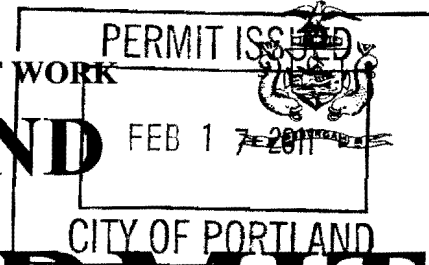




DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND



# BUILDING PERMIT

This is to certify that Casco Bay Sports/ Patrick Hackleman Located At CUTTER ST.

has permission to Temporary Tent 20' x 20'

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.

\_\_\_\_\_  
Fire Prevention Officer

\_\_\_\_\_  
Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY.

PENALTY FOR REMOVING THIS CARD.

Job No: 2011-02-427-SE		Date Applied: 2/15/2011		CBL: 001 - - A - 003 - 001 - - - -		<div>PERMIT ISSUED</div> <div>FEB 17 2011</div>			
Location of Construction: CUTTER ST.		Owner Name: CITY OF PORTLAND		Owner Address:		CITY OF PORTLAND			
Business Name:		Contractor Name: Casco Bay Sports, Patrick Hackleman		Contractor Address: 51 Alton St. Portland, ME 04103		Phone: 641-5749			
Lessee/Buyer's Name:		Phone:		Permit Type: TENTS - Tents		Zone: ROS			
Past Use: ROS		Proposed Use: ROS - 20' x 30'tent for Snowman Adventure Race - setup & breakdown 2/19/11		Cost of Work: 30.00		CEO District:			
				Fire Dept: <input checked="" type="checkbox"/> Approved <i>per Lt Wallace</i> <input type="checkbox"/> Denied <input type="checkbox"/> N/A		Inspection: Use Group: Type: <i>Temp.</i>			
				Signature:		Signature: <i>[Signature]</i>			
Proposed Project Description: Eastern Prom Snowman Adventure Race				Pedestrian Activities District (P.A.D.)					
Permit Taken By:				Zoning Approval					
<div>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</div> <div>2. Building Permits do not include plumbing, septic or electrical work.</div> <div>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</div>				Special Zone or Reviews		Zoning Appeal		Historic Preservation	
				<div><input type="checkbox"/> Shoreland</div> <div><input type="checkbox"/> Wetlands</div> <div><input type="checkbox"/> Flood Zone</div> <div><input type="checkbox"/> Subdivision</div> <div><input type="checkbox"/> Site Plan</div> <div><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</div> <div>Date: <i>OK</i> <i>2/15/11</i> <i>AK</i></div>		<div><input type="checkbox"/> Variance</div> <div><input type="checkbox"/> Miscellaneous</div> <div><input type="checkbox"/> Conditional Use</div> <div><input type="checkbox"/> Interpretation</div> <div><input type="checkbox"/> Approved</div> <div><input type="checkbox"/> Denied</div> <div>Date:</div>		<div><input type="checkbox"/> Not in Dist or Landmark</div> <div><input type="checkbox"/> Does not Require Review</div> <div><input type="checkbox"/> Requires Review</div> <div><input type="checkbox"/> Approved</div> <div><input type="checkbox"/> Approved w/Conditions</div> <div><input type="checkbox"/> Denied</div> <div>Date:</div>	

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the appication is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE			
		DATE	PHON



# Tent/Canopy or Temporary Event Staging Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address/Park of Installation: <u>Middle Lot, Carter St, Eastern Promenade</u>		
Date of Set up/Event: <u>2/19/11</u>		Date of Breakdown/ End of Event: <u>2/19/11</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>see attached</u>	Property Owner: <u>City of Portland</u>	Telephone: <u>207-221-0203</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Casco Bay Sports</u> <u>51 Allen St Portland, ME 04103</u>	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ol style="list-style-type: none"><li>1. Certificate of Flammability</li><li>2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</li><li>3. Company name of installer (contact info). <u>Casco Bay Sports event.</u></li><li>4. Plot Plan showing the following: <u>tent size 20'x30'</u> Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks &amp; Recreation for maps of Portland's Parks @ 756-8275).</li><li>5. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00</li></ol> <p>Who should we contact when permit is ready: <u>Patrick Hackleman</u> <u>call w/pa</u> Address: <u>51 Allen St. Portland, ME 04103</u> Telephone: <u>641-5749</u></p> <p>Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.</p>		

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: <u>[Signature]</u>	Date: <u>2/10/11</u>
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This is not a permit; you may not commence ANY work until the permit is issued.



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT  
PUBLIC PARK & SPACE PERMIT (6 pages)  
134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101  
207-756-8275 ~ Fax 207-756-8279  
tvm@portlandmaine.gov

For uses of city property, there are typically: 1. fees charged for use of the area  
2. a security deposit required 3. insurance required  
(There may be fees due and applications required from other City Departments)

TODAY'S DATE	2-15-2011	ORGANIZATION NAME	Casco Bay Sports				
ORGANIZATION ADDRESS	51 Alton St	CITY	Portland	STATE	ME	ZIP	04103
CONTACT NAME(S)	Pat Hackleman	TITLE	Director				
HOME #	WORK 221-0203	CELL	641-5749	FAX			
EMAIL	pat@cascobaysports.com	EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED	Eastern Promenade Middle Parking Lot, Sled Hill, Back Cove Trail, Eastern Prom Trail, Sidewalks + Streets of Eastern Promenade.				
EVENT DAY & DATE(S)	February 19th, 2011 (SAT)	RAIN DAY & DATE(S)	Sunday, Feb 20		
EVENT START TIME (i.e. set-up start time)	8:00	EVENT END TIME (i.e. when event cleanup is complete)	1:30	ACTUAL START & END TIME OF EVENT	11:00-12:30

EVENT NAME	EXPECTED ATTENDANCE
3 <sup>rd</sup> Annual Snowman Adventure Race	100 -125 Participants

**DESCRIPTION OF EVENT:** Please be specific regarding area of public space/park and describe Event in detail.

This race is a non-traditional race (a recreational adventure relay-type race) where contestants (all ages) can participate. Each team has 2 contestants who have to bicycle, run, and sled through a course. Proceeds benefit Portland Trails, who is helping with promotion, production and volunteers. 50 - 75 Teams are hoped to participate. \$200 - \$500 could be donated to PT. An after race party/awards ceremony is held at RiRa.

The race itself starts at 11am.  
The course: 1<sup>ST</sup> Leg – BIKE, 2<sup>ND</sup> – RUN, 3<sup>rd</sup> – SLED  
Starts at the bottom of Eastern Prom Park (at the middle parking lot), one person of each team runs up the E. Prom hill with their sled, jumps on their sled at the top and sleds down the hill back to the parking lot. They then get on their bicycle, heads out of the parking lot down Cutter Street, take a left to get onto the Eastern Prom Trail. They bike towards Tukey's Bridge, continue onto the Back Cove Pathway, and around Back Cove, biking back to the Parking Lot area of Cutter Street (5 Miles).

The next team partner then takes over and runs up the E. Prom hill again with their sled, jumps on and slides down the hill to the parking lot. They then run down Cutter Street to the Eastern Prom Trail, take a right onto the trail heading towards Commercial Street, They then take a sharp right onto Hancock Street (running on right side of road), then a sharp right onto Fore Street (running on right side of road) thereby heading back up to the Eastern Promenade. They continue along the Prom on the road past the Cleaves Monument, then north down the sidewalk to Kiley Field, making a u-turn and heading back along the sidewalk to the Monument (top of the hill). 2.25 miles.

At this point, the other team member has taken the sled up to the top of the hill, and when their partners returns from the run to top of hill (Monument), both Team Members then get on board and slide down the hill to the bottom (hopefully reaching the parking lot) where the finish line is located.

For this event to take place, Cutter Street (from Eastern Prom to East End Beach) must be closed to vehicular traffic from approx. 8:30am – 12:30pm. Also, a portion of Eastern Prom Trail (Cutter Street to Tukey's Bridge) and Back Cove Pathway must be closed to recreational users for safety reasons (due to the bicycles traversing the trail and pathway, and the pathways not being wide enough because of snow banks (although for some of the route, the bikes may be out on Baxter Blvd. itself). These pathway areas would need to be signed as such at least a week prior to the race to inform the public.

Barricades would need to be placed across the entrance to the Middle Parking Lot off Cutter Street in the very early morning hours – or on Friday early evening - (in order to reserve this area and make sure that no vehicles parked in this lot). Barricades requested along Back Cove trail Bike Route with signs mounted to them at intersections informing general public of a "Bike Race" between 10:00 and 11:00 AM. One volunteer on a bike will pre-ride the Back Cove Trail to inform any pedestrians of oncoming bikers at 9:45 AM. One volunteer on a bike will then "sweep" the cove and move the barricades off the trail intersections.

Barricades requested for the top of the sled hill at the monument pedestrian crossing to control general public foot traffic with the runners.

Total Barricades requested between Cutter Street Lot Closing, Bike Route, & Run Route: 12-15.

One volunteer will be stationed on the corner of Hancock St. Volunteer stationed at Hancock Street turn. Race Directional Arrows to be mounted along entire route.

Some areas of the route will need to be posted "No Parking."

The organizer has requested permission to place a 20x30' free-standing tent at the Middle Parking Lot area.

The organizer has requested permission to serve food/refreshments at the event.

In the event of lack of snow (or too much snow where pathways are blocked), alternate tasks will be given to participants (i.e. for the biking + running part, the teammate would trudge through the snow following the bike/run route).

The event would be rescheduled for the rain date (the following day) in the event of severe weather. It would be cancelled if severe weather on the raindate.

A generator will be used for electricity needs at the Middle Parking Lot.

Many volunteers will assist with the race logistics and race intersections.

IS THERE A REGISTRATION FEE?	Yes	
IF YES, HOW MUCH?	FEE	\$ 40 Per Team, \$30 Per Team Juniors
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? *See attached.*

PLEASE CHECK OFF AND ANSWER:  
PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
* Are you setting up a canopy(s) ? (canopy is 10x10 size) How many:		X	
* Do you wish to set up a tent(s)? (a canopy or tent larger than 10x10 needs to be approved by Recreation and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20 x 30 Exact Location(s) of Tent Placement Requested: Middle Parking Lot Cutter St In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
* Will you be setting up tables and/or chairs ? How many tables: chairs:	X		
* Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:		X	
* Will there be refreshments at the event? Do you wish to sell food? (If so, you will need approval from Recreation) List food and drink: Coffe Vendor.....Soup Vendor A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice.	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?		X	
* Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ?		X	
* Will your event require electricity? Electricity is available at some of the parks & squares		X	
* Are you planning on bringing a Grill for a Barbecue ?		X	
* Will the event require reserved parking spaces / parking meters? How many? 20 "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
* Will your event need safety vests, signs, barricades and/or cones?	X		

	Please list what you would like to borrow: <b>barricades for middle parking lot, cones for street</b> A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.			
*	Will your event require <b>street closures?</b> (Please be specific under "Description of Event")		X	
*	Will your event require <b>Police</b> assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		X	
*	Will your event require <b>Fire/EMS</b> assistance?		X	
*	Will your event require <b>porta-restroom</b> rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.)	X – 2 RENTED FROM BLOW BROS.		
*	Do you wish to have a <b>banner over the street</b> to advertise your event ? (Banners hung		X	

<b>INSURANCE CERTIFICATE INFORMATION</b>				
*	Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - general liability. The City of Portland needs to be named as additional insured in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.	X		
♦ If you answered yes, please have "City of Portland, Maine" listed as additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a>				

RECREATION POLICIES

<b>PORTA-RESTROOMS / BATHROOM FACILITIES</b>				
Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (United Site Services, 800-442-1286, M-F) to request and pay for a cleaning.				

<b>TRASH</b>				
All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!				

<b>PARKING ON GRASS AREAS</b>				
Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas. \$10 will be deducted from your security deposit for each vehicle parked on grass. <b>Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.</b>				

<b>TOBACCO FREE ZONES</b>				
Portland's parks, athletic facilities, playgrounds, and all public space areas are designated as tobacco-free zones. Please pass this information along to your participants. Thank you for your voluntary compliance.				

<b>NOTIFICATION</b>				
Please keep a copy of this permit on site at all times. City staff may require proof of permit.				

<b>REVOCABLE PERMIT</b>				
♦ 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 AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	PH	DATE	12/16/09
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<b>ASSUMPTION OF RISK &amp; LIABILITY</b>				
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 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 the Assumption of Risk & Liability Agreement	TYPE INITIALS	PH	DATE	12/06/10

## CONDITIONS FOR USE

You have permission to use the Park areas, trail areas, and Cutter Street Parking Lot (and to close Cutter Street to traffic if need be) for the race, pending safety precautions are taken.

### RECREATION FEES / INSURANCE:

There is no permit fee charged, as your event benefits Portland Trails.

Thank you for already forwarding the certificate of insurance to the Recreation Office.

Your credit card is on file so that will cover the security deposit needed. Your card may be charged if there is damage done to the park and grass areas (and if the areas are not left as were found). Please keep this in mind as you go forward with the race.

### USE OF GROUNDS:

**Cutter Street - the middle parking lot:** You have permission to reserve this parking lot for your registration/start/finish line area. The lot entrance needs to be barricaded to traffic in the very early morning hours on the day of the event (preferably the evening hours the day before). This lot is used as a "snow ban parking lot" so if there is a winter storm, this could be problematic.

**Cutter Street - the upper parking lot:** You have permission to use this parking lot for parking.

**Cutter Street - the lower parking lot area (near the Eastern Prom Trail):** You have permission to use some of the parking spaces in the lower lot, close to the Eastern Prom Trail. You will need to reserve these in the very early morning hours on the day of the event (or the evening hours the day before).

**Cutter Street – the street itself:** You have permission to close the street to vehicular traffic during the event (8:30am – 12:30pm). **You must station a qualified volunteer/staff person at the top of Cutter Street (at barricades) to alert the public to your event (as well as to allow those affiliated with the event to pass through and continue down Cutter Street). There may be a boater who wishes to launch his/her boat from the public boat launch area. Please try to accommodate this need. There should still be parking available at the lower lot (near the boat launch site) for trailers to park.**

**Back Cove Pathway:** You have permission to use the pathway area for your event, and (for safety purposes) to restrict the public from use of the area during the race.

**Eastern Prom Trail:** You have permission to use the trail area for your event.

**City Sidewalks (and right side of the street – parking lane):** You have permission to use the sidewalk areas for your event, and (for safety purposes) to use the right side of the street (parking lane) during the race.

**Eastern Prom Hillside:** You have permission to use the hillside park area for your event. Please alert the public (kids sliding there that morning) that you have a race in progress.

### SNOWSTORM EMERGENCY

In the case of a snowstorm, the park areas, trail and pathways, and sidewalks may not be plowed off in time for your event. The streets (and sidewalks) themselves may also be hazardous.

Please call Public Services Dispatch, 874-8493 or 874-8461, (and Police Dispatch: 874-8575 / Shift Command: 874-8555) to discuss canceling (or snow removal concerns, etc.).

Please also alert PS's and Police if you are using the rain date: Sunday, February 20.

Please keep in mind that the Parking Lots on Cutter Street are used by the public for Snow Ban Parking. If there is a snowstorm, there may be lots of cars parked in these lots and you may have to postpone or cancel your race event, depending on your needs of those areas.

### MARKING OF ROUTE

**Do not mark the race route in any permanent way (NO spray paint).**

You may use signage (hammered into the snowbanks) on the side of streets or pathways.

Do not nail signage to trees.

You may tape signs to sign posts and lamp lights (DO NOT forget to take these down after the event).

**CITY CLERK'S OFFICE / LICENSES / CITY HALL      874-8557**

Please call Carolyn Dorr at the City Clerks Office (874-8557) to procure your license for refreshments served at your event. I am trusting that your application is already in the works.

Water tables along the race route do not need a temporary food service license.

If you have questions about food service, please call Inspection Services: 874-8693 or 8701.

**TENT PERMIT / FOOD SERVICE / INSPECTION SERVICES      874-8693, 8701, 8703**

Please procure your Tent Permit (for the 20x30' tent) from Inspection Services, Lannie Dobson, 874-8693 (I trust that you have already filed for this at the Inspections Office).

The tent will have to be "free standing" as NO STAKES are to be pounded into the asphalt at the parking lot.

You may also place small 10x10 canopies anywhere on the grass areas and down at the parking lot area (these 10x10 canopies need no "tent permit").

Please make sure that all canopy ropes (and the stakes) are clearly marked so the public does not run into them. Please make sure, if it is windy out, that the canopy legs are weighted down.

The Tent and canopies are to be setup on Saturday morning (7am); taken down Saturday afternoon (following the event).

If you have questions about food service and the inspections process, please contact Inspections.

**VOLUNTEER PARKING / PARTICIPANT PARKING      QUALIFIED VOLUNTEERS**

All cars must stay off the grass areas.

It is also understood that you will provide adult volunteer staff to work the parking lots at the Eastern Prom, Cutter Street, and boat launch area of East End Beach.

**You must station a qualified volunteer/staff person at the top of Cutter Street (at barricades) to alert the public to your event (as well as to allow those affiliated with the event to pass through and continue down Cutter Street).**

**There may be a boater who wishes to launch his/her boat from the public boat launch area. Please try to accommodate this need. There should still be parking available at the lower lot (near the boat launch site) for trailers to park.**

**Volunteers must stay from start to finish to assist.**

A Parking Control Officer may be on duty that morning and may drive by to monitor the Cutter Street area. Please make sure you alert participants, volunteers, and spectators of available parking areas.

Parking is available at Fort Allen Park Gazebo area, the new East End School, and that area of Eastern Promenade and North Street. Parking in these areas will free up a lot of congestion at Cutter Street/East End Beach.

**BARRICADES - PUBLIC SERVICES      874-8493 (Customer Service Office)**

For the closing of Cutter Street and the closing of the Middle Parking Lot, please call Joe DuMais, Park Manager, 874-8934, to reserve and discuss barricades (pickup/dropoff, etc.). Please call in the near future. There may be a \$10 security deposit per barricade. (It may be possible to have PS's staff drop them off.) I understand that that you may be picking up and borrowing these barricades from the Evergreen Cemetery.

However, additional Barricades are located at Public Services Customer Service: 874-8493 (Maynard Sprague).

It will be the organizers responsibility to set these barricades into place (and to dismantle them once the race is finished), and obviously to return them to PS's (or the cemetery), if the organizer picked them up.

**"NO PARKING" SIGNS - RECREATION DEPARMENT      756-8275 vm211**

For needed "No Parking" signs along the route (and down at the parking lots), please call Ted Musgrave, Recreation, 756-8275 vm211, with the number of signs you would like and when you will pick up. There is no fee for these signs.

Signs may be needed for the Fore Street area (Hancock Street Ext. to Eastern Promenade).

Signs need to be posted on the street (and at the parking lots) the day before ("No Parking" signs). You will need to label these and post them (some in snow banks, some taped to sign posts, etc.).

Don't forget to remove signs following the event... and return signs that are on stakes or unused.

**BATHROOM FACILITIES / PORTA-POTTIES**

Organizers are renting 2 porta-potties for the Middle parking lot on Cutter Street.

To reduce vandalism, please have these delivered on Saturday morning (and removed Saturday afternoon – following the event).

**POLICE ASSISTANCE:**

None should be needed as most of the route is kept to pathways and sidewalks. If you do see a need for Police assistance, please call Sgt. Troy Bowden, 874-8554, to discuss Police coverage (Troy does not work Friday, Sat. or Sun.).

In addition (on the day of your race), please call the Shift Commander's Office, 874-8555, or Police Dispatch, 874-8574 or 8575, an hour or two before your race to remind them of your event and the Cutter Street (park roadway) temporary closure.



**FIRE / EMS ASSISTANCE**

Should you have a need for Fire Department / EMS assistance, please call Fire Chief Fred LaMontagne or Dep. Chief Terry Walsh, 874-8400, prior to the event. It is recommended that you have (at a minimum) a first-aid kit on site.

**ORANGE SAFETY VESTS:**

If you need orange vests, please call the Recreation Office, 756-8275, at 134 Congress Street. We can let you borrow some (there is a \$10 per vest security deposit required).

**NOTIFICATION     BARGE COMPANIES / SIGNAGE ALONG ROUTE**

Please alert Plant Associates (766-2500) and Intercoastal (767-0756) – the barge companies that use the East End Beach Commercial boat launch - to your event and the closing of Cutter Street to traffic during the race. There may be logging trucks parked down at the launch area.

To alert the public to the event, signage should be posted at the Parking Lot area and along Back Cove Pathway and Eastern Prom Trail a week in advance of the event.

Please alert the Narrow Gauge Railroad, 828-0814, to your event (as the train may be running on the tracks).

Please ask Portland papers to run an article alerting the public to your event. Please ask that they include the information about restricted use of the Back Cove Pathway (for safety reasons) during your race.

**OTHER EVENTS / POTENTIAL CONFLICTS**

If the day is warm and sunny, the public may want to launch their boats from East End Beach. Please try to accommodate those individuals. There may be children who want to use the hillside for sledding. Please make sure you keep these children to the far side of the hill (so as not to interfere with the race).

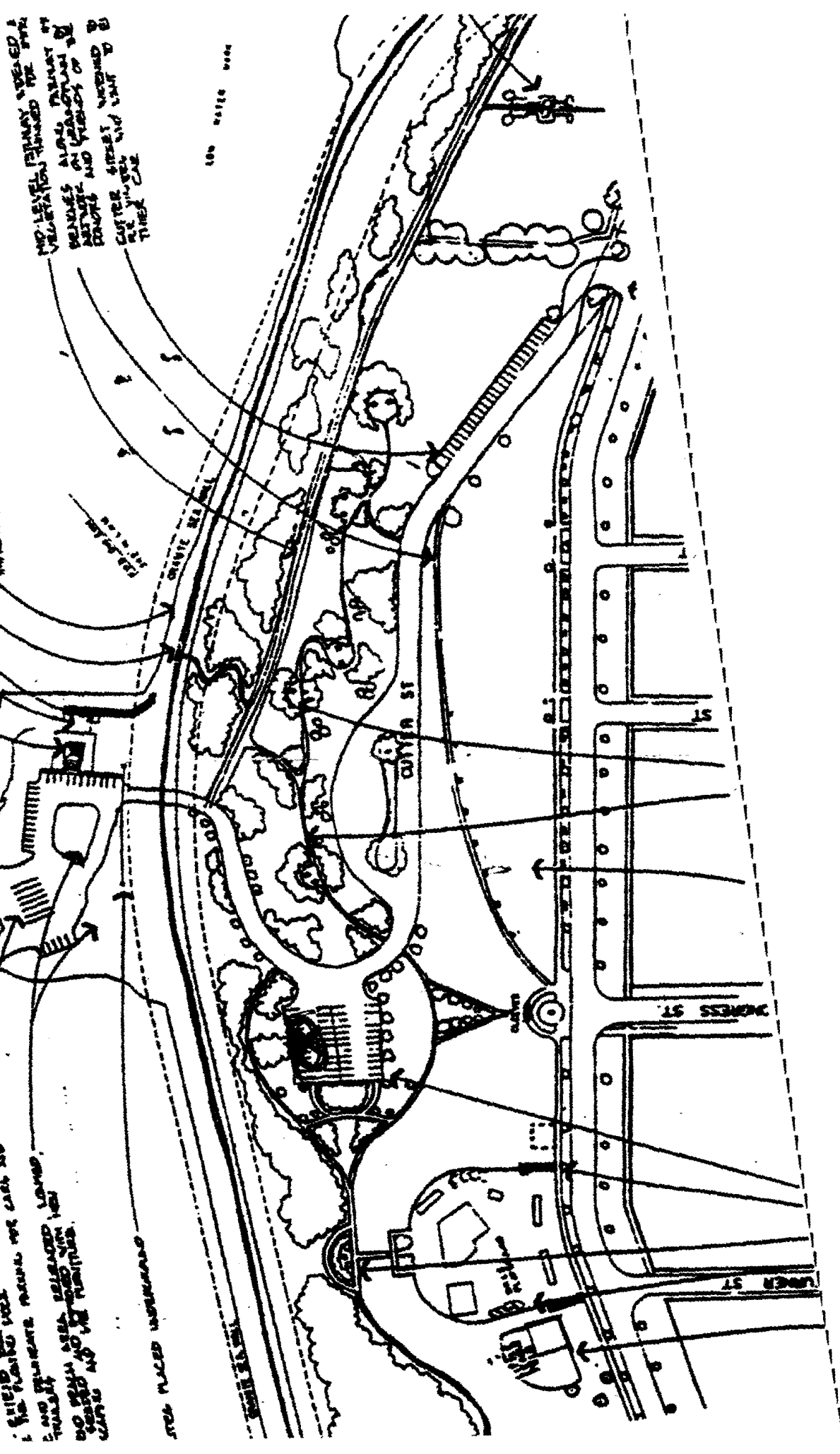
Please make sure that Back Cove Pathway is posted with signage (and during the race – place 4 adult volunteers along the walkway to let them know of the closure of the pathway due to the bike race taking place there).

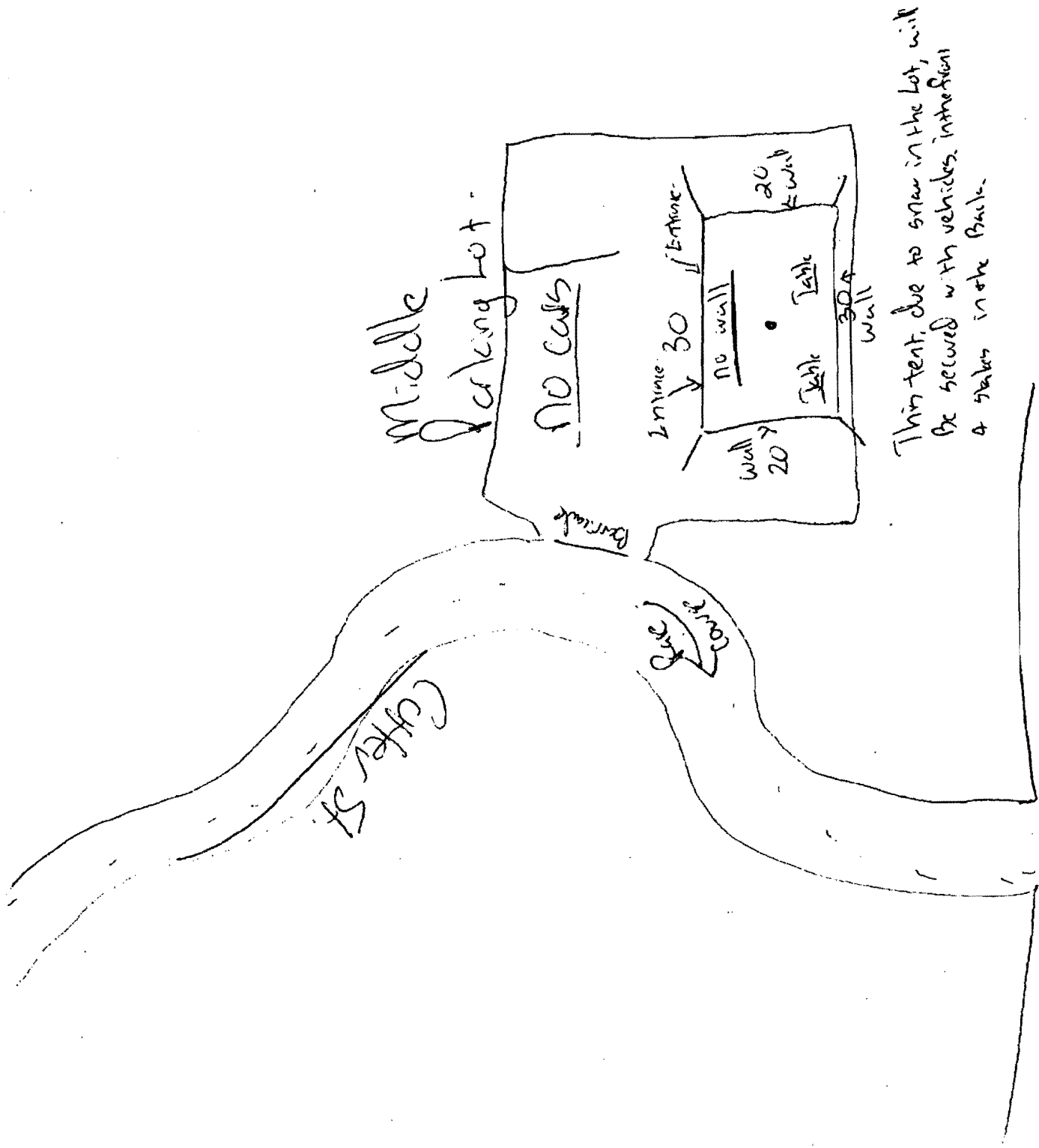
CREDIT CARD INFORMATION				
Visa or MasterCard Number		3862	Exp Date (Mon/Yr)	04 11
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED				

TOTAL AMOUNT(S) DUE TO RECREATION     (Please make all security deposit checks out separately)	
Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use:	Vest, Barricade, Cone Deposit: \$10 per/item
Electricity: \$5per/hr	Public Space / Park Security Deposit: \$100
Key Deposit: \$50 per key	Other (Porta-Restroom User Fee, etc.)

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	12-6-2010	DATE REC'D INSURANCE	1-31-2011	PERMIT FEE AMT REC'D	\$ waived – benefits Portland Trails	SECURITY DEPOSIT	\$ credit card on file
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/21/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chalmers Insurance Group 65A Main Street PO Box 10 Gorham ME 04038	CONTACT NAME: Cindy Drown PHONE (A/C No, Ext): (207) 839-3371 FAX (A/C, No): (207) 839-7050 E-MAIL ADDRESS: cdrown@ChalmersInsuranceGroup.com PRODUCER CUSTOMER ID #: 00007918
INSURED Casco Bay Sports LLC 51 Alton St Portland ME 04103	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Company 23850 INSURER B: Maine Employers Mutual Ins Co 11149 INSURER C: NAHGA INC 0051 INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: CL1112102166 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	PHPK672531	1/18/2011	1/18/2012	MED EXP (Any one person) \$ 0
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMPROP AGG \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					\$
	<input type="checkbox"/> NON-OWNED AUTOS					\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	1810092651	12/7/2010	12/7/2011	E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y				E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Accident & Health		DS033919	1/18/2011	1/18/2012	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Event: Snowman Adventure Race: February 19, 2011. Also included Portland Trails. The City of Portland is Additional Insured for this Event.

CERTIFICATE HOLDER City of Portland Parks & Recreation 134 Congress St. Portland, ME 04101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Lucinda Drown/CINDY <i>Lucinda S. Drown, CRIS, ACSP, CFIW</i>
--	--

IMPORTANT DOCUMENT

# Certificate of Flame Resistance

REGISTERED  
APPLICATION  
NUMBER

F121.4



ISSUED BY



EVANSVILLE, INDIANA 47711

MANUFACTURERS OF THE FINISHED  
TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture  
4/12/99

Order Number  
214875

**This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:**

FOUR SEASONS INC.  
DBA: TAYLOR RENTAL CENTER  
RTE 111 BUSINESS PARK  
BIDDEFORD ME 04005

**Certification is hereby made that:**

**The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code, equal to exceeds NFPA 701, CPAI 84, ULC 109.**

**The method of the FR chemical application is:**

Serial #:	8115900	(0002)
Description of item certified:	A P CPY TOP 20W X 30 VL W W	

**Flame Retardant Process Used Will Not Be Removed By  
Washing And Is Effective For The Life Of The Fabric**

JOHN BOYLE & CO  
STATESVILLE, NC

Name of Applicator of Flame Resistant Finish

Signed:

*James D. Russell*

TENT DEPARTMENT—ANCHOR INDUSTRIES INC.

**Lannie Dobson - Re: Snowman Adventure race**

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**From:** Ted Musgrave  
**To:** Lannie Dobson  
**Date:** 2/15/2011 4:04 PM  
**Subject:** Re: Snowman Adventure race

---

yes, pat is OK'ed for this event at the E Prom... tent (free standing) to go up in the middle parking lot...  
thanks

>>> Lannie Dobson 2/15/2011 3:37 PM >>>  
Ted, do you have an approval? Lannie Dobson

Job Summary Report  
Job ID: 2011-02-427-SE

Report generated on Feb 15, 2011 3:18:41 PM

Job Type:	Special Event	Job Description:	Eastern Prom Snowman Adventure Race	Job Year:	2011
Building Job Status Code:	Initiate Plan Review	Pin Value:	664	Tenant Name:	
Job Application Date:		Public Building Flag:	N	Tenant Number:	
Estimated Value:	30	Square Footage:			
Related Parties:		OF CITY		Property Owner	

Job Charges									
Fee Code Description	Charge Amount	Permit Charge Adjustment	Net Charge Amount	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Net Payment Amount	Outstanding Balance

Location ID: 114

Location Details									
Alternate Id	Parcel Number	Census Tract	GIS X	GIS Y	GIS Z	GIS Reference	Longitude	Latitude	
915360	001 A 003 001		U				-70.240727	43.667479	
			Location Type	Subdivision Code	Subdivision Sub Code	Related Persons	Address(es)		
			1				CUTTER STREET WEST		
Location Use Code	Variance Code	Use Zone Code	Fire Zone Code	Inside Outside Code	District Code	General Location Code	Inspection Area Code	Jurisdiction Code	
GOVERNMENTAL		NOT APPLICABLE	ROS				DISTRICT 1	EAST END	
Structure Details									
Structure: Recreation and Open Space									
Occupancy Type Code:									
Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address					
Structures Other Than Buildings	0			CUTTER STREET WEST					
Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property Value			

Permit #: 20111302

Permit Data						
Location Id	Structure Description	Permit Status	Permit Description	Issue Date	Reissue Date	Expiration Date
114	Recreation and Open Space	Initialized	Snowman Adventure Race 2-19-11			

**Job Summary Report**  
**Job ID: 2011-02-427-SE**

Report generated on Feb 15, 2011 3:18:41 PM

Inspection Details								
Inspection Id	Inspection Type	Inspection Result Status	Inspection Status Date	Scheduled Start Timestamp	Result Status Date	Final Inspection Flag		
Fees Details								
Fee Code Description	Charge Amount	Permit Charge Adjustment	Permit Charge Adj Remark	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Payment Adj Comment
Tent and Event Fees	\$30.00							