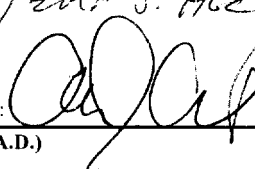


City of Portland, Maine - Building or Use Permit Application

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

Permit No: 04-1434	Issue Date:	CBL: 027 COLLOOI
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Location of Construction: 17 Chestnut St	Owner Name: Chestnut Street Methodist	Owner Address: 11 Chestnut St	Phone: 207-772-6123
Business Name: n/a	Contractor Name: One Stop Party Shop	Contractor Address: 262 Main Street South Portland	Phone: 2077675966
Lessee/Buyer's Name n/a	Phone: n/a		

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
		<input type="checkbox"/> Denied Use Group: U Type: NA JEDNA STAGE Signature: _____ Signature:  PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____		

Permit Taken By: gg	Date Applied For: 09/24/2004	Zoning Approval		
------------------------	---------------------------------	------------------------	--	--

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 information may invalidate a building permit and stop all work..	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input checked="" type="checkbox"/> MM <input type="checkbox"/> Date: 9/24/04	Zoning Appeal <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:	Historic Preservation <input type="checkbox"/> Not in District 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:
--	--	---	---

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

9/29/05

done

AR

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 COL1001
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Location of Construction: 17 Chestnut St	Owner Name: Chestnut Street Methodist	Owner Address: 11 Chestnut St	Phone: 207-772-6123
---	--	----------------------------------	------------------------

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	Permit Type: Special Events	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
------------------------	--	------------------------	------------------------	--------------------

FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: U Type: NA Signature: [Signature]
---	---

Proposed Project Description:
Erect 8 sectioned 4' x 4' stage for performers.

Action: Approved Approved w/Conditions Denied
Signature: _____ Date: _____

Permit Taken By: gg	Date Applied For: 0912412004	Zoning Approval	
------------------------	---------------------------------	------------------------	--

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <p>Maj <input type="checkbox"/> Minor <input checked="" type="checkbox"/> MM <input type="checkbox"/></p> <p>ok Date: 9/24/04</p>	<p>Zoning Appeal</p> <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 <p>late: _____</p>	<p>Historic Preservation</p> <input type="checkbox"/> Not in District 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 <p>late: _____</p>
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SIGNATURE OF APPLICANT ADDRESS DATE PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK. TITLE DATE PHONE

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 COL1001
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Location of Construction: 17 Chestnut St	Owner Name: Chestnut Street Methodist	Owner Address: 11 Chestnut St	Phone: 207-772-6123
Business Name: n/a	Contractor Name: One Stop Party Shop	Contractor Address: 262 Main Street South Portland	Phone: 2077675966
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Special Events	Zone: B-3

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
------------------------	--	------------------------	-------------------------	--------------------

FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: U Type: NA Jenna Stage Signature: [Signature]
--	---

Proposed Project Description:
Erect 8 sectioned 4' x 4' stage for performers.

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: gg	Date Applied For: 09/24/2004	Zoning Approval		
------------------------	---------------------------------	------------------------	--	--

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input checked="" type="checkbox"/> MM <input type="checkbox"/> Date: 9/24/04	<p>Zoning Appeal</p> <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:	<p>Historic Preservation</p> <input type="checkbox"/> Not in District 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:
---	--	---	---

CERTIFICATION

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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.

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

The following must be included as submissions:

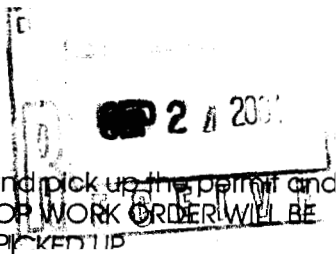
1. Certificate of Flammability
2. Letter of approval from property owner, If the City is the owner, please contact Ted Musgrave from the Parks & Recreation @ 874-8793
3. Plot Plan showing the following:
 - i. Property lines
 - ii. Building locations
4. Tent location, including dimensions of tent, exits 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 4x
1' above ground
for performers

Whom should we contact when the permit is ready: Zaina Fish

Mailing address: Chestnut Street UMC

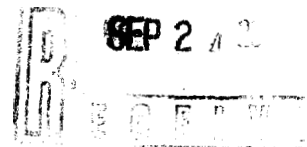
PHONE: 772-6123 *call



We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. **ASTOP WORK ORDER WILL BE ISSUED 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:
-------------------------	-------



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

CUSTOMER COPY

RENTAL CONTRACT

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

RENTED TO:	DELIVERY ADDRESS:
UNITED METHODIST CHURCH 7 CHESTNUT STREET PORTLAND ME 04102	RAINIER FISH

TICKET NO.
Res# 59100
Loc 300

IDENTIFICATION #1	DOB	OTHER IDENTIFICATION	PHONE
000676451		11 (PM) 772-6123	
LICENSE #		ORDERED BY	
		JIM MCFEE	

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

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
32	2342-0000 TABLE, 8 FT X 30"						224.00
1	LOCAL LOCAL PARTY DELIVERY						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 tax on linens.

KNOWLEDGE RECEIPT IN GOOD WORKING ORDER OF THE ABOVE ITEM(S), AND 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

RENTED SEP 04 12:16:54
 I, _____, signor represents me as 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
 8:30 AM - 5:30 PM
 CLOSED SUNDAYS



One Stop Party Shoppe

DIV. OF HANDYMAN EQUIPMENT RENTAL INC.



CUSTOMER COPY

RENTAL CONTRACT

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

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

TICKET NO.
Res# 59100
Loc# 300

IDENTIFICATION #1	DOB	OTHER IDENTIFICATION	PHONE
VA-000676451		H (207) 772-6123	
UTO LICENSE	P.O.	ORDERED BY	
		JIM MCFEE	

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

RESERVATION Charge for 1.0 Day(s) Page 1

Qty	Item	MIN	Day	Week	4 WK	EXV	AMT
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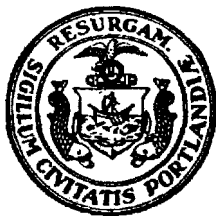
Payments
 No. Payment Made

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Sales	44.00		
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Dmg 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 ACTIVITY: 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:

❑ PERMIT FEES / INSURANCE / SECURITY DEPOSITS / ELEC. FEE

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 City of Portland*) to *this office.*

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.**

SECURITY DEPOSIT: \$100 - Cheek payable to the City of Portland. Please forward to *this office.* *You will only receive security deposit(s) back, if the area(s) are left as found, no vehicles park illegally, and conditions for use are adhered to.*

❑ **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 manage 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** dosing 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
Wks.
SS
Posthead-c

❑ **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.

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.

❑ **CLEAN UP**

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 found. Please remember to remove "no parking" signs and dispose.

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.



Jinda 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 (10/4)

City Clerk

**THIS LICENSE IS NOT TRANSFERABLE
PLEASE POST IN A CONSPICUOUS PLACE**