

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

ORDER #197-17/18 - Granting street closure of Broadway from Southern Maine Community College parking lot to the Veteran's Monument in Mill Creek Park from 10:00 A.M. to 12:00 P.M. for the Memorial Day Parade on Monday, May 28, 2018.

This is an annual 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 #197-17/18.



CITY OF SOUTH PORTLAND

LINDA C. COHEN
Mayor

SCOTT MORELLI
City Manager

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

EMILY F. SCULLY
City Clerk

**In City Council
Order
#197-17/18**

District One
CLAUDE V.Z. MORGAN

District Two
KATHERINE W. LEWIS

District Three
EBEN ROSE

District Four
LINDA C. COHEN

District Five
ADRIAN T. DOWLING

At Large
MAXINE BEECHER

At Large
SUSAN HENDERSON

ORDERED, a street closure of Broadway from Southern Maine Community College parking lot to the Veteran's Monument from 10:00am to 12:00pm for the South Portland War Memorial Association's Memorial Day Parade on Monday, May 28, 2018. Passage requires majority vote.

Dated: May 15, 2018



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 4/26/18

ORGANIZATION INFORMATION

Name of Organization: AMERICAN LEGION #35

Contact Person for Event: PAUL-NIEL Title: COMD

Contact Name and Phone number during the Event: PAUL-NIEL

Mailing Address: 15 George St S. Portland 04106

Telephone: 207-767-3897 Cell Phone: 807-5257

Email Address: SPort@maine-va.com Web site: _____

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

Non-Profit Number: N/A

Emergency Contact: _____

EVENT INFORMATION

Event Title: MEMORIAL-DAY-PARADE

Location of Event: Ross MCC Parking lot on Broadway to monument on Broadway Mill Creek

Event Date(s): 5-28-2018 Rain Date(s): NONE

Event Start Time: 10:30 Ending Time: 12:00

Does the Sponsoring Organization own the property? Yes No

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

Estimated Attendance: ?

(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. Insurance is required for all events occurring on City Property.

Please check off all events that will occur:

Check off	Type of Event	Additional Information	Fee	Total
<input type="checkbox"/>	Amplified Sound	Complete Neighbor Notification	\$10.00 per event	
<input type="checkbox"/>	Burn Permit/Bonfire	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 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 checked="" 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 type="checkbox"/>	Public Safety Presence	If requested or determined necessary, please contact Police or Fire Department.	Fee must be paid to department providing service.	
<input type="checkbox"/>	Road/Intersection Closure Time of Closure: Start: _____ Finish: _____	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 type="checkbox"/>	Tent Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
<input type="checkbox"/>	Tidal Waters to be used	Please provide a map	No fee	
<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 No

If Yes, How many barricades _____ 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>NO</u>	<u>X</u>
HAND WASHING FACILITIES	<u>X</u>	<u>X</u>
PORTABLE WATER	<u>X</u>	<u>X</u>
FIRST AID FACILITIES	<u>X</u>	<u>X</u>

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	<u>NO</u>	<u>X</u>
Types of recycling containers: _____	<u>NO</u>	<u>X</u>
WASTE CONTAINERS	<u>NO</u>	<u>X</u>
Types of waste containers: _____	<u>NO</u>	<u>NO</u>

DESCRIPTION OF EVENT

Memorial Day Parade
w/ platform + barricades

Edward Coombs
Signature of Applicant

4/26/18
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



So Portland War Veteran's Memorial Association

The So Portland War Veteran's Memorial Association which consists of VFW Post 832 and American Legion Post 35 will be gathering on Saturday, May 26th at American Legion Post 35 on Broadway, across the street from Holy Cross Church at 09 AM to flag our five cemeteries. All volunteers are welcome. On Monday, the 28th we will be having our Memorial Day Parade starting at 10:30 sharp. It starts at Southern Maine Community College at the end of Broadway and continues down Broadway past Pratt Abbott to the Veteran's Memorial Monument . There will be a short ceremony after the parade. At 12 noon there will be a wreath laying ceremony at the public boat landing.

Any questions please call 799-3997