

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 Gorham Bike and Ski Date 4/12/19

Email dave@gorhambike.com Phone 207-699-5695

Address 693 Congress St., Portland, ME 04102

Town Open space requested Winnick Woods

Description of Event (date, number of attendees, etc) We will be running a mountain skills clinic for kids ages 7-12 on 6 consecutive Tuesday evenings for 90-minutes each evening (6:00p-7:30p) on June 25, July 2, 9, 16, 23, 30. We expect and will be capping the number of youth participants at 20. There will also be 6-8 parent volunteers present each evening

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;
 - Applicant: Gorham Bike and Ski, Inc
 - Contact: Dave Palese
 - Contact Information: dave@gorhambike.com, 207-699-5695
 - On-site supervisor: Jamie Wright

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

- We will be running a mountain skills clinic series for kids ages 7-12 on 6 consecutive Tuesday evenings for 90-minutes each evening (6:00p-7:30p) on June 25, July 2, 9, 16, 23, 30. We expect and will be capping the number of youth participants at 20. There will also be 6-8 parent volunteers present each evening. The participants and volunteers will split in the smaller groups use the trail system in Winnick Woods to learn a variety of mountain biking skills as well as best practices for safety and etiquette on multi-use trails.

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;

- We will utilize the parking lot on Sawyer Rd.
- We will have a van parked in the lot during the event each Wednesday.
- We have no need for any additional facilities or amenities.

4. Insurance or other liability arrangements.

- We can provide proof of insurance for this event.

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);

- OK. Please let us know ASAP if there is a conflict already on the calendar

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

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

- We'll be in very tight groups and localized. Issues with other users should not be an issue

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

5. Experience of the applicant in handling large crowds;

- Gorham Bike & Ski has manage large groups - races and events with hundreds of participants - in the past.

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

- We'll have our van in the lot and we anticipate that most parents of participants will drop their children off.

7. The insurance coverage or liability arrangements of the applicant;
 - We are insured and covered for this event
8. The need and availability of public safety personnel for event security;
 - We have no need for safety personnel or security
9. Expected need and use of sanitary facilities, electrical service, refuse disposal and recycling;
 - None of these amenities will be needed.
10. Use of outside vendors;
 - No outside vendors will be needed
11. Advertising for the event;
 - We will be advertising registration for this event via email to our list, via Facebook and Instagram, and in the Cape Courier.
12. Extent of wear to the open space;
 - Our groups will be sticking to the designated trails
13. Potential noise or other impacts on abutters; and
 - We do not anticipate any noise beyond voices at normal talking levels
14. Other impacts unique to the open space or the event.