

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

ORDER #77-17/18 – South Portland Parks, Recreation and Waterfront and the South Portland/Cape Elizabeth Chamber are requesting the closure of Hinckley Drive for the Annual Mill Creek Park Tree Lighting on December 1, 2017 from 4:00 P.M to 7:30 P.M. Passage requires majority vote.

POSITION:

SOUTH PORTLAND PARKS, RECREATION AND WATERFRONT IS REQUESTING THE CLOSURE OF HINCKLEY DRIVE FOR AN ANNUAL HOLIDAY TREE LIGHTING. THE HOLIDAY TREE LIGHTING IS SCHEDULED FOR DECEMBER 1, 2017 FROM 4:00PM TO 7:30PM.

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 #77-17/18.

A handwritten signature in black ink, appearing to read "Erin J. Sullivan", is located in the bottom right corner of the page.



CITY OF SOUTH PORTLAND

PATRICIA A. SMITH
Mayor

SCOTT T. MORELLI
City Manager

EMILY F. SCULLY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

**In Council
Order #77-17/18**

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 Hinckley Drive for the annual Holiday Tree Lighting in Mill Creek Park on December 1, 2017 from 4:00PM to 7:30PM.

Fiscal Note: Less than \$1,000

Dated: November 6, 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 10/5/2017

ORGANIZATION INFORMATION

Name of Organization: South Portland Parks, Recreation and Waterfront/ Cape Elizabeth Chamber of Commerce

Contact Person for Event: Esther Palmieri Title: Recreation Manager

Contact Name and Phone number during the Event: Esther Palmieri 767-7650 x 7540

Mailing Address: 21 Nelson Rd. South Portland

Telephone: 207-767-7650 Cell Phone: 207-615-8653

Email Address: epalmieri@southportland.org Web site: www.southportland.org

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

Non-Profit Number: _____

Emergency Contact: _____

EVENT INFORMATION

Event Title: Holiday Tree Lighting

Location of Event: Mill Creek Park and surrounding areas

Event Date(s): 12/1/2017 Rain Date(s): None

Event Start Time: _____ Ending Time: _____

Does the Sponsoring Organization own the property? Yes No

If not, please attach a letter from the property owner authorizing this event.

Estimated Attendance: 1500

(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	
X	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	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.	
X	Road/Intersection Closure Time of Closure: Start: 4:00pm Finish: 7:30pm	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 4-6 Cones 10-20

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>1</u>	<u>Mill Creek Park</u>
HAND WASHING FACILITIES	-----	-----
PORTABLE WATER	-----	-----
FIRST AID FACILITIES	-----	-----

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	<u>2 Waste Stations</u>	<u>Mill Creek Park</u>

Types of recycling containers: -----

WASTE CONTAINERS	<u>3</u>	-----
------------------	----------	-------

Types of waste containers: -----

DESCRIPTION OF EVENT

Annual Holiday Tree Lighting at Mill Creek Park. Music provided by the school chorus groups. Horse drawn carriage rides throughout Knightville. Food items will be for sale and family activities will be held at the Town and Country/Noyes Insurance parking lot. Fire pits for keeping warm at Mill Creek Park (maintained by Parks staff).

Road closure: Hinckley Drive from Ocean St. to Cottage Rd. will be closed from 4:00pm-7:30pm to allow for foot traffic and activities to take place.

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: Licensing Administrator
25 Cottage Road
South Portland, Maine 04106
kmorrill@southportland.org

EVENT INFORMATION FOR BLOCK PARTIES

If you are planning on holding a "Block Party" there are a few things that need to be completed in order to be in compliance with City ordinances.

1. Council approval

All street closings need to be approved by the City Council. In order to get approval, please submit the attached neighbor notification form signed by all neighbors affected along with your event application to the City Clerk's office **at least three weeks prior** to the street closing.

2. Amplifying Permit

If you are planning on having any type of music or announcing using a microphone you will need to obtain an amplifying permit. Please use the attached neighbor notification form. Five business days are needed to issue the permit. The fee for an amplification permit is \$10.00.

3. Blocking the street

After Council approval, sawhorses can be obtained from Public Works. Residents must call and reserve the sawhorses **at least 3 days** in advance (767-7635). They need to be picked up during regular business hours, (7:00 A.M. – 3:00 P.M.) the Friday before the event, and returned on the following Monday. When placing the sawhorses, there still must be room for emergency vehicles to proceed if needed.

***ACTIVITIES ON STREET MAY NOT PREVENT EMERGENCY
VEHICLE ACCESS***

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: *email* _____

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

Police Department Comments/Recommendation: Print Name: *email* _____

Public Works Department Comments/Recommendation: Print Name: _____

Transportation Department Comments/Recommendation: Print Name: _____

Council Public Hearing Date: *11/7/17* _____

Approved/Denied: _____ Date applicant notified: _____