

## **SOUTH PORTLAND CITY COUNCIL**

*POSITION PAPER OF THE CITY CLERK*

***SUBJECT:***

*STREET CLOSURE*

*THE WATERFRONT MARKET ASSOCIATION AND THE SOUTH PORTLAND/CAPE ELIZABETH CHAMBER ARE REQUESTING THE CLOSURE OF HINCKLEY DRIVE FOR THE ANNUAL HOLIDAY FEST. THE HOLIDAY FEST IS SCHEDULED FOR DECEMBER 5, 2014 FROM 4:00PM TO 8:00PM.*

***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:***

Council consideration for the Street closure.

  
CITY CLERK



# City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date 10/15/14

## ORGANIZATION INFORMATION

Name of Organization: Waterfront Market Association / SPCE Chamber / City

Contact Person for Event: Jon Jennings

Title of Contact Person: Assistant City Manager

Contact Name and Phone number during the Event: 207-272-8371

Mailing Address: 25 Cottage Road, South Portland, ME 04106

Telephone: 207-767-7606

Cell Phone: \_\_\_\_\_

Email Address: JJennings@SouthPortland.org

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

Non-Profit Number: \_\_\_\_\_

## EVENT INFORMATION

Name of Event: Annual Tree Lighting Event

Location of Event: Mill Creek Park, Noyes Hall & Allen Parking Lot

Date of Event: 12/5/14

Rain Date: —

Time of Event: Start Time: 4:00pm Ending Time: 8:00pm

Estimated Attendance: 1,000

Does the Sponsoring Organization own the property? NO  
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	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: Start: <u>3:00 pm</u> Finish: <u>9:00 pm</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  
 Is Yes, How many barricades 4 Long saw horses Cones 24

**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	N/A	
WASTE DISPOSAL		Trash Removal
HAND WASHING FACILITIES	N/A	
PORTABLE WATER	N/A	
FIRST AID FACILITIES	N/A	

DESCRIPTION OF EVENT

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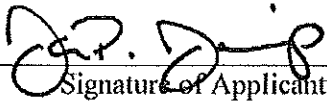
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Signature of Applicant

10/15/14  
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

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