

Application to host event on Town Open Space

When making a request to host an event on town open space, please submit a written request that provides the information specified in the Conservation Ordinance, Article V Open Space Management.

Name: **Kenneth Parnow** _____ Date: **10/08/2020**

Email: parnowk@gmail.com _____ Phone: **207-239-1880**

Address: **159 Walnut St, South Portland, Maine, 04106**

Town Open space requested: **Gulls Crest Fields and adjoining CE Greenbelt Trails**

Description of Event (date, number of attendees, etc): **Full description can be found attached. Brief description: Tiny Trail Race Series 5K, May 8th, 2021 (or Sunday May 9th 2021 if field is in use on Saturday), 8:30am-9:30am. Maximum cap of 50 runners. Insurance coverage will be held by The Grind Run Co. LLC and the Town of Cape Elizabeth will be covered under our insurance.**

Please add information to address the following:

Sec. 18-5-4. Open Space Management Regulations

Events. Group events on open space must obtain permission from the Town prior to the event. For an event that is not publicly advertised and involving the assembly of less than 50 persons, an application will be reviewed by the Town Manager or Town Manager's designee. For an event that is publicly advertised and/or will include 50 or more attendees, an application will be reviewed by the Conservation Committee. For an event with 150 or more attendees, an application will be reviewed by the Conservation Committee, which shall then make a recommendation to the Town Council. The Town Council may make independent findings in approving or denying any request.

An application shall be made in writing and provide information for each of the following items:

1. The name of the applicant, a contact person, contact information and person supervising the event on-site;
Runaways Run Club, Ken Parnow, 207-239-1880, Tiny Trails 5K – Cape Elizabeth
2. A description of the event including the date and time of the activity, a description of the group's mission or purpose and experience in holding events, purpose of the event and the anticipated number of attendees;
5K Trail race series within the greater Portland area, cross country running event.

Our goal is to showcase the beauty in our local trails and to provide donations to caretakers of said trails. Attendance cap would be 50 runners.

3. Event parking, event tent or other on-site set-up, and need for utilities such as sanitary waste disposal, electricity, amplified sound, power generator, trash removal, etc;
Parking at Gull Crest Fields are more than adequate for this many runners. On-site we expect to have an inflatable finish line arch and a pop-up tent for timers and a pop-up tent for our water station, all of this would be at the parking area.

4. Insurance or other liability arrangements.

We would name the Town of Cape Elizabeth under our insurance.

The reviewing authority will consider the following in reviewing an event application:

1. If an event has already been approved for the same open space on the same day (Priority shall be given to Town of Cape Elizabeth, Cape Elizabeth School Department, and Cape Elizabeth based organizations events when applications are submitted at the same time for the same open space);

If an event is schedule (such as CEHS Lacrosse at Gull Crest), we would either ask to use the field at a later time on Saturday or use the field on Sunday.

2. If the event is in keeping with the desired recreational and cultural uses of the open space;

We believe the limited event of runners would have a promotional effect on the use of open space and would benefit the Town of Cape Elizabeth through donations.

3. If the event is compatible with the enjoyment of the open space by non-event users;

Due to the very limited time frame (1 hour) we believe this would have little to no impact on locals and non-event users. Signs would be placed one week prior to event to inform public.

4. If the event may expose the town to unreasonable safety related liabilities;

We believe the same trails are already used for High School Cross Country runners and would not be unreasonable safety liabilities. We have shifted the course to exclude the board walk section at the request of the committee.

5. Experience of the applicant in handling large crowds;

As Maine's largest run club, we regularly handle events ranging from 20 to 70 runners every week. In addition, we have held a number of successful small scale events / races where attendance has been upwards of 200 participants.

6. The number of vehicles anticipated, parking available and traffic impacts;

No traffic impact is projected. Only two official event vehicles would be at the parking area.

7. The insurance coverage or liability arrangements of the applicant;
We currently hold event insurance through the Road Runners Club of America at one million dollars in insurance coverage.

8. The need and availability of public safety personnel for event security;
Not requested or projected.

9. Expected need and use of sanitary facilities, electrical service, refuse disposal and recycling;
Use of Gull Crest bathrooms are requested and we may consider adding an additional two temporary portable toilets if needed. Waste would be taken care of by us. No electric would be required.

10. Use of outside vendors;
No outside vendors needed.

11. Advertising for the event;
Advertising would be handled by the Runaways Run Club but would be limited due to the fact that only 50 participants would be allowed in the race.

12. Extent of wear to the open space;
As these trails are already in fairly heavy use by the community and local high school, we believe that the limited number of runners would not have an impact on these particular trails.

13. Potential noise or other impacts on abutters; and
As the trails are on open space and there doesn't seem to be any close homes, we believe noise would not be an issue at the field.

14. Other impacts unique to the open space or the event.