

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

ORDER #71-17/18 - Street closure request for Veterans Day Parade on 11/11/17.

POSITION:

THE VFW POST 832 SOUTH PORTLAND IS REQUESTING THE CLOSURE OF BROADWAY AT BENJAMIN PICKETT UP TO MILL CREEK PARK, FOR THE ANNUAL VETERAN'S DAY PARADE ON NOVEMBER 11, 2017. THE ROAD CLOSURE WOULD BE FROM 9:00 AM TO 12:00 PM.

This is a yearly event. 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 #71-17/18.

A handwritten signature in black ink, appearing to read "Jennifer S. Kelley". The signature is written in a cursive, flowing style.



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 #71-17/18**

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, the closure of Broadway at Benjamin Pickett up to Mill Creek Park on November 11, 2017 from 9:00AM to 12:00PM for the annual Veterans Day Parade.

Fiscal Note: Less than \$1,000

Dated: October 16, 2017



City of South Portland Special Event Application

(Sec. 14-2, 14-3 & 14-8)

Application must be turned in 30 days prior to the event

Application Date 10-3-2017

ORGANIZATION INFORMATION

Name of Organization: VFW Post 832

Contact Person for Event: Sam Flint Title: N/A

Contact Name and Phone number during the Event: Sam Flint 807-5254

Mailing Address: 15 George St So Portland, Me 04106

Telephone: [207] 807-5254 Cell Phone: Same

Email Address: sflint@maine.rr.com Web site: N/A

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

Non-Profit Number: N/A

Emergency Contact: SAME

EVENT INFORMATION

Event Title: Veterans Day Parade

Location of Event: Broadway from Pickett to Mill Creek Park Memorial _____

Event Date(s): 11/11/2017 Rain Date(s): N/A

Event Start Time: 10 AM Ending Time: 12 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: 3,000

(Attendance over 1,000 may require Public Safety presence at the expense of the Event Organizer - see page 2)

Does the Applicant have insurance for this event? Yes No
Please attach evidence -- see Sec. 14-8 for insurance requirements for events held on City property.

Please check off all events that will occur:

Check off	Type of Event	Additional Information	Fee	Total
X	Amplified Sound	Complete Neighbor Notification	\$10.00 per event	N/A
	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	
x	Parade	Please provide Parade route.	No Fee	N/A
	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.	
X	Road/Intersection Closure Time of Closure: Start: ^{9AM} ----- Finish: ^{12 PM} -----	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	N/A
	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 Same as previous years Cones Same as previous years

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	N/A	-----
HAND WASHING FACILITIES	N/A	-----
PORTABLE WATER	N/A	-----
FIRST AID FACILITIES	N/A	-----

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	N/A	-----
Types of recycling containers:	-----	
WASTE CONTAINERS	N/A	-----
Types of waste containers:	-----	

DESCRIPTION OF EVENT

Public Works to provide podium, barricades and cones as needed

Sam Flint
Signature of Applicant

10-3-2017
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: Licensing Administrator
25 Cottage Road
South Portland, Maine 04106
kmorrill@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: _____

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

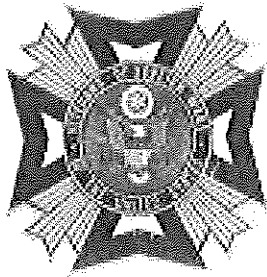
Police Department Comments/Recommendation: Print Name: _____

Public Works Department Comments/Recommendation: Print Name: _____

Transportation Department Comments/Recommendation: Print Name: _____

Council Public Hearing Date: _____

Approved/Denied: _____ Date applicant notified: _____



So Portland War Veteran's Memorial Association

The So Portland War Veteran's Memorial Association which is made up of Veteran's of foreign Wars Post 832 and the American Legion Post 35 will be having a Veteran's Day Parade on Saturday, November 11th . The parade will form at Southern Maine Community College at the end of Broadway, near the ocean, from 09:30 AM and step off at 10 AM sharp. It will continue down Broadway to the Veteran's Monunment, just beyond Pratt and Abbott where there will be a short service.

For more information we can be reached at 807-5254 or 799-3997 after 3 PM.