

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

ORDER #20-17/18 – Requesting street closure of Hinckley Drive from 12:01 A.M. to 9:00 A.M. on August 12, 2017 for the annual “Art in the Park” event. Passage requires majority vote.

POSITION:

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 #20-17/18.

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



CITY OF SOUTH PORTLAND

PATRICIA SMITH
Mayor

SCOTT MORELLI
City Manager

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

EMILY SCULLY
City Clerk

**IN COUNCIL
ORDER
#20-17/18**

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, that a street closure request of Hinckley Drive from 12:01 A.M. to 9:00 A.M. on August 12, 2017 be granted for "Art in the Park". Passage requires majority vote.

Dated: August 7, 2017



City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date 7/7/17

ORGANIZATION INFORMATION

Name of Organization: Art in the Park

Contact Person for Event: Michele Howard Title: Administrative Assistant

Contact Name and Phone number during the Event: Michele 217-7385 after noon Mary Perry 615-9785

Mailing Address: 25 Cottage Road South Portland, ME

Telephone: 207-767-7605 Cell Phone: 217-7385

Email Address: mhoward@southportland.org Web site: _____

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

Non-Profit Number: _____

Emergency Contact: Mary Perry 615-9785

EVENT INFORMATION

Event Title: Art in the Park

Location of Event: Mill Creek Park

Event Date(s): August 12, 2017 Rain Date(s): _____

Event Start Time: 9:00 AM Ending Time: 4:00 PM

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

Estimated Attendance: 4000+

Does the Applicant have insurance for this event? Yes No
If yes, please provide evidence.

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	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	
	Public Safety Presence	If requested or determined necessary, please contact Police or Fire Department.	Fee must be paid to department providing service.	
✓	Road/Intersection Closure Time of Closure: Start: <u>12:01AM</u> Finish: <u>9:00AM</u>	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	
	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	
	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 No

If Yes, How many barricades 2 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>4</u>	<u>Mill Creek Park</u>
HAND WASHING FACILITIES	<u>1</u>	<u>Mill Creek Park</u>
PORTABLE WATER	_____	_____
FIRST AID FACILITIES	_____	_____

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	<u>4</u>	<u>Food vendor area</u>
Types of recycling containers:	<u>Garbage to Garden + Blue Containers (Public Works)</u>	
WASTE CONTAINERS	<u>4</u>	<u>Food vendor area</u>
Types of waste containers:	<u>trash cans from Public Works</u>	

DESCRIPTION OF EVENT

Open air show with 170 artists plus children's entertainment,
music + food


Signature of Applicant

7/7/2017
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

City of South Portland Event Application – Signoff

****FOR STAFF USE****

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

City Clerk Comments/Recommendation: Print Name: _____

Code Officer/Health Comments/Recommendation: Print Name: _____

Fire Department Comments/Recommendation: Print Name: Chief Wilson

Parks & Recreation Department Comments/Recommendation: Print Name: _____

Police Department Comments/Recommendation: Print Name: Chief Googins

Public Works Department Comments/Recommendation: Print Name: _____

Transportation Department Comments/Recommendation: Print Name: _____

Council Public Hearing Date: _____

Approved/Denied: _____ Date applicant notified: _____

Vendor	Application	Fee	License	Category	Contact	Phone	Email
Cannoli Joe Portland Pedal	Yes	yes	pending	Cannolis	Joe Hamilton		cannolijses@hotmail.com
Popsicles	yes	yes	pending	Popsicles	Cole Klippenstein		coleklipp@gmail.com
El Rodeo	yes	?	yes	Mexican	Jose Diaz	(207) 773-8851	juangdl@live.com
O' Oysters	yes	yes	yes	Seafood Burgers/Dogs	Lucas Myers	207-632-7247	lucasmyers11@gmail.com
Rotary	yes	yes	yes	s	Bill York	207-210-3667	wYork@thayercorp.com
India Palace	yes	yes	yes	Indian	Ricky	207-773-1444	
Classic Sliders	yes	yes	yes	Burgers	Chuck Anderson		andersonchuck@yahoo.com
Mainely Treats	yes	yes	yes	Ice Cream	Max		mainelyburgers@gmail.com
CVC Catering	yes	yes	yes	Wraps	Nancy Cerny	207-289-6035	nancy@cvccateringgroup.com

Closure requested for Hinckley Drive 12:01am - 9:00am

Hannafords

