

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

Street Closure

THE WILLARDFEST COMMITTEE IS REQUESTING THE CLOSURE OF PREBLE STREET AT WILLOW STREET, PILLSBURY STREET UP TO 444 PREBLE STREET FOR WILLARDFEST ON JULY 12TH WITH A RAIN DATE OF JULY 13TH FROM 1:00 PM TO 8:00 PM. PASSAGE REQUIRES MAJORITY VOTE.

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 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 5/29/14

ORGANIZATION INFORMATION

Name of Organization: Willard Fest Committee

Contact Person for Event: Laurel LaBauve

Title of Contact Person: Chairperson

Contact Name and Phone number during the Event: Laurel LaBauve 908-500-3835

Mailing Address: 330 Preble St, SoPo

Telephone: 767-7295

Cell Phone: 908-500-3835

Email Address: llabauve@maine.nn.com

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

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Willard Fest

Location of Event: Willard Square

Date of Event: 7/12/14

Rain Date: 7/13/14

Time of Event: Road Closure 1pm - 8pm
Fest Start Time: 3pm Ending Time: 6pm

Estimated Attendance: 500-600

Does the Sponsoring Organization own the property? Paul Leddy, Jen Leddy & Brandy LaBauve have all given their approval
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
<input checked="" type="checkbox"/>	Amplified Sound	Complete Neighbor Notification	\$10.00 per event	
<input type="checkbox"/>	Burn Permit/Boufire	Must complete Additional paperwork with the Fire Department	No Fee	
<input type="checkbox"/>	Carnival	Proof of Insurance is required	\$125.00 a day	
<input type="checkbox"/>	Circus	Proof of Insurance is required	\$300.00 a day	
<input type="checkbox"/>	Electrical Permit	Must complete additional paperwork with Code Enforcement	\$60.00 paid to Code Enforcement	
<input type="checkbox"/>	Fireworks	Proof of Insurance is required. Site Plan approval from Fire Marshall Required (call 207-624-8744)	No Fee	
<input checked="" type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Off Premise Alcohol	State Application is required	\$20.00	
<input type="checkbox"/>	Off premise Signs	Must complete additional paperwork with Code Enforcement	\$25.00 Minimum paid to Code Enforcement	
<input type="checkbox"/>	Parade	Please provide Parade route.	No Fee	
<input type="checkbox"/>	Parking Accommodations are needed	Please provide any maps or diagrams relating to this event.	No Fee	
<input checked="" type="checkbox"/>	Road/Intersection Closure	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	
<input type="checkbox"/>	Run/Walk/Cycle/Swim	Please provide any maps or diagrams relating to this event.	No Fee	
<input checked="" type="checkbox"/>	Tent Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement <i>see attached fire retardancy certificate</i>	
<input type="checkbox"/>	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 3

Cones For No Parking

- Preble & Pillsbury
- Preble & Elsmere
- Preble & Willow

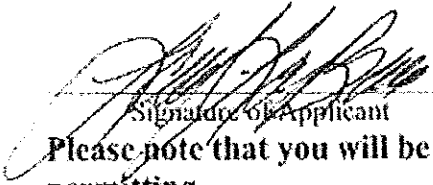
SANITARY FACILITIES

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	<u>3</u>	<u>2 next to Bathrooms, 1 @ 449</u>
WASTE DISPOSAL	<u>6 trash recycling</u>	<u>Food vendors, kids area</u>
HAND WASHING FACILITIES	<u>1</u>	<u>Band area, Volunteer area</u>
PORTABLE WATER	<u> </u>	<u> </u>
FIRST AID FACILITIES	<u>1</u>	<u>First Aid Kit at Volunteer Station</u>

DESCRIPTION OF EVENT

see attached


Signature of Applicant

5/29/14
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

Willard Fest 2014 Proposal

Submission to South Portland, Maine – City Hall

By Willard Fest Committee

May 2014

Now in its 4th year, Willard Fest 2014 promises to be another great celebration of our wonderful neighborhood. The Fest will last 3 hours and include:

- live music
- storytelling
- demonstrations by local police and fire department
- food from local vendors
- a fun filled children's area
- community tables to showcase information
- a musical procession showcasing the children's artwork
- new this year – an artist flea market

We believe we had approximately 1000 attendees last year and expect this year to grow by another 500 attendees.

We intend to build on the success from last year's fest. We will once again put the band tent in the middle of the square. Music is the 'heart' of the Fest, so a central location for the bands is essential. Like last year, One Stop Party Shop will be erecting the tent, using ballast to keep it upright, with no stakes required.

New in 2014, the Willard Fest Art Market will be located on the corner of Pillsbury St and Preble St. Neighborhood artists will provide and set up their own tables, tents and display materials on the grassy lawn owned by Paul and Jen Leddy. We anticipate having 15-17 participants. This number will allow space between the "booths" while providing a nice variety of mediums and crafts for attendees to browse. Artists will complete the flea market vendor application provided by the city and will pay a \$20.00 fee. Willard Fest will cover the \$75.00 operator application fee. While we do not yet have a complete list of participants, we are pleased by the level of interest and the scope of local talent. A few confirmed artists include Peg Thompson (greeting cards & calendars featuring her stunning Beach St hens), Kelly Wood (stained glass), Willard Design (t-shirts), Lori Austill (encaustic art), Jack Riddle (paintings). We also have interest from a furniture maker, a photographer, a woman whose creations are made from Willard Beach driftwood and others!

Attached is a copy of the map for this year's Fest. Since one of the properties has been sold, we will be changing the layout from the previous year. We will keep all the children's activities together, near the intersection with Elsmere (this is a shaded area, so will be cooler for the kids).

We will be utilizing private property for some of the activities. Brandy LaPointe, Jen MacLaren –Leddy and Willard Square Condos have all given their permission. They are all included in an insurance rider that we have obtained for the event.

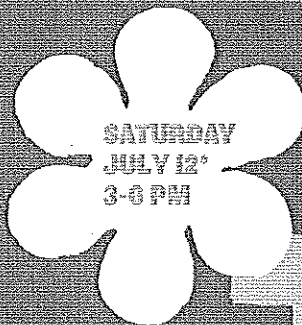
Food vendors include Scratch Baking and Willard Scoops – who are already in the Square. Willard Scoops will also set up an outdoor ‘scoop station’ for ice cream cones. Other vendors include David’s 388, Elsmere BBQ, Terra Cotta Pasta, and South Portland House of Pizza. Divided Sky Café is a mobile food truck and will be serving children’s food. We have written permission from Scratch Baking and Willard Scoops for all of them to be in the square that day.

We will have Community Tables set up around the square. These are for local groups to share their educational information or service for residents. We are still signing groups up, but currently we have: Friends of Casco Bay, City of South Portland, Garbage to Garden, Marc Gup Group of Keller Williams, etc.

We are also doing a ‘Knock and Talk’ for all residences within the 500 foot radius of the Square. Attached is a copy of the flyer that they will be presented with. We will begin on June 1st and the talks will be completed in the upcoming 2 weeks. We will submit the final signatures as soon as we have them.

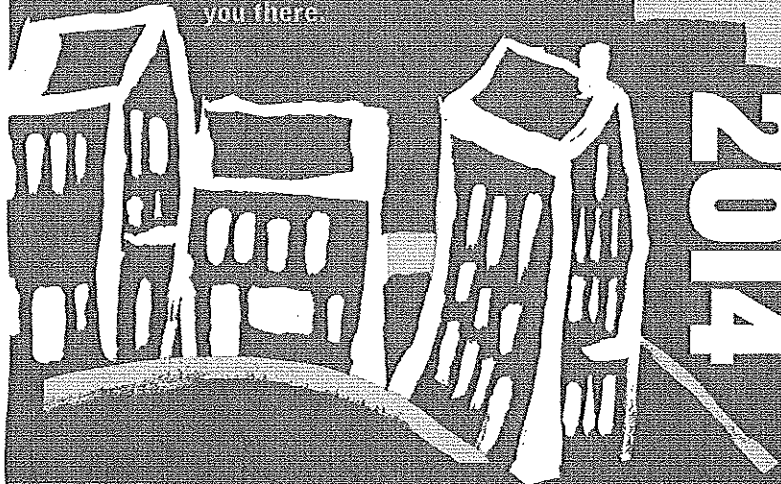
Total expenses for last year’s event were approximately \$4000. Since the fest grows each year, we’re trying to raise \$6000 this year. This pays for insurance, tent and stage rental, children’s art supplies, etc. All funds are raised by the Willard Fest Committee, through donations from local businesses. We have a tiered donation level, please see the attached for more information.

Finally, we would like to thank the City of South Portland for their help in making this Fest possible. We count ourselves lucky to have so much help for this annual celebration. The public safety demos, the street sweepers, the no parking signs, the barricades, the recycling and trash support, etc. are an incredibly helpful resource for an event like this. Thank you!!



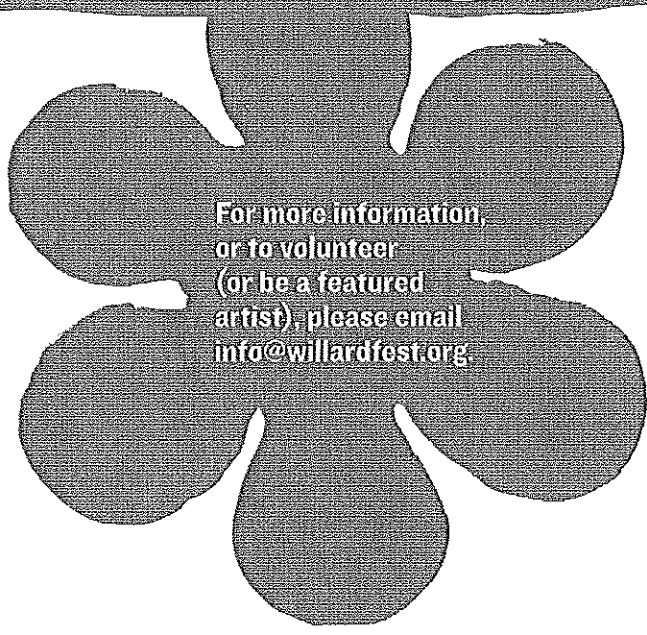
**COME
CELEBRATE
OUR BELOVED
SQUARE!**

WILLARDFEST 2014 will feature local food, music, art, and many other activities fun for all ages—come meet your neighbors! We hope to see you there.



**WILLARD
FEST
2014**

*RAIN DATE SUNDAY, JULY 13



For more information,
 or to volunteer
 (or be a featured
 artist), please email
info@willardfest.org.

Dear Neighbor,

ON SATURDAY, JULY 12 (RAIN DATE JULY 13), we
 will be closing Willard Square from 1:00 p.m. – 8:00
 p.m. to host the WillardFest community block party.
 You're invited!

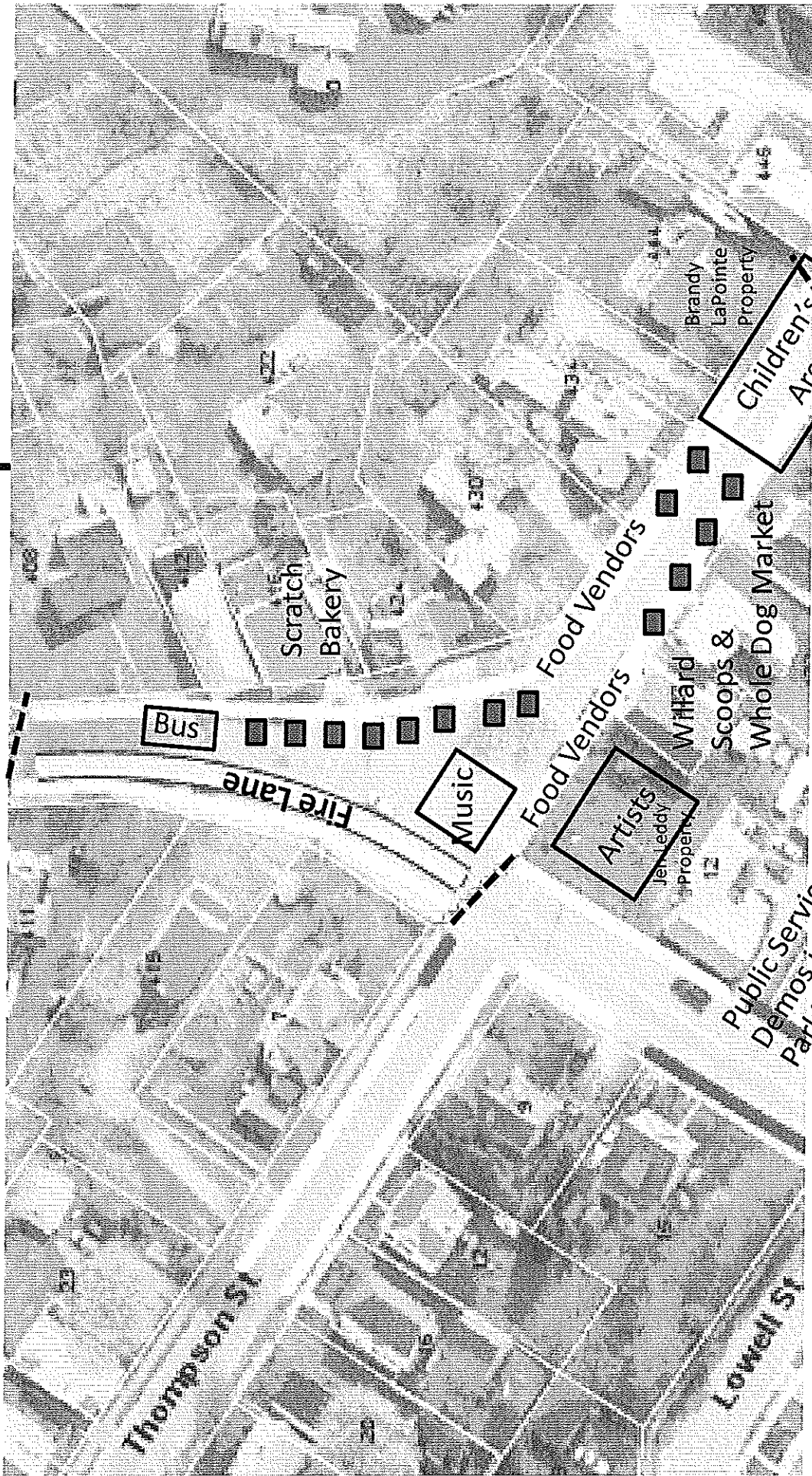
THE PARTY WILL LAST FROM 3:00 P.M. – 6:00 P.M.
 and will feature live music, food, and other arts and
 entertainment. South Portland City Council wants
 us to let you know that music and announcements
 will be amplified.

We encourage as many people as possible to walk to
 the party. WE LOOK FORWARD TO SEEING YOU AT THIS
 FAMILY-CENTERED EVENT!

—The WillardFest Committee



Willard Fest Map



-  = Community Table
-  = Barricade