



**CITY OF PORTLAND, MAINE**  
**PUBLIC ASSEMBLY FACILITIES DIVISION**  
**BLOCK PARTY PERMIT APPLICATION**  
 212 Canco Rd. • Suite A • Portland • ME • 04103 • (207) 808-5400 x0  
[clare@portlandmaine.gov](mailto:clare@portlandmaine.gov)

**APPLICATION FEE \$25.00**  
**PAYMENT MUST BE MADE WHEN SUBMITTING APPLICATION**

(This is a transferrable/non-refundable fee. If your event is permitted, the \$25.00 will be credited toward your \$50 permit fee.)

<b>TODAY'S DATE</b>		<b>ORGANIZATION NAME</b>	
<b>ADDRESS</b> (Street/City/State/Zip)			
<b>CONTACT NAME(S)</b>		<b>TITLE(S)</b>	
<b>PHONE</b>		<b>PHONE</b>	
<b>EMAIL</b>		<b>EMAIL</b>	

<b>PUBLIC SPACE REQUESTED:</b> Barricades <b>MUST</b> be used when closing streets. See <b>POLICY</b> info for details on reserving them.			
<b>EVENT DAY(S) &amp; DATE(S):</b>		<b>RAIN DATE(S):</b> If you request a rain date, an additional 50% of the permit fee is required.	
<b>START TIME:</b> Include set-up time	<b>END TIME:</b> Include clean-up time	<b>ACTUAL START &amp; END TIME OF EVENT:</b>	

<b>EVENT NAME</b>		<b>EXPECTED ATTENDANCE</b>	
<b>DESCRIPTION OF EVENT</b>			
<b>IS THERE A FEE TO ATTEND EVENT?</b>		<b>IF "YES," PLEASE LIST FEE AMOUNT &amp; STRUCTURE</b> (including senior or student discount):	

<b>WHAT WILL BE YOUR ANTICIPATED NEED FOR PARKING, AND WHAT IS YOUR PARKING PLAN?</b>			

PLEASE READ CAREFULLY & ANSWER THE FOLLOWING QUESTIONS. IF YOU ANSWER "YES," PLEASE REFER TO CONTACT INFORMATION & FEES.			YES	NO
1.	Are you setting up a <b>PA Sound System</b> ? Are you planning on having <b>Amplified Music?</b> <b>Band?</b> <b>DJ?</b> <b>Boom Box?</b> <b>Voice Only?</b> If so, your event may require a concert license. PAFD will advise upon review of your application. Amplified speech (i.e. Press Conference) does not require the license, however, a Sound Security Deposit may be required. There are time restrictions for amplified music/speech in Downtown Parks & Squares: limited to 11:45am – 1:15pm and 1 hour between 5pm - 8pm.			
2.	Will you be setting up tables and/or chairs? How many <b>tables?</b> : <b>chairs?</b> :			
3.	Do you wish to set up a <b>canopy(ies)</b> 10'x10' (or smaller)? <b>If "yes," how many?</b>			
4.	Do you wish to set up a <b>tent(s)</b> and/or <b>stage(s)</b> ? A canopy/tent or stage larger than 10'x10' needs a Temporary Tent or Stage Permit issued by Building Inspections. For permit application, please go to: <a href="http://portlandmaine.gov/DocumentCenter/Home/View/2317">http://portlandmaine.gov/DocumentCenter/Home/View/2317</a> or contact the Permitting and Inspections Department at <a href="mailto:buildinginspections@portlandmaine.gov">buildinginspections@portlandmaine.gov</a> or 874-8703 for more information. PLEASE apply at least 2-weeks before your event. *** In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233. ***			
	<b>HOW MANY?</b>	<b>SIZE(S):</b>	<b>LOCATION(S):</b> (Please be specific.)	
5.	Are you planning to place other items or equipment on City property (moon bounce, dunk tank, helium tank, etc.)? <b>If "YES," please list:</b>			
6.	Will your event require <b>Police</b> assistance? To reserve & hire an Officer(s) to be on site at your event, please call Sgt. Nevins (874-8554) or Police Shift Command (874-8855/8556) well in advance to arrange.			

7.	Will your event require <b>Fire/EMS</b> assistance? To hire or inquire about hiring city Fire/EMS staff to be on site, please email <a href="mailto:fireprevention@portlandmaine.gov">fireprevention@portlandmaine.gov</a> well in advance of the event. For general questions, you may also call 874-8400.		
8.	In addition to barricades, will your event require any cones or safety vests? <b>If "YES," please list items &amp; quantity needed:</b>		
9.	Would you like to reserve parking spaces for the event? <b>If "YES," how many?</b> <i>"No Parking" signs may be purchased through PAFD (\$25/ea).</i>		
10.	Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office. PLEASE provide them at least 2 weeks advance notice (874-8557). <b>List food and drink / Food Trucks, etc.</b> (if "potluck," please list as such): PLEASE NOTE: A Temporary Food Service License is NOT needed when: <ul style="list-style-type: none"> <li>• The event is "potluck" style;</li> <li>• Food Vendors have a current City of Portland Food License;</li> <li>• Just pre-packaged refreshments, or food &amp; drink items are purchased or donated from a licensed establishment;</li> <li>• Only water is served.</li> </ul> A TFSL is needed when food vendors are not licensed or when food is being prepared and cooked at the event.		
11.	Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.)? If so, <b>please list items you wish to sell:</b> <i>In order to sell items, you will need permission from PAFD, and you will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557) – 2 week notice.</i>		

### INSURANCE CERTIFICATE INFORMATION

Please e-mail *at least 30 days in advance to:* [clare@portlandmaine.gov](mailto:clare@portlandmaine.gov)

- If your event has been issued a Temporary Food Service license, Product Liability is also required, in addition to General Liability.
- If you are setting up equipment (moon bounce, dunk tank, etc.) on City property, you may be required to provide proof of insurance.
- Please have "City of Portland, Maine" listed as additional insured (minimum of \$400,000 general liability) in regards to said event and activities on that date.

### POLICIES

#### SAFETY EQUIPMENT – BARRICADES, ETC.

- Barricades & safety vests may be borrowed from the PAFD Office; security deposits are required (\$25/barricade & \$15/vest). Orange cones may be rented (\$2/cone rental fee + \$15/cone security deposit). Event organizer will need to schedule an appointment with PAFD to pick items up at least 1 business day prior to event.
- Please be sure adults are nearby barricaded intersections to move barricades if necessary.

#### TRASH

Please bring extra trash bags and/or trash receptacles and remove all of your trash from the area once the event is over. *Thanks in advance!*

#### BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills or open burning. Barbecuing must first be approved by PAFD Office and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You are required to have a fire extinguisher with in the grilling area.

#### MARKING OF GROUNDS

- Please DO NOT mark city property in any permanent way.
- DO NOT use SPRAY PAINT or SPRAY CHALK. DO NOT STAPLE or NAIL anything to trees.
- Children's Art Chalk can be used on hardscape areas with permission from PAFD Office. Tape may also be used.
- If markings remain for more than a few rain storms, event organizers are responsible for removing them.
- If city staff or contractors need to remove the markings, event organizers are responsible for the cost of staff time and materials.
- You may also place signs on stakes in the grass areas bordering trails/race routes (when applicable).
- Please remove all signage immediately following the event.

#### ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements. If a generator is used, please take all necessary measures to ensure safe operation. Bring a fire extinguisher, set generator up away from activities (and combustibles), store fuel source away from the generator and keep children away from the generator.

#### AMPLIFIED SOUND POLICY

Outdoor events with amplified sound may require an Entertainment License from the PAFD Office. If the Police Dept./City Staff receive noise complaints, they will respond accordingly. Please set the PA System up with speakers facing away from businesses/residences to lessen impact. Please keep volume levels low out of consideration for nearby residents and businesses. The Permittee (organizer) shall not allow the sound emanating from the event to exceed an A-weighted 85 decibels / C-weighted 95 decibels. One verbal warning shall be issued if the sound has been found to have exceeded those limits. The warning may be given to the sound board operator or the organizer/organizer's designee. If the decibel limit is found to have been exceeded a second time during the same event, the entertainment license (or permission to use a bullhorn/PA system) shall be immediately suspended, the PA system / amplification / bullhorn turned off, and the sound security deposit forfeited.

**PARKING**

Vehicles are prohibited from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$20 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas will result in a forfeiture of your security deposit.**

**ADA COMPLIANCE**

Event organizer must comply with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), including maintaining the permitted use area and all public rights-of-way accessible during the entirety of the permitted event. In the event the permitted area is rendered inaccessible to disabled persons, and/or by request of PAFD staff, the organizer shall act immediately to provide accessibility. All requests to provide interpretive services shall be the responsibility of the organizer to provide and pay for such services. The organizer shall defend, indemnify, and hold the City harmless from any and all liability and damages resulting from alleged violations of the ADA and/or MHRA.

**NOTIFICATION**

- Please ask Portland newspapers to run a brief notice alerting the public that the street(s) will be closed for your event.
- Please alert all nearby residents – especially those directly impacted by the street closure(s).
- Please make sure none of the residents within the block party zone are moving (in or out) or holding open houses during the block party.
- Please make sure none of the houses in the block party zone are holding yard sales (unless held in conjunction with the party).
- Yard sales in conjunction with block parties may **NOT** be advertised to the general public.
- Please call the Police Department (874-8574 or 874-8555) on the morning of your block party to remind them of the street closure and event.
- Please keep a copy of your event permit on site at all times. City staff may require proof of permit.
- If you need Police assistance, please contact them at 874-8574.

**MISCELLANEOUS**

- If placing items in the street, you **MUST** leave a 16-ft. wide lane open for emergency vehicles.
- When setting items in place, please stay clear of all fire hydrants.
- Yard sale items must be contained to private property.

**CANCELATION**

The \$25 application fee is non-refundable. If cancelled within 2 weeks of event date, PAFD may retain the entire permit fee.

**REVOCABLE PERMIT**

- The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- The City reserves the unconditional right to revoke or revise an issued permit.

**I HAVE READ & UNDERSTAND ALL OF THE ABOVE POLICIES.**

**INITIALS:**

**DATE:**

**ASSUMPTION OF RISK & LIABILITY**

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form (should permission be granted to use city property), the above parties agree to indemnify, defend, and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

**I HAVE READ & UNDERSTAND THE ASSUMPTION OF RISK & LIABILITY AGREEMENT.**

**INITIALS:**

**DATE:**

**PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:**

Public Assembly Facilities Div. ~ 212 Canco Rd. ~ Portland ~ ME ~ 04103 **EMAIL:** [clare@portlandmaine.gov](mailto:clare@portlandmaine.gov)

**CITY OF PORTLAND ACCEPTS CASH, CHECK, MONEY ORDER AND CREDIT / DEBIT CARDS FOR PAYMENT**

Checks should be made payable to City of Portland  
There will be a 2.65% processing fee added to all Debit / Credit Card transactions.

**FOR OFFICE USE ONLY**

APPLICATION FEE:	<b>\$ 25.00</b>	PERMIT FEE:	<b>\$</b>	SECURITY DEPOSIT:	<b>\$</b>	INSURANCE NEEDED?	<b>Y / N</b>
DATE RECEIVED:		DATE RECEIVED:		DATE RECEIVED:		DATE RECEIVED:	