

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

Street Closure

THE SOUTH PORTLAND PARKS, RECREATION & WATERFRONT IS REQUESTING THE CLOSURE OF MADISON STREET EXT. AT MADISON STREET FOR THE SOUTH PORTLAND FAMILY 4TH ON JULY 4TH. THE CLOSURE IS FROM 3:00PM TILL 10:30PM. PASSAGE REQUIRES MAJORITY VOTE.

POSITION:

On July 4th the South Portland Parks, Recreation and Waterfront Department will be holding various activities in Bug Light Park throughout the day prior to the fireworks. There will be food vendors, children's performances, musical performances, backyard games and activities. The street closure will be in effect for the general public however, boating traffic will be allowed.

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 approval 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 4/11/14

ORGANIZATION INFORMATION

Name of Organization: So. Port. Parks, Recreation & Waterfront

Contact Person for Event: Lisa Thompson

Title of Contact Person: Recreation Coordinator

Contact Name and Phone number during the Event: Same 400-6520

Mailing Address: 21 Nelson Rd, So. Port.

Telephone: 767-7650

Cell Phone: 400 6520

Email Address: lthompson@southportland.org

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

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: South Portland Family 4th

Location of Event: Bvg Light Park

Date of Event: July 4, 2014

Rain Date: none

Time of Event: Start Time: 4:00 Ending Time: 8:45 -

Estimated Attendance: 2500 - 3000
or When fireworks are over

Does the Sponsoring Organization own the property? Yes
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: 3PM Finish: 10:30PM Park closed to	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	(\$200.00)
	Run/Walk/Cycle/Swim	Please provide any maps or diagrams relating to this event.	No Fee	except boating traffic
	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 Parks + REC will provide 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>Sanitary Requirement</u>	<u>Amount at Event</u>	<u>Location</u>
TOILETS	_____	_____
WASTE DISPOSAL	_____	_____
HAND WASHING FACILITIES	_____	_____
PORTABLE WATER	_____	_____
FIRST AID FACILITIES	_____	_____

DESCRIPTION OF EVENT

Family activities before + leading up to fireworks.
 Food vendors, childrens performance, musical performance, Backyard games + activities

Lisa Thompson

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
 Att: Jessica Hanscombe
 25 Cottage Road
 South Portland, Maine 04106
 207-767-7628
 jhanscombe@southportland.org**

ADDITIONAL INFORMATION

****FOR STAFF USE****

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

City Clerk Comments/Recommendation: _____

Code Officer/Health Comments/Recommendation: _____

Code Officer/Building Comments/Recommendation: _____

Fire Department Comments/Recommendation: _____

Parks & Recreation Department Comments/Recommendation: We will provide
set up, toilets, waste disposal

Police Department Comments/Recommendation: _____

Public Works Department Comments/Recommendation: _____

Transportation Department Comments/Recommendation: _____

Council Public Hearing Date: _____

Approved/Denied: _____

Date applicant notified: _____



Property Information

Property ID 007*0000*002A
Location 1 BUG LIGHT PK
Owner SOUTH PORTLAND



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated April 1, 2013