

Form # P 04

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read
Application And
Notes, If Any,
Attached

BUILDING CONSTRUCTION

PERMIT

Permit Number: 041434

This is to certify that Chestnut Street Methodist Church Stop Part
has permission to Erect 8 sectioned 4' x 4' stage for performances.
AT 17 Chestnut St 027 C011001

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 buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission procured before this building or part thereof is laid or closed-in.
48 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept _____
Health Dept _____
Appeal Board _____
Other _____

Department Name

[Handwritten Signature]
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 04-1434	Issue Date:	CBL: 027 C011001
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Location of Construction: 17 Chestnut St	Owner Name: Chestnut Street Methodist	Owner Address: 11 Chestnut St	Phone: 207-772-6123
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Business Name: n/a	Contractor Name: One Stop Party Shop	Contractor Address: 262 Main Street South Portland	Phone: 2077675966
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Lessee/Buyer's Name n/a	Phone: n/a		Zone: B-3
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Past Use: Religious	Proposed Use: Religious / Erect 8 sectioned 4' x 4' stage for performers.	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 1
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Proposed Project Description: Erect 8 sectioned 4' x 4' stage for performers.		Signature: 	
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Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: gg	Date Applied For: 09/24/2004	Zoning Approval	
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Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input type="checkbox"/> Not in District or Landmark
<input type="checkbox"/> Wetland	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does Not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
Maj <input type="checkbox"/> Minor <input checked="" type="checkbox"/> MIM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
ok Date: 9/24/04	Date: _____	Date: _____

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

Tent 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.

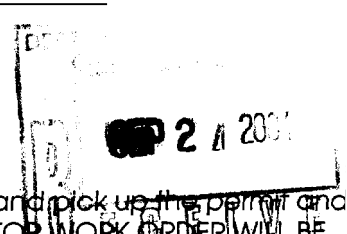
Location/Address of Construction: <u>1 + Chestnut Street</u>		
Date of Tent setup: <u>(Stage)</u> <u>9-24-04</u>	Date of Tent breakdown: <u>9-25-04</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>027</u> Block# <u>C</u> Lot# <u>011</u>	Owner: <u>Chestnut Street UMC</u>	Telephone: <u>772-6123</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>-</u>	Fee: \$ <u>30.00</u>

The following must be included as submissions:

1. Certificate of Flammability
2. Letter of approval from property owner. If the City is the owner, please contact Ted Musgrave from the Parks & Recreation @ 874-8793
3. Plot Plan showing the following:
 - i. Property lines
 - ii. Parking
 - iii. Building locations
4. Tent location, including dimensions of tent, exits and entrances **in tent**.
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

*Stage 8 sections of 4x11'
1' above ground
for performance*

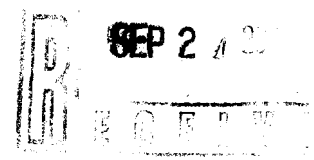
Whom should we contact when the permit is ready: <u>Raina Fish</u>
Mailing address: <u>Chestnut Street UMC</u>
PHONE: <u>772-6123 *call</u>



Ne will contact you by phone when the permit is ready. You must come in and pick up the permit and eviue the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER WILL BE SUED AND A \$100.00 FINE LEVIED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

Signature of applicant:	Date:
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262 MAIN STREET
 SO. PORTLAND, ME 04106
 767-5966
 1-800-244-5966
 FAX 767-5310
 mMN.partyshopmaine.com

OPEN
 MONDAY THRU SATURDAY
 8:30 AM - 5:30 PM
 CLOSED SUNDAYS



One Stop Party Shoppe

DIV. OF HANDYMAN EQUIPMENT RENTAL, INC.



MEMBER
 AMERICAN RENTAL ASSOCIATION

RENTAL CONTRACT

THIS CONTRACT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE.

CUSTOMER COPY

RENTED TO	DELIVERY ADDRESS
UNITED METHODIST CHURCH 17 CHESTNUT STREET PORTLAND ME 04102	RAINIER FISH

TICKET NO.
Res# 59100
Lab 300

IDENTIFICATION #1	DOB	OTHER IDENTIFICATION	PHONE	DATE	TIME
NA-000676451		11 (207) 772-6123		24-SEP-04	8:30 AM BP
UTO LICENSE	P.O. #	ORDERED BY	DUE	DATE	TIME
		JIM MCFEE		27-SEP-04	5:30 PM UC

RESERVATION Charge for 1.0 Day(s) Page: 1

Qty	Item	MIN	Day	Week	4 WK	Ext Amt	
8	2335-0000 STAGE, 4 X 4 SECTION					224.00	224.00
32	2342-0000 TABLE, 8 FT X 30"					224.00	224.00
1	LOCAL LOCAL PARTY DELIVERY					44.00	44.00

WEEKEND DELIVERIES ARE MADE ON WEDNESDAY THURSDAY OR FRIDAY AND PICKED UP ON MONDAY OR TUESDAY- NO SPECIFIC TIMES ARE PROMISED. PLEASE INITIAL

Payments
 No Payment Made

Cleaning Charge will be made on items returned unclean, and the removal wax on linens.

ACKNOWLEDGE RECEIPT IN GOOD WORKING ORDER OF THE ABOVE ITEM(S), AND AT I HAVE RECEIVED AND UNDERSTOOD INSTRUCTIONS REGARDING USE OF THE ITEM(S), RENTED, AND THAT I HAVE READ AND AGREE TO ALL THE TERMS PRINTED ON THE FACE AND REVERSE OF THIS CONTRACT.

	RESERVATION ESTIMATE	RENTAL CONTRACT
Rent	448.00	
Sales	44.00	
Other	0.00	
Day Waiver	0.00	
SME Tax	0.00	
Sales Tax	0.00	
Deposit	0.00	
TOTAL DUE	492.00	TOTAL PAID 0.00
		EST AMT DUE 492.00

SIGNED _____
 SEP 04 12:16:54
 I, the undersigned, signatory represents he is Agent of and authorized to sign for Renter.

262 MAIN STREET
 SO. PORTLAND, ME 04106
 767-5966
 1-800-244-5966
 FAX 767-5310
 www.partyshopmaine.com

OPEN
 MONDAY THRU SATURDAY
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MEMBER
 AMERICAN RENTAL ASSOCIATION

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RENTED TO	DELIVERY ADDRESS
UNITED METHODIST CHURCH 17 CHESTNUT STREET PORTLAND ME 04102	RAINIA FISH

TICKET NO
Res# 59100
Loc# 300

IDENTIFICATION #	DOB	OTHER IDENTIFICATION	PHONE
NA-000676451		11 (207) 772-6123	

DATE	TIME
24-SEP-04	8:30 AM EP
27-SEP-04	5:30 PM LC

ORDERED BY
JIM MCFEE

DUPLICATE DUE

RESERVATION Charge for 1.0 Day(s) Page: 1

Qty	Item	MIN	Day	Week	4 WK	EXC AMT	
8	2335-0000 STAGE, 4 X 4 SECTION	1 Pt. legs	28.00	56.00		224.00	224.00
32	2342-0000 TABLE, 8 FT X 30"		7.00	14.00	28.00	224.00	224.00
1	LOCAL LOCAL PARTY DELIVERY					44.00	44.00

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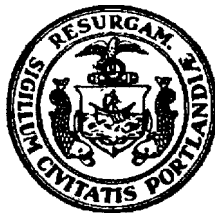
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 No Payment Made

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Other	0.00		
Waiver	0.00		
SME Tax	0.00		
Sales Tax	0.00		
Deposit	0.00		
TOTAL DUE	492.00		
		TOTAL PAID	0.00
		EST AMT DUE	492.00

GNED
 SEP-04 12:16:54
 Other than Renter, signer represents he is Agent of and authorized to sign for Renter.



**CITY OF PORTLAND
PARKS & RECREATION DEPARTMENT**

PUBLIC SPACE PERMIT (3 Page Permit)

PARK AREA / PUBLIC SPACE REQUESTED: Chestnut Street Church United Methodist Church
CONTACT NAME: Raina Fish, Administrative Assistant
GROUP / EVENT NAME / DESCRIPTION OF ACTMITY: Chestnut Street United Methodist Church New England Conference - UMC The Chestnut Street Church is hosting a New England Conference of the Churches which will include the welcoming of the new Bishop of New England's Methodist Churches. Event organizers have requested the closure of Chestnut Street (from Cumberland Ave. to Congress St.) to traffic from 8am to 5pm. Celebration in the street will take place from 11am - 1pm and 3pm - 4pm. Events include. a small stage (8x6) with music and speeches, free refreshments, tables and information booths. The small stage is slated to be placed diagonally on the side of the sidewalk area and in the alleyway in between the Church and Portland City Hall, facing out down the street to Cumberland Avenue There will be 4 porta-potties as well as 10 indoor bathrooms Parking will be available in the church lot as well as on street parking and garages. From 1pm - 3pm there will be and inside service. Electricity for the stage will come from the church.
ADDRESS 17 Chestnut St. - Portland, Maine - 04101
TELEPHONE: church 772-6123 fax: 780-6233
EMAIL ADDRESS chestnutstumc@yahoo.com
EVENT DATE(S): Saturday September 25, 2004 EVENT TIME(S): event starts at 11am (set up begins at 8am / breakdown lasts until 5pm) RAIN DATE(S): no rain date EVENT/REGISTRATION FEE: free to the public
NUMBER OF PEOPLE EXPECTED TO ATTEND: 200-300

Please be advised that the City Manager's Office and City of Portland, Parks and Recreation have approved your use of:

Chestnut Street and adjacent sidewalks (from Cumberland Ave. to Congress St.) on Saturday, September 25, 2004, 8am - 5pm, for the New England Conference-UMC New Bishop Celebration and Worship Service.

Pending the following conditions:

<p><input type="checkbox"/> PERMIT FEES / INSURANCE / SECURITY DEPOSITS / ELEC. FEE</p> <p>PERMIT FEES: \$40 for the first hour plus \$35 per each additional hour: Total \$320. Thank you for forwarding a check for \$145. Balance due: \$175. Please forward a check (payable to <i>City of Portland</i>) to this office.</p> <p>CERTIFICATE OF INSURANCE: Chestnut Street United Methodist Church shall indemnify the City and hold it harmless from and against all claims arising out of activities during said event, and shall take out and maintain public liability insurance coverage in the amount of at least \$400,000 combined single limit for personal or bodily injury, death or property damage for said purpose. This insurance certificate must also list the City of Portland as an additional insured in regards to your event. Thank you for forwarding this already.</p> <p>SECURITY DEPOSIT: \$100 - Check payable to the City of Portland. Please forward to this office. You will only receive security deposit(@ back, if the area(s) are left asfound, no vehicles park illegally, and conditions for use are adhered to.</p>

❑ USE OF GROUNDS

You have permission to close the street and to hold the celebration (on Chestnut **Street** and adjacent sidewalks). The street should be posted "no parking" Friday afternoon.

❑ VENDOR LICENSES / CITY HALL Brandi Maxwell ☎ 874-8557

Please follow up with Brandi at the City Clerk's Office, Business Licensing Division, for applications and information regarding temporary food service licenses and a concert license.

○ BARRICADES / "NO PARKING" SIGNS / SET UP OF EVENT ZONE

Please call Public Works, Maynard Sprague or Jackee Wurslin, **874-8462** or **8460**, to arrange for needed barricades at intersections. You may need to pick these up from PW's (there would be a security deposit required). There should be a set of barricades at Cumberland Ave. and also at the top of Chestnut St. (to be on the safe side). You may also want to borrow a "street closed **ahead**" sign (to be placed at the bottom of Chestnut Street).

Please call Carol Merritt at PW's, **874-8822**, to pick up "emergency no parking" signs for the street closing posting. There should be no charge for these signs as you are already paying a permit fee to close the street to traffic. You would need to label the signs and post them yourself (on meters and street signs; please use masking tape.) These signs should be posted on Friday morning for the Saturday closing. Remember that only police officers have authority to tow vehicles from streets. Please make sure these signs are taken off meters/signs after the event.

*Public Works
SS
Portland*

❑ STAGE PERMIT INSPECTION SERVICES

Please call Inspection Services, Mike Nugent or Marge Schmuckal, **874-8403** or **8701**, to secure permits for the music stage (the small stage is to be positioned on the sidewalk/alleyway). Food inspectors will be on site during the festival start to inspect your food vendors. 10x10 free standing canopies do not need a tent permit, larger size tents do.

❑ POLICE / STREETCLOSING

Please stay in touch with Sgt. Gary Rogers, **874-8554**, for police assistance in case any is needed. The city is not requiring that you hire officers. Please call **Police** Dispatch, **874-8574** or **8575**, on the **morning** of your event, to remind them of your event and the **street closure**. Adult volunteers should be positioned at the Cumberland Avenue intersection. Please remember (when setting up booths, canopies, etc.) to leave at **least a 16 foot** emergency lane in the street for fire, police, and **MEDCU** vehicles. Police officers may check in on the event. There should be no alcohol served or consumed on public property.

❑ FIRE / MEDCU ISSUES

Please remember to leave at least a 16 foot emergency lane in the street for fire, police, and **MEDCU** vehicles. During vendor setup, make sure they stay at least **15 feet** away from any fire hydrants. **MEDCU** personnel may check in at the event.

❑ ELECTRICITY

Electricity for the stage area will need to come from the church. If it were rainy or drizzly out, we require that you not use electricity outside. Please make sure that any cords - in the public way - are taped down to the sidewalk (or rugs or **orange cones** placed over them) to alleviate the tripping hazard to the public. Please make sure that the pa system is kept at a low volume.

❑ PARKING DEPT.

There should be no need for Parking Control services, however, please call John Peverada, 874-8444, or Paul Willey, 874-2842, if you need assistance.

❑ PORTA - POTTIES

Please have toilets dropped off at the edge of the street or on church grounds (preferable). To alleviate vandalism, please make sure they are dropped off on Saturday morning and picked up no later than Saturday evening, directly following the celebration.

○ SAFETY

Please take all necessary safety precautions to ensure a safe and accident-free event. Cords from food vendors or entertainers (music stages, etc.) that are in the public way, must be covered or taped to the street/sidewalk to avoid a tripping hazard to the public.

❑ NOTIFICATION OF STREET CLOSURES

It will be your responsibility to alert all businesses and residents affected by the street closing. Please ask the Portland Newspapers to run an article alerting the public to the closing, and possible traffic delays around the celebration zone.

❑ CLEANUP

It is the responsibility of event organizers to bag up and remove trash from the site. Please remind participating organizations and vendors that they are responsible for packing up and taking everything with them that they bring in, i.e. cement blocks, pieces of wood, trash, etc. The **street and** sidewalk areas should be **left** as were

Copy of **City Licenses and City Permits** must be on file at the **Parks and Recreation Office**.

Good luck with your celebration. **If I** may be of further assistance, please call me at 756-8275 - vm211. **As I** anticipate you following through on the conditions for use, please **bring** this permit with you to your event **as it will** act as your "Formal Permit for Use."

Signature _____ Date _____ / _____ / _____
Ted Musgrave, P&R Special Activities Coord.

Portland Parks & Recreation ~ 134 Congress Street ~ Portland, ME 04101
(207) 756-8275 vm 211 ~ FAX (207) 756-8279 tvm@portlandmaine.gov

City of Portland, Maine

Office of the City Clerk

License No. 000

Issue Date September 16, 2004

To all **Whom** These Presents May Concern:

This is to certify that the Municipal Officers have granted a license to
CHESTNUT STREET **UNITED** METHODIST CHURCH

Doing business as UMC **NEW** BISHOP CELEBRATION

at 17 **CHESTNUT** STREET

for **SINGLE** CONCERT

and at that place only on the following conditions:

LICENSE **VALID** ONLY ON 09/25/2004.

This license is granted subject to strict **observance** of all laws, **ordinances** and regulations enacted for the protection of the City of **Portland** so far as they may apply and is to continue in force **until** 09/25/2004 unless sooner revoked.



Linda C. Cohen (BY)

City Clerk

THIS LICENSE IS NOT TRANSFERABLE
PLEASE POST IN A CONSPICUOUS PLACE

City of Portland, Maine

Office of the City Clerk

License No. 000

Issue Date September 16, 2004

To all **Whom** These Presents May Concern:

This is to certify that the Municipal Officers **have** granted a license to
CHESTNUT STREET UNITED METHODIST CHURCH

Doing business as UMC **NEW** BISHOP CELEBRATION
at 17 CHESTNUT STREET

for STREET GOODS VENDOR

and at that place **only** on the following conditions:

LICENSE VALID ONLY ON 09/25/2004.

This license **is** granted subject to strict observance of all laws, ordinances and regulations enacted for the protection of the **City** of Portland **so far as** they may apply and is to continue in force until **09/25/2004** unless sooner revoked.



Linda C. Cohen (10)

City Clerk

THIS LICENSE IS NOT TRANSFERABLE
PLEASE POST IN A CONSPICUOUS PLACE