

Building Inspections - Re: Event Permit for The Greater Portland Convention & Visitor's Bureau's Harvest on the Harbor at The Portland Company Complex: 8/24/14 & 8/25/14

From: Caitlin Prentice <cap@prenticehospitality.com>
To: "Building Inspections" <buildinginspections@portlandmaine.gov>
Date: 10/15/2014 10:51 AM
Subject: Re: Event Permit for The Greater Portland Convention & Visitor's Bureau's Harvest on the Harbor at The Portland Company Complex: 8/24/14 & 8/25/14
CC: "Joanna Sprague" <joanna@portlandyacht.com>, "Casey Prentice" <cwp@prent...

Hi Marge,

There won't be any tents on site for this event. Everything is taking place inside the buildings.

I hope this helps!

Caitlin

Caitlin Prentice

VP, Sales & Marketing
 PrenticeHospitalityGroup
 Inn: 207.846.5155
 Office: 207.358.1995

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On Oct 15, 2014, at 10:39 AM, Building Inspections wrote:

Hello

We need appropriate plans to show where the tent(s) are going and dimensions on all 4 sides.

The plans provided are insufficient. Once we get an appropriate application we can put the application in. Please review the attached on the process.

>>> Caitlin Prentice <cap@prenticehospitality.com> 10/14/2014 11:55 AM >>>

Hi Marge,

Attached please find our permit for The Greater Portland Convention & Visitor's Bureau's Harvest on the Harbor that will be held at The Portland Company Complex (58 Fore Street) on Friday, October 24 and Saturday, October 25.

The Harvest on the Harbor event includes a few mini events that are going to be held on property.

Below please find an outline of those events:

Thursday, October 23

Set Up: Lower Levels, Buildings #1 and #2 (no public access)

Friday, October 24

BBQ Event: Lower Level, Building #1

Beer Event: Room with a View, Building #6

Saturday, October 25

Marketplace Event - Lower Levels of Buildings #1 and #2

Included in this email are the following:

- completed permit application
- site plan of entire property, with areas of use circled
- floor plans of rooms to be used

Please let me know if you have any questions.

Warm Regards,

Caitlin

Caitlin Prentice

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<Getting a Building Permit.pdf>

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