

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

ORDER #204-16/17 - Granting street closure of Preble Street at Willow Street, Pillsbury Street, up to 444 Preble Street for WillardFest on July 8, 2017 with a rain date of July 9, 2017, from 1:00pm to 7:00pm.

POSITION:

THE WILLARDFEST COMMITTEE IS REQUESTING THE CLOSURE OF PREBLE STREET AT WILLOW STREET, PILLSBURY STREET UP TO 444 PREBLE STREET FOR WILLARDFEST ON JULY 8TH WITH A RAIN DATE OF JULY 9TH FROM 1:00 PM TO 7:00 PM.

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 #204-16/17.





CITY OF SOUTH PORTLAND

PATRICIA SMITH
Mayor

SCOTT MORELLI
City Manager

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

EMILY F. SCULLY
City Clerk

In Council
ORDER #204-16/17

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 Preble Street at Willow Street, Pillsbury Street, up to 444 Preble Street for WillardFest on July 8, 2017, with a rain date of July 9, 2017, from 1:00pm to 7:00pm. Passage requires majority vote.

Dated: June 5, 2017



City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date 5/1/2017

ORGANIZATION INFORMATION

Name of Organization: Willard Fest Volunteer Committee

Contact Person for Event: Pam Kasabian (backup Carla Yount) Title: City Liaison Volunteers

Contact Name and Phone number during the Event: Pam Kasabian 671-7770 or Carla Yount 347-9074

Mailing Address: 544 Preble Street, South Portland 04106

Telephone: Pam 671-7770 or Carla 347-9074 Cell Phone: Same

Email Address: plk70@yahoo.com (backup ctssyount@gmail.com) Web site: www.willardfest.org

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

Non-Profit Number: Not applicable We are simply community volunteers working together to host a neighborhood festival.

EVENT INFORMATION

Event Title: Willard Fest 2017

Location of Event: Willard Square

Event Date(s): Saturday, July 8, 2017 Rain Date(s): Sunday, July 9, 2017

Event Start Time: 3 PM Ending Time: 6 PM

Road closure requested at 1 PM, reopening at 7 PM. Barricades blocking off the Square will be placed at Pillsbury, Willow, and Elsmere.

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

Estimated Attendance: 750-1,000

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

Will be provided in June.

Please check off all events that will occur:

Check off	Type of Event	Additional Information	Fee	Total
X	Amplified Sound	Complete Neighbor Notification Done via postcard	\$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	
X	Food Vendor details provided by June 1.	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	
X	Non Food Items TBD - provided by June 1.	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 Guests encouraged to walk	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.	
X	Road/Intersection Closure Time of Closure: Start: <u>1 PM Pittsburgy, Willow & Elsbarn</u> Finish: <u>7PM same locations</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	
X	Tent Permits Tent installed in square	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

An annotated map will be provided in June.

If Yes, How many barricades 3 (for 3 intersections) Cones Same as last year (50?)

We also request the City provide 50 card stock No Parking signs, and volunteers will hand write times on the signs and post on 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>3 (including accessible)</u>	<u>Kids area & near Bathras</u>
HAND WASHING FACILITIES	<u>1</u>	<u>Kids area</u>
PORTABLE WATER	<u>Large thermos jugs</u>	<u></u>
FIRST AID FACILITIES	<u>1 with volunteer EMT</u>	<u>Volunteer tent & kil at kid's area</u>

WASTE DISPOSAL Note: Garbage to Garden will also provide composting disposal and removal. Volunteers are posted at each disposal area to assist with proper sorting.

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	<u>6</u>	<u>To be dispersed around festival</u>

Types of recycling containers: Standard type, to be provided by the City

WASTE CONTAINERS	<u>6</u>	<u>Next to each recycling container</u>
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Types of waste containers: Standard type, to be provided by City

DESCRIPTION OF EVENT

Willard Fest is an annual neighborhood "block party" (this is 7th year) organized and executed by community volunteers. It features live music (performed on stage with amplified sound), children's activities, physical activities, small kid's parade, tables from community groups, an artist area (with Flea Market license), and food vendors (Elsmere BBQ and Divided Sky Cafe). The event is sponsored & funded by local businesses, and we invite neighborhood participation to showcase local talent. The tent (for music/stage) is setup in the square and a small volunteer tent is typically present in a driveway with permission from the owner. The tent and sound setup takes time, so we are requesting road closures before and after. No parking signs (provided by city) will go up late morning with closure times posted. In the past the city has provided the large electronic sign in the square a few days in advance announcing the closure, which has been very helpful. The sign is typically moved to the fire department on the day of the event (before the roads close) to provide advance notice for drivers coming down Pillsbury from Cottage.

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

