

Order 77-14/15

Passage: 8-0 (Leeman absent) on 11/3/2014

Effective 11/13/2014

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
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CHERYL A. LEEMAN (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

JOHN R. COYNE (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**DECLARING PORTLAND'S DOWNTOWN DISTRICT'S
"LIGHT UP YOUR HOLIDAYS" FESTIVAL**

ORDERED, that the City hereby declares the following dates as Portland's Downtown District's "Light Up Your Holidays" Festival:

Fridays (November 28 and December 5, 12, 19, 2014) and Saturdays and Sundays (November 29, 30, and December 6, 7, 13, 14, 20, 21, 2014) and Thursday (December 11, 2014)

BE IT FURTHER ORDERED, that the following activities shall be held in the Monument Square, One City Center sidewalk area and Monument Way:

November 28, 2014: Tree Lighting Ceremony in Monument Square and on Congress Street - 5:30 to 6:45 PM (rain, snow or shine); and

Horse-drawn Wagon rides beginning Friday, November 28 from 4:00 PM to 8:00 PM and continued on Fridays (4:00 PM to 8:00), Saturdays (2:00 PM-6:00 PM) and Sundays (1:00 PM-5:00 PM), as well as on Thursday, December 11; and

December 11, 2013: Merry Madness will be held from 5:00 PM to 9:00 PM and based in Congress Square as well as in the Downtown and Old Port areas for special shopping sprees and fun activities including a wine garden; and

BE IT FURTHER ORDERED, that the Organizers will be allowed to place a large tent in the plaza of Congress Square where music will be played and refreshments including alcohol served; and

BE IT FURTHER ORDERED, that Federal Street Extension and Congress Street shall be closed to vehicular traffic from 4:45 PM to 7:00 PM and posted "no parking" from 2:00-7:00 PM on Friday, November 28, 2014, to allow the construction and use of a stage for the Monument Square Tree Lighting; and

BE IT FURTHER ORDERED, that Congress Street (both lanes) from Preble Street to Elm Street shall be closed to vehicular traffic from 9:00 AM to 9:00 PM on Friday, with the addition of an open bus lane, on November 28, 2014; and

BE IT FURTHER ORDERED, that the Acting City Manager is authorized to issue a revocable permit under Section 25-27 of the Portland City Code to Portland's Downtown District for the use of the above-described area for said events and "Tree Lighting Ceremony", subject to the following conditions:

- Portland's Downtown District shall indemnify the City and hold it harmless from and against all claims arising out of activities during said parade and ceremony, and shall take out and maintain public liability insurance coverage in the amount of at least \$400,000 per occurrence for personal or bodily injury, death or property damage for said purpose. This insurance certificate will also list the City of Portland as an additional insured in regards to the Light Up Your Holidays events.
- Portland's Downtown District shall have sole authority over participating vendors at the event and may charge a fee to vendors for the opportunity to vend at the Light Up Your Holiday events.
- Conditions for use of grounds and requirements for food service, vending sales, stages, tents, and other items specified in a permit issued from Public Services Event Office, shall be adhered to.
- Major expenses incurred by City Departments for the Tree Lighting Ceremony and Closure of Congress Street for that event on Friday, Nov. 28: (Permit Fees for use of grounds, staff assistance – including Police, Public Services for barricades and signage, and Fire Dept.), shall be in-kind, however, additional staff costs to maintain bus service within the closed section of Congress Street, shall be paid for by the organizer. City Clerk's License fees and Permit fees at the Inspections Office would also be paid by the organizer, Portland's Downtown District; and
- Merry Madness event associated costs from City Departments will be paid by the organizer, Portland's Downtown District. Some of those costs include: Police services (if needed at Congress Square), Inspection Services for Tent Permit, and City Clerk's License fees; and
- Food Vendors participating in the Light Up Your Holidays Festival shall be licensed by the City Clerk's Office. Under no circumstances may alcoholic beverages be sold on the streets of public property of said area during said events and festival other than what is approved by the City Clerk's Office (wine at the Congress Square Tent Area); and

BE IT FURTHER ORDERED, that the Acting City Manager is also authorized to issue such other temporary licenses and temporary permits, including licenses for food service establishments, and permits for sales of non-food related items, as may be required by the Portland City Code, provided that all applicable requirements of said code have been met regarding the operation of said event.