

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

Street Closure

South Portland Parks, Recreation & Waterfront is requesting the closure of Madison Street Ext. at Madison Street for the Bug Light Family 4th on July 4th, 2016 from 4:30 P.M. to 10:15 P.M. Passage requires majority vote.

POSITION:

Rain date is July 5th.

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 February 11, 2016

ORGANIZATION INFORMATION

Name of Organization: South Portland Parks, Recreation and Waterfront

Contact Person for Event: Lisa Thompson Title: Sr. Leisure Services Mgr.

Contact Name and Phone number during the Event: Lisa Thompson, 767-7650

Mailing Address: 21 Nelson Rd., South Portland, ME 04106

Telephone: 207-767-7650 Cell Phone: 207-400-6520

Email Address: lthompson@southportland.org Web site: _____

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

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Bug Light Park Family 4th

Location of Event: Bug Light Park

Date of Event: Monday, July 4, 2016 Rain Date: Tuesday, July 5, 2016

Time of Event: Start Time: 6:30pm Ending Time: when fireworks end

Does the Sponsoring Organization own the property? Yes No Estimated Attendance: 3000+
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/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 checked="" 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 Time of Closure: Start: <u>4:30pm</u> Finish: <u>10:15pm</u>	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- Parks & Rec will provide

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>4</u>	<u>Parks and Rec will provide</u>
HAND WASHING FACILITIES	<u>4</u>	<u>Same</u>
PORTABLE WATER	<u>yes</u>	<u>Same</u>
FIRST AID FACILITIES	<u>yes</u>	<u>same</u>

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	<u>3</u>	_____

Types of recycling containers: _____

WASTE CONTAINERS	<u>6</u>	_____
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Types of waste containers: Parks and Rec will provide

DESCRIPTION OF EVENT

Celebrate the 4th of July at Bug Light Park for a free old Fashioned 4th for July! Family friendly celebration with food, games, face painting, balloon artists and music provided by The Delta Knights. It all leads up to the Portland fireworks which can be seen from the best fireworks viewing part of the city- bug light park.

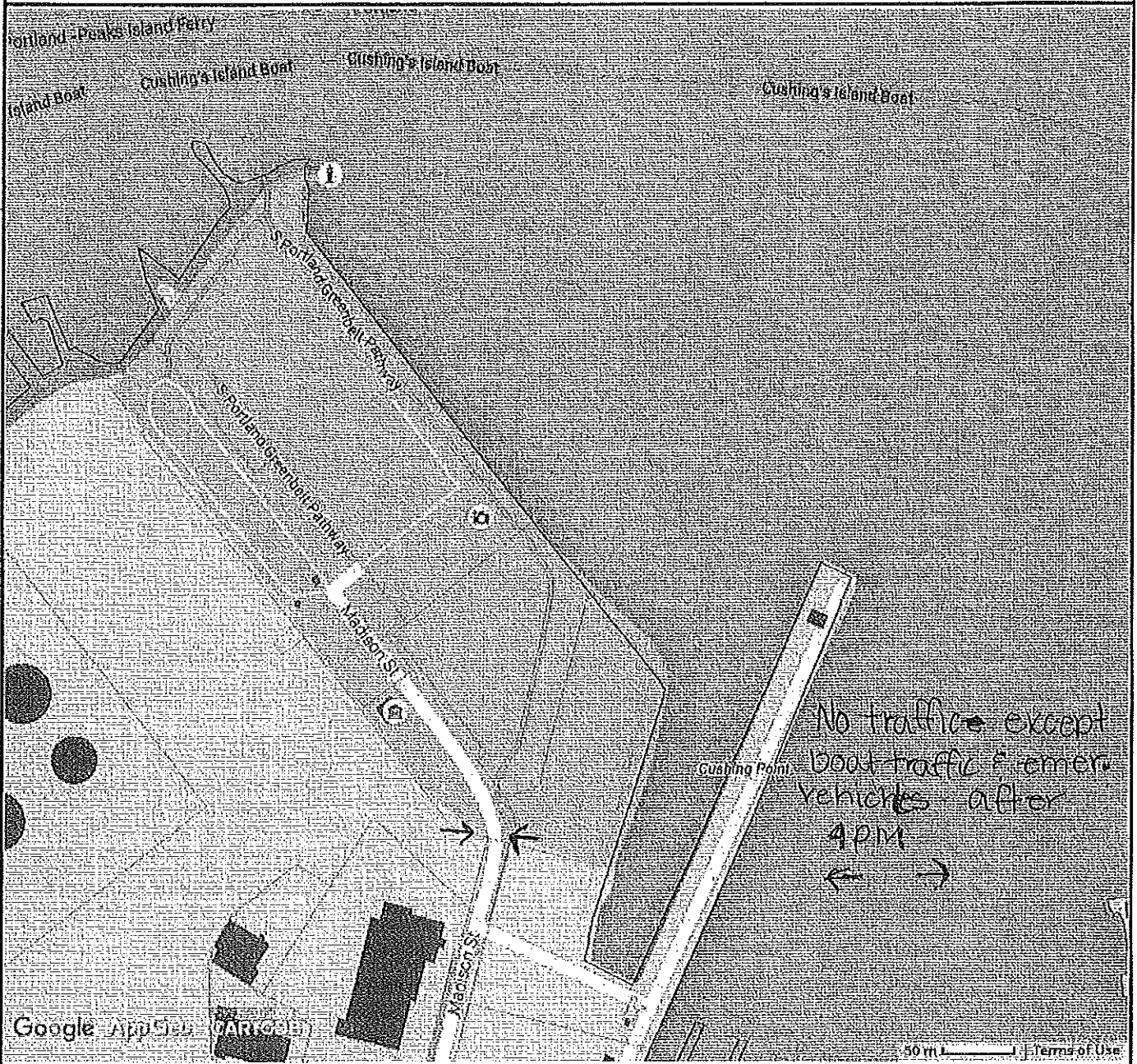
Lisa Thompson
Signature of Applicant

2/11/2016
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: Jessica Hanscombe
25 Cottage Road
South Portland, Maine 04106
207-767-7628
jhanscombe@southportland.org**

Bug Light Park



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of South Portland, ME makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 4/1/2014
Properties updated 4/1/2014