

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that CASCO BAY SPORTS

Located At 197 EASTERN PROMENADE

Job ID: 2012-10-5110-SE

CBL: 005- E-008-001

has permission to Event 10/13/12: East Prom across from Kiley Field
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

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

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Jeff Levine

Job ID: 2012-10-5110-SE

Located At: 197 EASTERN
PROMENADE

CBL: 005- E-008-001

Conditions of Approval:

Fire

Installation shall comply with City Code Chapter 10.

All construction shall comply with City Code Chapter 10.

<http://www.portlandmaine.gov/citycode/chapter010.pdf>

Tents shall have an approved fire resistant rating and maintain 10' between stake lines. No smoking or open flame allowed within 10'. Provide at least one 2A:10 BC fire extinguisher.

If the sides of the tents are to be enclosed at least two remotely located and marked exits shall be provided.

Fuel-fired heating equipment and propane tanks shall be installed outside of the tents and not within 5 feet of the tents or an exit discharge.

Cooking within the tents has not been reviewed and approved.

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2012-10-5110-SE	Date Applied: 10/3/2012	CBL: 005- E-008-001	
Location of Construction: 197 EASTERN PROMENADE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST PORTLND, ME 04103	Phone:
Business Name:	Contractor Name: Four Seasons Inc. – Taylor Rental Center	Contractor Address: 111 Business Park, Biddeford, ME 04005	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS - Tents	Zone: ROS
Past Use: Eastern Promenade Park	Proposed Use: Same – Eastern Promenade Park – Casco Bay Sports , Casco Bay Cyclocross Race - erect 20' x 30' tent – set up & breakdown 10/13/12	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. [Signature]</i>	Inspection: Use Group: <i>U</i> Type: <i>Tent</i> Signature: <i>[Signature]</i>
Proposed Project Description: Event 10/13/12; East Prom across from Kiley Field		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Brad		Zoning Approval	

	Special Zone or Reviews	Zoning Appeal	Historic Preservation
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building Permits do not include plumbing, septic or electrical work. 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.	<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK 10/14/12</i> <i>ABU</i>	<input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<input checked="" type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>ABU</i>

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 application 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	PHONE



to rain
cancel oct 10/11/12

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: 197 Eastern Prom across from Kiley Subball Field		
Date of Set up/Event: 10/13/12	Date of Breakdown/ End of Event: 10/13/12	
Tax Assessor's Chart, Block & Lot Chart# 005 Block# E Lot# 009	Property Owner: City of Portland	Telephone: 221-0203
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: Casio Bay Sports LLC 221-0203 PO Box 7581, Portland, ME 04103	Fee: \$30.00

The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.

RECEIVED
OCT 03 2012
Dept. of Building Inspections
City of Portland Maine

RECEIVED
OCT 02 2012
Dept. of Building Inspection
City of Portland Maine

- Certificate of Flammability
- Letter of approval from property owner.
If the City is owner, attach a completed copy of Application to Maine City Parks & Recreation (756-8275).
- Company name of installer (contact info). - **Casio Bay Sports** -
- Plot Plan showing the following:
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 & Recreation for maps of Portland's Parks @ 756-8275).
- If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00

* Who should we contact when permit is ready: Pat Hadden
Address: _____ Telephone: 641-5749

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.

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, 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:	Date: 10/2/12
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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 APPLICATION (3 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	9/4/2012	ORGANIZATION NAME	Casco Bay Sports				
ORGANIZATION ADDRESS	51 Alton St	CITY	Portland	STATE	ME	ZIP	04103
CONTACT NAME(S)	Pat Hackleman	TITLE	Director of Operations				
HOME #		WORK	221-0203	CELL	641-5749	FAX	
EMAIL	pat@cascobaysports.com		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Eastern Promenade Roadway + Grass Areas (Parking Lots on Cutter Street NOT needed this year)				
EVENT DAY & DATE(S)	October 13 th , 2012	SAT	RAIN DAY & DATE(S)	n/a	
EVENT START TIME (i.e. set-up start time)	7:00	EVENT END TIME (i.e. when event cleanup is complete)	5:00	ACTUAL START & END TIME OF EVENT	10:00-3:00 street closed: 7am – 3pm

EVENT NAME	EXPECTED ATTENDANCE
The Bikeman.com Casco Bay Cyclocross Race	175-200 Participants

DESCRIPTION OF EVENT

A Road/Off Road Race utilizing features of the Eastern Promenade fields, ball fields, trails, & pavement areas. Start/Finish Transition area is the street – Eastern Prom Roadway near Kiley Field. Parking will be on some of this section of street, as well as side streets. A 20x30 TENT will go up in the grass esplanade along this closed section of street (near Walnut Street intersection). Refreshments served: coffee and Pizza. A porta-restroom will be rented (for the Kiley Field area). A bullhorn (or battery powered small PA) will be used for announcements.

This bicycle race has been held for a few years now... For the 2nd year in a row, the organizer is holding part of the race in the street. In years past, the organizer has had to close down Cutter Street to traffic for the race. This year, Cutter Street will not be used as part of the route (so it can stay open to boater traffic, etc.), nor will the parking lots there need to be reserved.

The section of street needing to be closed is the Eastern Prom Roadway (both lanes), from North Street intersection (Loring Memorial) to Walnut Street intersection (about a 1/2 mile stretch). There are no driveways on this section of Eastern Prom.

The bike race starts and ends on this stretch of street (and this area will also be used for gathering of bikers and registration). Most of the race course takes bikers along pathways and trails and grass areas on the Eastern Prom.

Time frame: both lanes closed 7am – 3pm. The actual bike race runs approx. 10am – 2pm.
An emergency lane (for Fire, Medcu, Police) would be left open in the street.

Barricades (staffed by adult volunteers) needed at the 2 intersections... and the Eastern Prom Road needs to be posted "No Parking."

IS THERE A REGISTRATION FEE?	Yes	
IF YES, HOW MUCH?	FEE	\$ 25 per cyclist, \$20 for Juniors
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Neighborhood Streets, Cutter St.

**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): Exact Location(s) of Tent Placement Requested: Grass Area adjacent to road Southeast of Kiley Field (Dig safe approved 2011) 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: 2 chairs: 4	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: Coffee Vendor...Food Vendor : Pizza By Fire 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 ? ??? If so, your event requires a concert license from the City Clerk's Office. (Just voice - i.e. Press Conference, would not require the license because it is not music). For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am - 1:15pm, and 1 hour between 5pm - 8pm).	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? Please list what you would like to borrow: barricades for middle parking lot, cones for street A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	X		
* Will your event require street closures? (Please be specific under "Description of Event")	X		
* Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.			
* Will your event require Fire/EMS assistance?		X	
* Will your event require porta-restroom 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 RENTED - NEAR KILEY		

INSURANCE CERTIFICATE INFORMATION

* 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 an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under 'Addl Insr,' or which merely states The City of Portland is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is \$400,000. Please have your insurance company fax a copy to Portland Recreation: 207-756-8279 or email to tvm@portlandmaine.gov .			

RECREATION POLICIES

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.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces - i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation 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 must bring a fire extinguisher with you to the grilling area.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – across from the Playground, *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 (Associated Septic, 799-1980, M-F) to request and pay for a cleaning. Cleanings are \$45.

TRASH

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!

PARKING ON GRASS AREAS

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. Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.

TOBACCO FREE ZONES

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.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

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 AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	PH	DATE	9/04/12
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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 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	09/04/2012
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CREDIT CARD INFORMATION

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

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ◆ Please make out security deposit checks separate from permit fees.

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	\$ 500 ck
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	9-26-2012	DATE REC'D INSURANCE	9-26-2012	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$ DUE
PAYMENT TYPE							
VISA	\$	MC	\$	CK #		CK AMOUNT	\$
						CASH AMT	\$

Subject: Re: 10/13 Casco Bay Cyclocross (Tent Permit)

From: "Ted Musgrave" <TVM@portlandmaine.gov>

Date: 10/2/2012 2:29 PM

To: <pat@cascobaysports.com>, "Vicki Allen" <VLA@portlandmaine.gov>

CC: "Ethan Owens" <EOWENS@portlandmaine.gov>, "Gayle Guertin" <GG@portlandmaine.gov>, "Joe Dumais" <JDUMAIS@portlandmaine.gov>, "Lannie Dobson" <LDobson@portlandmaine.gov>, "Sally Deluca" <SLD@portlandmaine.gov>, "Troy Moon" <THM@portlandmaine.gov>

hi INSPECTIONS...

pat is good to go from the REC DEPT... (pls c attached AP)

i'll be issuing his permit for use (which will be very similar to last year) in the next couple of days

PLS move forward with his AP for the TENT...

thankx

>>> Vicki Allen 10/2/2012 1:18 PM >>>

Pat (641-5749) went to get the tent permit and they will not give it him before you give him the permit for the vent. Please send it to him asap or call inspections to give them the ok.

Thanks,
Vicki

— Attachments: —

Casco Bay Sports - CycloCross Race 2012 - ap.doc

445 KB

IMPORTANT DOCUMENT

Certificate of Flame Resistance

REGISTERED
APPLICATION
NUMBER

F121.4



ISSUED BY



EVANSVILLE, INDIANA 47711

Date of Manufacture
4/12/99

Order Number
214875

MANUFACTURERS OF THE FINISHED
TENT PRODUCTS DESCRIBED HEREIN

This is to certify that the materials described have been flame-retardant treated (or are inherently noninflammable) 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	

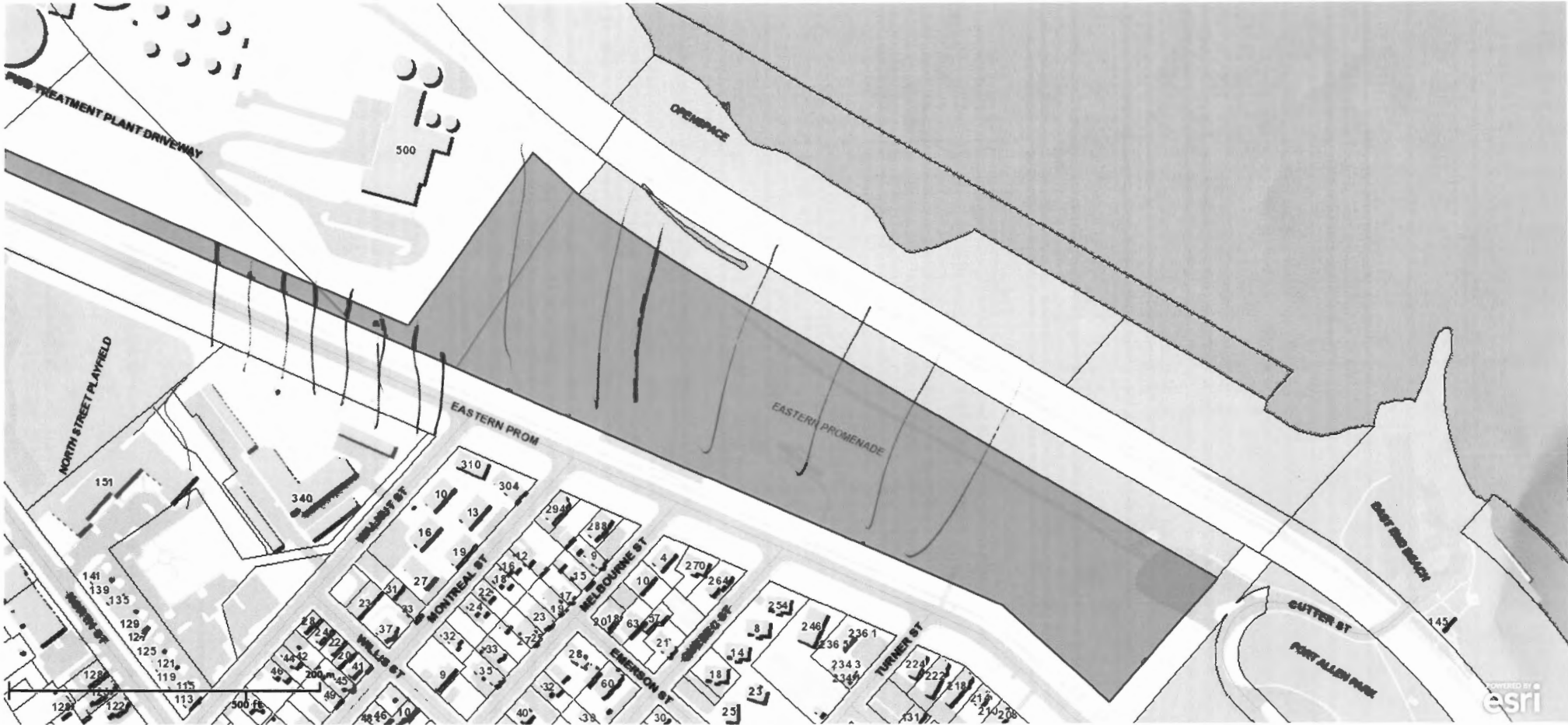
**Flame Retardant Process Used Will Not Be Removed By
Washing And Is Effective For The Life Of The Fabric**

JOHN BOYLE & CO
STATESVILLE, NC

Name of Applicator of Flame Resistant Finish

Signed:

TENT DEPARTMENT—ANCHOR INDUSTRIES INC.



Copyright 2011 Esri. All rights reserved. Thu Oct 4 2012 11:35:08 AM.

DOT-E-008

197 Eastern Prom

D05-E08 197 Earthen Run



Subject: Positive Response Notification
From: posreply@digtrack.com
Date: 10/1/2012 3:49 PM
To: undisclosed-recipients;

DIGTRACK POSITIVE RESPONSE NOTIFICATION
www.digtrack.com
Call Before You Dig

Date: 2012/10/01
Time: 15:48
To : PATRICK HACKLEMAN
Company: CASCO BAY SPORTS

From: Unitil - Maine

Subject: Request for Underground Location

This message is being sent in response to your request for underground utility location. The following represents a list of responses for the indicated member codes. These responses only pertain to the specific member codes.

=====
Ticket : 20124001419
Member : MN
Place : PORTLAND Address : WALNUT ST / EASTERN PROMENADE
Site Status: NO CONFLICT Markings: NONE
Message : Investigated-No Gas in Dig Area

If there are any questions regarding this transmission or if you arrive at the site and have a question about the work site, please call 603-294-5185



MAINE

SAFETY MESSAGE / CONTRACTOR INFORMATON

EMERGENCY
Call 911

Emergency Number
866-900-4460

Considerations When Working Around Gas Mains and Services

Maine Public Utilities Commission Dig Safe Rules & Regulations

001-A-002



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Receipts Details:

Tender Information: Check , Check Number: 1097

Tender Amount: 30.00

Receipt Header:

Cashier Id: bsaucier

Receipt Date: 10/4/2012

Receipt Number: 48934

Receipt Details:

Referance ID:	8249	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-10-5110-SE - Event 10/13/12; East Prom across from Kiley Field			
Additional Comments: E Prom-Casco Bay Sports			

Thank You for your Payment!