Ci	ty of Portland, Maine	e - Building or Use	Permit Application	n [Per	rmit No:	Issue Date:	CBL:		
	9 Congress Street , 04102	O		I	04-1434		027 CC	OllOOl	
Location of Construction: Owner Name:				Owner Address:		•	Phone:		
17	Chestnut St	Chestnut Stre	et Methodist	110	hestnut St		207-772-	6123	
Bus	siness Name:	Contractor Nam	e:	Contr	actor Address:		Phone		
n/a	1	One Stop Part	y Shop	262	Main Street S	South Portland	2077675	966	
Les	see/Buyer's Name	Phone:					I		
n/a	1	n/a							
Pas	t Use:	Proposed Use:		Perm	it Fee:	Cost of Work	CEO District:		
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				Actio	n: Approv	ved Approve	d w/Conditions	Denied	
				g.					
D	mit Taken By:	D () P 15	1	Signa			Date:		
	•	Date Applied For: 09/24/2004			Zoning	Approval			
gg			Special Zone or Revie	-ws	Zonia	ng Appeal	Historic Pre	servation	
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	Applicant(s) from meeting Federal Rules.	ng applicable State and	Shoreland		Variance	e	Not in District or Landmark		
2.	Building permits do not septic or electrical work.		Wetland		Miscella	nneous	Does Not Require Review		
3.	Building permits are voice within six (6) months of		Flood Zone		Condition	onal Use	Requires Review		
	False information may in permit and stop all work	validate a building	Subdivision		[Interpre	Interpretation		Approved	
			Site Plan		Approve	d	Approved w	Conditions	
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RES	SPONSIBLE PERSON IN CHAF	RGE OF WORK, TITLE				DATE	PHC	DNE	

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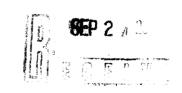
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Contractor Address: Contractor Name: One Stop Party Shop Contractor Address: 262 Main Street South Portland 2077675966	Location of Construction: Owner Name:				Owr	ner Address:		:	
One Stop Party Shop 262 Main Street South Portland 2077675966	17 Chestnut Stre Chestnut Stre			et Methodist		Chestnut St		207-772	-6123
Permit Type: Special Events Permit Fee: Cost of Work CEO District: S30.00 S0.00				e:	Con	tractor Address:		Phone	
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	hav urisc hall	e been authorized by the liction. In addition, if a		d in the application is				cial's authorized repr	esentative

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n/a			One Stop Part	y Shop				SoumPorna	iiu	2077073	_	
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				Date:	9/24/04	Ł	late:		D	ate:	<u> </u>	
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juris shal sucl	sdiction. In addition, if a label la	permit for	work described	d in the	application is is nit at any reason	sue	d, I certify that t	the code off e the provis	icial's a	nuthorized repr the code(s) ap	resentative plicable to	
SIG	NATURE OF APPLICANT				ADDRESS	•		DATE		РНО	NE	
RES	SPONSIBLE PERSON IN CHA	RGE OF WC	ORK, TITLE					DATE		РНО	NE	

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 d any kind are accepted.

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	restruit	Stroot	
Date of Tent setup: (Stage)	Date of Te	nt breakdown:	
9-24-04		7-25-04	
Tax Assessor's Chart, Block & Lot	Owner:		Telephone:
Chart# 327 Block# C Lot#	Chestnut Stra	et UMC	112.6123
Lessee/Buyer's Name (If Applicable)	Applicant name, addre		Foo: \$ 2# 00
1	telephone:		Fee: \$ 3 6 .00
1. Certificate of Flammability 2. Letter of approval from property of the Parks & Recreation@ 874-8793 3. Plot Plan showing the following: i. Property lines iii. Bailking locations 4. Tent location, including dimensions 5. If the City is the property owner, Common Minimum amount of coverage is \$ Whom should we contact when the permin Mailing address: PHONE: The requirements before starting an SSUED AND A \$100,00 FINE LEVIED F ANY WE THE REQUIRED INFORMATION IS NOT INCLUDENIED AT THE DISCRETION OF THE BUILDING, NFORMATION IN ORDER TO APROVE THIS PERMINED.	s of tent, exits and entrance distinction of Insurance listing 400,000.00 it is ready: cermit is ready. You must be york, with a Plan Review ORK STARTS BEFORE THE INTERIOR OF THE INTERIOR	come in anapoicing of ASTOP WOODERMIT IS PICKED.	ddiffional insured. 2 i 20 k up the permit and RK CROERIWILL BE
Signature & applicant:		Date:	



262 MAIN STREET

O. PORTLAND, ME 04106
767-5966
1-800-244-5966
FAX 767-5310
rww.partyshopmaine.com



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

. 11:25

CUSTOMER COPY

AVA

AMERICAN RENTAL ASSOCIATION

RENTAL CONTRACT

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

I I HAVE RECEIVED AND UNDERSTOOD INSTRUCTIONS REGARDING USE OF THE ISS RENTED, AND THAT I HAVE READ AND AGREE TO ALL THE TERMS PRINTED

'HE FACE AND REVERSE OF THIS CONTRACT.

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STD -04.

Constant & South THIS CONTRACT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE. TICKET NO. DELIVERY ADDRESS RAINA FISH es# 53100 INITED METHODIST CHURCH Mary that and waste 7 CHESTNUT STREET ORTLAND ME 04102 PHONE DATE TALE TO SALE IDENTIFICATION #1 OTHER IDENTIFICATION 24--SEP-04 8:30 AM ELP 1-000676451 11 (207) 772-6123 O LICENSE TO THE POLAR TO THE ORDERED BY DUE 27-SEP-04 JIM MCFEE et chicaelou com Charge for 1.0 Day(s) **SERVATION** LES Manded and an on passeng as well and Day pour Mek sent to MK as EXANDER parameter 1 Ct. 1898.00 224.00 224.00 2335-0000 STAGE, 4 X 4 SECTION 56,00 224.00 2342-0000 TABLE, 8 FT X 30" 7.00 14.00 28.00 32 44.00 LOCAL LOCAL PARTY DELIVERY 1 WEEKEND DELIVERIES ARE MADE ON WEDNESDAY THURSDAY OR FRIDAY AND PICKED UP ON MONDAY OR TUESDAY- NO ement of the second SPECIFIC TIMES ARE PROMISED. PLEASE INITIAL mierinteers regi**etiffel**e - Payments ---Service Cont. No Payment Made mile neighborn Bureau ord to indicate and Mary - Roll to Commercial HARRY AND PROPERTY OF THE PERSON OF THE PERSON Substitution of The transport and the they town **"投资的"设立"等,海绵"(1997)** Rent 448.00 wing a tike to grow ad excess on wager Sales 44.00 SHIELDHALMED .. transport to the second second with the second seco COLUMN SOLL ACCIONE Other 0.00 demanded persons reserved

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Deposit

Sales Tax

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TOTAL PAID

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



MONDAY THRU SATURDAY

8:30 AM - 5:30 PM

CLOSED SUNDAYS

CUSTOMER COPY

MEMBER

MEMBER
AMERICAN RENTAL ASSOCIATION

RENTAL CONTRACT THIS CONTRACT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE. INTEDITO TICKET NOTE RAINA FISH es# 59100 UNITED METHODIST CHURCH Transfer of the war war king 17 CHESTNUT STREET PORTLAND ME 04102 OTHER IDENTIFICATION PHONE VA-000676451 UTO LICENSES AND HAR ROLL TO HERED BY THE DUE WILL 27-SEP-04 - 5:30 PM JIM MCFEE the fry newson to Prachable Care Charge for 1.0 Day(s) SERVATION SECTIONS OF SAME DESCRIPTIONS OF AGENT HOW MIN! A LOCADED DESCRIPTION OF WASHINGTON SEXANDING SEXANDING CONTRACTOR 224.00 56,00 2335-0000 STAGE, 4 X 4 SECTION 14.00 224.00 2342-0000 TABLE, 8 FT X 30" 28.00 7.00 tarnet is trademental sylve to top the LOCAL LOCAL PARTY DELIVERY WEEKEND DELIVERIES ARE MADE ON WEDNESDAY THURSDAY STANSON DE FRIDAY AND PICKED UP ON MONDAY OR TUESDAY- NO SPECIFIC TIMES ARE PROMISED. PLEASE INITIAL Payments --No Payment Made SHEET STATES THAT SHEET Inthai out to contaminate con an ex TALL AND ALL this will I be someth progress. TO PERSON TO MONEY OF THE CO that can't dilient experience a higher to be it has the attendings and its transferred 有政権的対抗の計画の解析的である。 かくさ 中華 end force 448.00 win within the member of the territory Rent of the control of the separate of the separate this distributions as white is the till Sales 44.00 to some of tenanger or ket goods, Edujonent codes comes soul he bornessy Cumonic, whether The tentonal therein 0.00 Other they assess tangaged become 0,00 Day Waiver Cleaning Charge will be made on Items returned unclean, and the removal Den Teleno wax on linens. SME Tax 0.00 CKNOWLEDGE RECEIPT IN GOOD WORKING ORDER OF THE ABOVE ITEM(S), AND AT I HAVE RECEIVED AND UNDERSTOOD INSTRUCTIONS REGARDING USE OF THE Sales Tax 0.00 TO HAMMA TO BE Deposit 0.00 M(S), RENTED, AND THAT I HAVE READ AND AGREE TO ALL, THE TERMS PRINTED THE FACE AND REVERSE OF THIS CONTRACT.

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The Hanter, 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 llam (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 & 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 fist 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.

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

Please call Public Works, Maynard Sprague or Jackee Wurslin, **874-8462** or **8460**, to mange 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.

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□ STAGEPERMIT 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 hue 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.
_	
0	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.
0	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.
Go	py of City Licenses and City Permits must be on file at the Parks and Recreation Office. Food luck with your celebration. If I may be of further assistance, please call me at 756-8275 ~ 211. As I anticipate you following through on the conditions for use, please bring this permit h you to your event as it will act as your "Formal Permit for Use."
Sig	nature 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

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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 util 09/25/2004 unless sooner revoked.



Guda C. Cohen (By)

City Clerk

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.



Guda C. Colen @

City Clerk

THIS LICENSE IS NOT TRANSFERABLE PLEASE POST IN A CONSPICUOUS PLACE