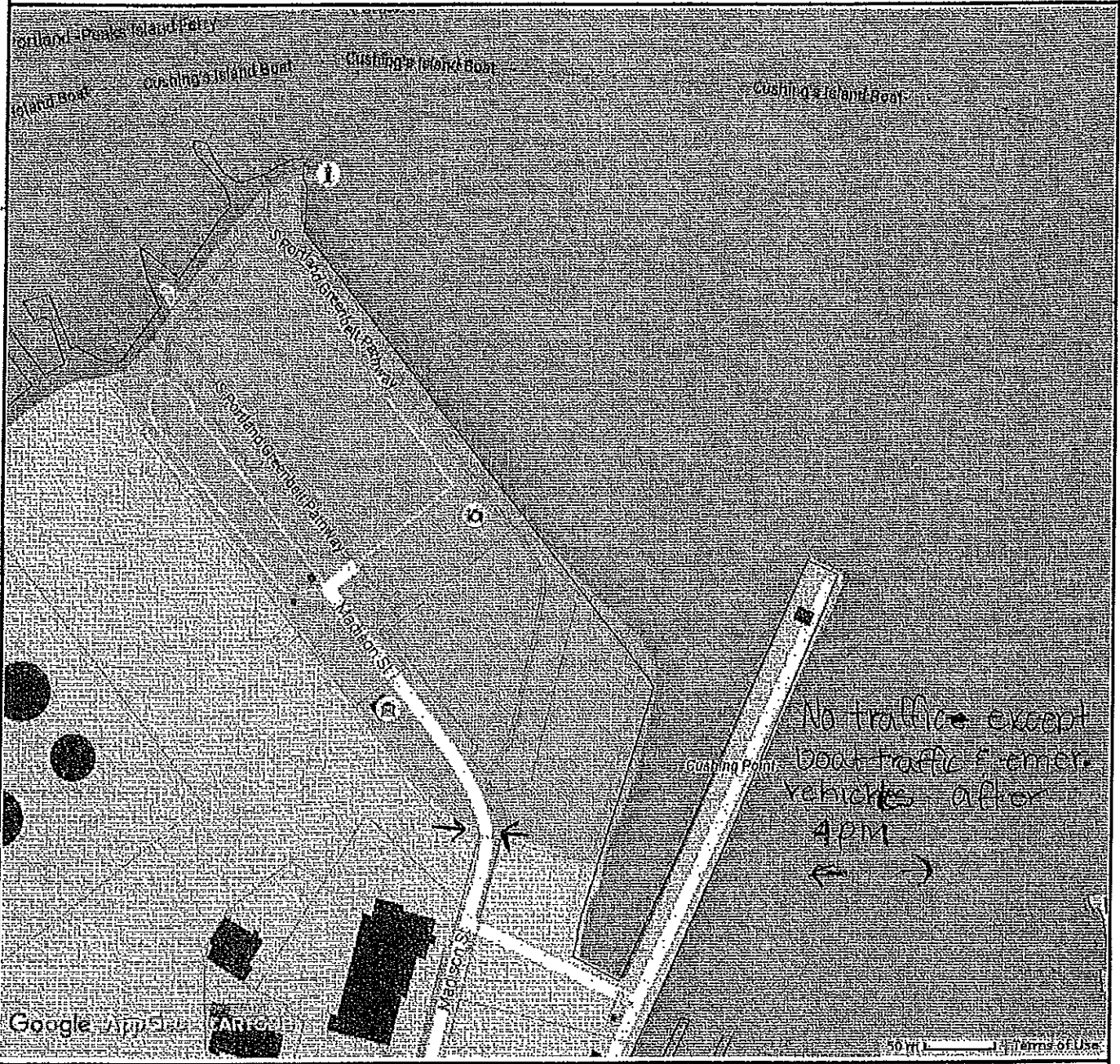
Signature of Applicant

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: Amanda Brousseau
25 Cottage Road
South Portland, Maine 04106
207-767-7628
abrousseau@southportland.org**

Bug Light Park



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of South Portland, ME makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 4/1/2014
Properties updated 4/1/2014



CITY OF SOUTH PORTLAND

PATRICIA SMITH
Mayor

SCOTT MORELLI
City Manager

EMILY F. SCULLY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

In Council
ORDER #176-16/17

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
SUSAN HENDERSON

ORDERED, a street closure of Madison Street Extension at Madison Street for the Bug Light Family 4th event on July 4, 2017 from 4:30pm to 10:15pm. Passage requires majority vote.

Dated: April 19, 2017