

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that CITY OF PORTLAND

Located At 389 CONGRESS ST

Job ID: 2012-05-4104-SE

CBL: 027- C-012-001

has permission to stage

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues 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

Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-05-4104-SE

Located At: 389 CONGRESS ST

CBL: 027- C-012-001

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.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2012-05-4104-SE	Date Applied: 5/29/2012	CBL: 027- C-012-001	
Location of Construction: FORE STREET & SILVER STREET	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: Bronson Stage Rentals, LLC/PORTLAND DOWNTOWN DISTRICT – Will Ethridge	Contractor Address: 549 CONGRESS STREET, PORTLAND, MAINE 04101	Phone: (207) 772-6828
Lessee/Buyer's Name:	Phone:	Permit Type: SP EVT - Special Event	Zone: B-3
Past Use: Fore Street & Silver Street	Proposed Use: To erect WCLZ stage 16'x20' with giant "pop-up" roof bolted down for the Old Port Festival on June 10, 2012	Cost of Work:	CEO District:
Proposed Project Description: Stage Fore St. / Silver St.		Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Pione</i>	Inspection: Use Group: <input checked="" type="checkbox"/> Type: <i>Temp Structure</i> Signature: <i>[Signature]</i>
		Pedestrian Activities District (P.A.D.)	

Permit Taken By: Gayle	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 informatin may invalidate a building permit and stop all work.</p>	Special Zone or Reviews <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 checked="" type="checkbox"/> MM Date: <i>OK 5/30/12</i>	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 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:
	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 appication 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

2012 05 4104



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: FORE ST (INTERSECTION AT SILVER ST)		
Date of Set up/Event 6/10/12	Date of Breakdown/ End of Event 6/10/12	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 057 C 012	Property Owner: CITY OF PORTLAND	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: PORTLAND'S DOWNTOWN DISTRICT 549 CONGRESS ST PORTLAND, ME 04101	Fee: \$30.00

RECEIVED

The permit fee and the following items must be completed and submitted with this application in order to receive a permit. **MAY 29 2012**

Dept. of Building Inspections
City of Portland Maine

1. Certificate of Flammability
2. Letter of approval from property owner.
If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275).
3. Company name of installer (contact info).
4. 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).
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

Who should we contact when permit is ready: Will Ethridge
Address: 549 CONGRESS ST Telephone: 257-772-6828

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: <u>Will T. EA</u>	Date: <u>5/24/12</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

WCLZ Stage 3 will be another deck of the same materials as the #s 1 & 2, but set as 16 by 20 instead of 24 by 20. The roof will be the "giant pop-up" bolted down to the deck at the corners. The total weight of the pop-up is only 225 pounds, thus not the falling structure that larger systems could be. No back drop, only the banners the user brings.

All three stages have black front skirts of solid material, the same fabric as the back drops. The skirts are wire tied to the cross front ratchet strap that holds the decks together as one unit.

Bronson Stage Rentals, LLC

Rick Bronson

(207) 745-6800

PO Box 621

Bangor, ME 04402

Certificate of Flame Resistance



REGISTERED
APPLICATION
CONCERN No.

F-06901

ISSUED BY

HERCULITE PRODUCTS, INC.
PO BOX 435
EMIGSVILLE PA 17318

Date Work Performed

5/19/09

-000-0000

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR TRI VANTAGE, LLC AT 2937 WEST 25th STREET

CITY CLEVELAND STATE OHIO 44113

Certification is hereby made that: (Check "a" or "b")

(a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.
Name of chemical used _____ Chem. Reg. No. _____

Method of application _____

(b) The articles described on the reverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.
Trade name of flame-resistant fabric or material used REINFRCD VINYL Reg. No. F-06901

The flame Retardant Process Used WILL NOT Be Removed By Washing
(will or will not)

PETER COHEN
Name of Production Superintendent

By STEPHANIE MUMMERT, Q C MANAGER
Title

We hereby certify this to be a true copy of the original "CERTIFICATE OF FLAME RESISTANCE" issued to us,
"original copy" of which has been filed with the California State Fire Marshal.

TRI VANTAGE, LLC

By Thom R. Hill

Control/lot # _____

Quantity 50.000 YD

Customer order # MARK

Description WEBLON CP2707-62 PORTLIGHT RED

Tri Vantage, LLC Invoice # 39143403

Product Code 857207

MAINE AWNING & CANVAS
404 ELM ST
NEWPORT ME 04953



CERTIFICATE OF LIABILITY INSURANCE

OP ID: DB

DATE (MM/DD/YYYY)

07/14/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Allen/Freeman/McDonnell Agency 207-942-7371
 207-941-0241
 141 North Main Street
 Brewer, ME 04412

CONTACT NAME:	
PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:	
PRODUCER CUSTOMER ID #: BRONR1	
INSURER(S) AFFORDING COVERAGE	
INSURER A:	Northfield Insurance Company
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Bronson Stage Rentals LLC
 37 Ohio St
 Bangor, ME 04401

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	WS117920	06/25/11	06/25/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

If you are not the insured, recipient, or an agent thereof, please call the agent at 207-941-0241 and destroy this copy. Our Tel: 800-762-8500 Thank you!

COPY ERROR

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate Holder is Additional Insured in regard to stage rental for 1 day festival.

CERTIFICATE HOLDER

City of Syracuse
 1 Clinton Square
 Syracuse, NY 13202

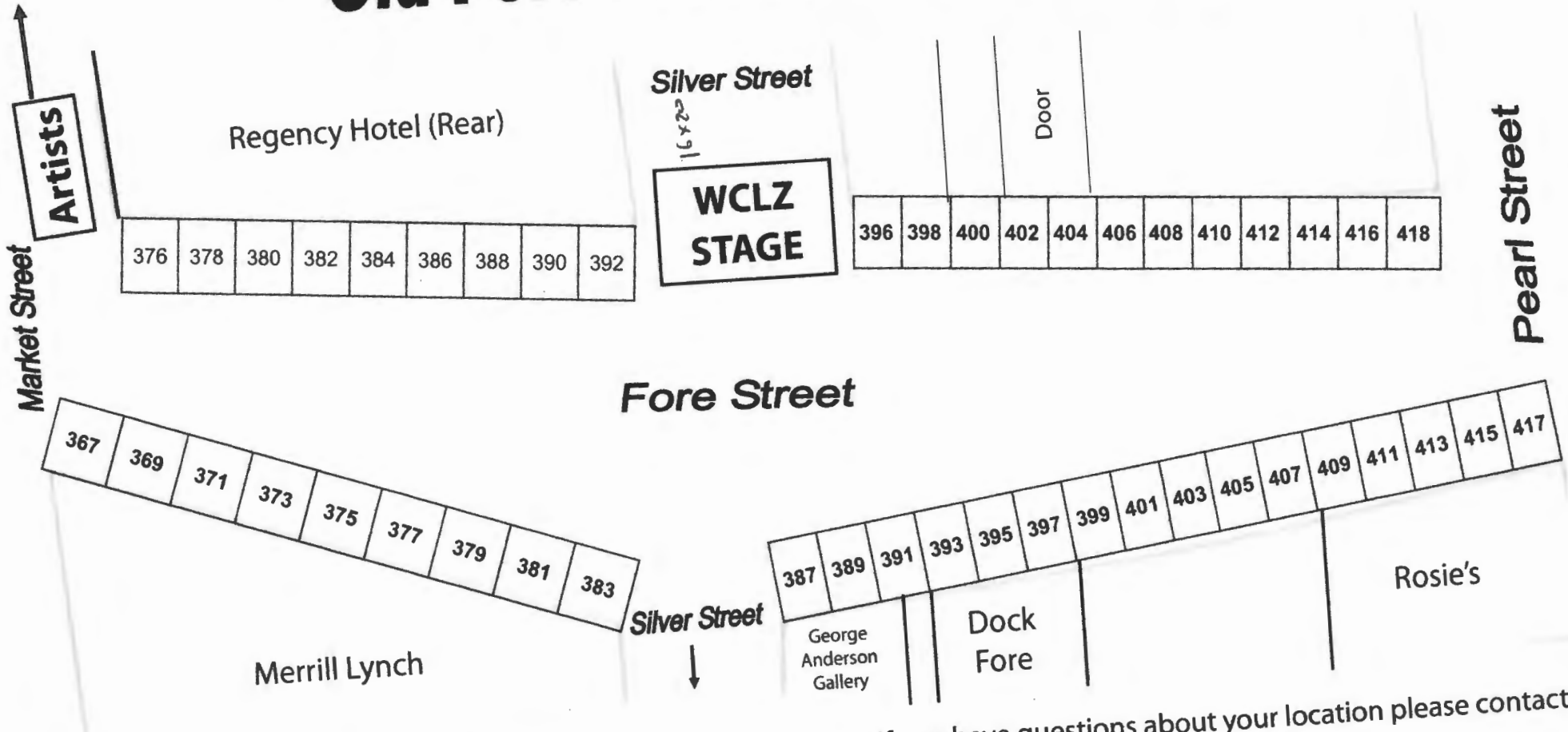
SYRAC1

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Old Port Festival Vendor Map



Sunday June 10, 2012
11am - 5pm

If you have questions about your location please contact:
Will Ethridge
 207-772-6828 or will@portlandmaine.com





PORTLAND MAINE

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

Receipts Details:

Tender Information: Check , BusinessName: mastercard, Check Number: 415230
Tender Amount: 30.00

Receipt Header:

Cashier Id: gguertin
Receipt Date: 5/29/2012
Receipt Number: 44393

Receipt Details:

Referance ID:	6688	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-05-4104-SE - Stage Fore St. / Siver St.			
Additional Comments: Fore St. / Silver St.			

Thank You for your Payment!

Order 148-A 11/12

Passage: 8-0 (Suslovic absent) 4/23/12

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
CHERYL A. LEEMAN (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

JOHN R. COYNE (5)
JOHN M. ANTON (A/L)
JILL C. DUSON (A/L)
NICHOLAS M. MAVODONES (A/L)

ORDER DECLARING 2012 "OLD PORT FESTIVAL DAY"

ORDERED, that Sunday, June 10, 2012 is hereby declared to be the 39th annual "Old Port Festival Day" from 11:00 a.m. to 5:00 p.m.;

BE IT FURTHER ORDERED, that the Festival area shall be bordered by Congress, Pearl, Commercial, Center, Union and Temple Street;

BE IT FURTHER ORDERED, that the following streets shall be closed to traffic:

6 a.m. to 6p.m.

Festival area interior streets;

Union Street (from Fore Street to Middle Street), with access maintained to and from Temple Street Garage;

Exchange Street (from Congress Street to Fore Street);

Market Street (from Congress Street to Commercial Street);

Federal Street (from Temple Street to Pearl Street);

Middle Street (from Temple Street to Pearl Street);

Fore Street (from Union Street to Pearl Street);

Wharf Street (all); Dana Street (all); Moulton Street (all); Milk St. (all);

Silver Street (all);

Newbury Street (from Market Street to Pearl Street);

The festival area will also include both sidewalks of Commercial Street;

BE IT FURTHER ORDERED, that the parade will begin at 11:00 a.m. on Federal Street (at intersection with Exchange). Line-up on Federal Street (between Temple and Exchange) begins at 10:30 a.m. Parade participants will march east-bound around the corner to Exchange Street and then march down Exchange, taking a left onto Fore Street, then a right onto Silver ending at the bottom of Silver Street – where the parade disbands. Spectators will mostly line the sidewalk areas of Exchange Street. The streets along the parade route will already be closed to traffic starting at 6:00 a.m.;

BE IT FURTHER ORDERED, that vehicles in violation of the “no parking” signs in the Festival Zone (interior roadways) shall be towed. City Departments will provide in-kind services at no charge to the Portland’s Downtown District for the day’s event;

BE IT FURTHER ORDERED, that the Festival area shall be closed to licensed street vendors as provided in §19-17 of the City Code;

BE IT FURTHER ORDERED, that the City Manager is authorized to issue a revocable permit to Downtown Improvement District, d/b/a Portland Downtown District, under §25-27 of the City Code to conduct said Festival, subject to the direction and control of the City Manager and to the following specific conditions:

1. Portland’s Downtown District shall defend, indemnify and hold harmless the City of Portland, its officers and employees, from and against all claims arising out of or resulting from the Festival and/or use of City streets and property for said Festival, and shall procure and maintain public liability insurance in the minimum amount of \$400,000 combined single limit for personal or bodily injury, death or property damage and covering the obligation of indemnification hereunder. The District shall provide the City with a certificate showing evidence of such insurance and showing the City as an additional insured on said insurance;
2. No alcoholic beverages may be sold on the streets or public property during the Festival within the area of the Festival;
3. Conditions for use of grounds and requirements for food service, vending sales, stages, and other items specified in a permit issued from the Recreation Office shall be adhered to;
4. City Clerk’s Office will charge the usual fees for licensing food vendors, street goods vendors, and other needed licenses for the Festival.
5. Portland’s Downtown District shall have sole authority over participating vendors at the festival and may charge a fee to vendors for the opportunity to vend at the Old Port Festival; and
6. In consideration of the City of Portland’s support/in-kind services of the festival, Portland’s Downtown District shall include the City of Portland logo on all festival publicity; and

BE IT FURTHER ORDERED, that the City Manager is authorized to issue such other temporary licenses, including licenses for food service establishments, as may be

required by the City Code, provided that all other applicable Code requirements for the operation of the Festival have been met.



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE PERMIT (4 pages)
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
 207-756-8275 ~ Fax 207-756-8279
 tvn@portlandmaine.gov

TODAY'S DATE		5-21-2012		ORGANIZATION NAME		Portland's Downtown District					
ORGANIZATION ADDRESS			549 Congress Street		CITY	Portland		STATE	ME	ZIP	04101
CONTACT NAME(S)		Jan Beitzer Will Ethridge		TITLE		Executive Dir. Events and Marketing Manager					
HOME #	W: 772-6828			CELL	207-210-2411		FAX	774-4640			
EMAIL	jbeitzer@portlandmaine.com			EMAIL	will@portlandmaine.com						

PARK AREA OR PUBLIC SPACE REQUESTED		Old Port District Streets & Sidewalks and Parks									
EVENT DAY & DATE(S)		Sunday, June 10, 2012				RAIN DAY & DATE(S)		None			
EVENT START TIME (i.e. set-up start time)		6am		EVENT END TIME (i.e. when event cleanup is complete)		7pm		ACTUAL START & END TIME OF EVENT		11am – 5pm	

EVENT NAME:	EXPECTED ATTENDANCE
Old Port Festival (39 th annual)	40,000

DESCRIPTION OF EVENT:

The Old Port Festival offers musical and visual entertainment, children's activities, as well as food and drink. Market Street will house a local Arts & Crafters area. Kid's Rides positioned on Federal Street. Children's Area – Post Office Park. Maine Rock Gym + Bungee Trampoline: Market Street. Summit Adventure Trapeze: Newbury Street.

6 Main musical stages will be positioned on city streets.
 Organizer is renting a number of porta-restrooms.

In order for the festival to take place, a large portion of the Old Port District will be closed to traffic including: Exchange Street, from Congress to Fore Street; Market Street, from Congress to Commercial Street; Federal Street, from Temple to Pearl Street; Middle Street, from Temple to Pearl; Fore Street, from Union to Pearl; all of Wharf, Dana, Moulton, Milk, and Silver Streets; Newbury Street, from Market to Pearl; and Union Street, from Spring to Fore Street. The festival will also include the sidewalks of both sides of Commercial Street.

The festival includes a parade which starts at 11am at the intersection of Federal & Exchange (the Post Office), then proceeds down Exchange Street, takes a left onto Fore Street, then right onto Silver Street where the parade disbands. The streets along the parade route will have been closed to traffic starting at 6am. (Some additional "No Parking" signs are needed for Commercial Street area for the parade participants.)

Police Officers are provided by the city. Additional security personnel are hired by PDD.
 Additional city staff will also assist: Public Services staff, Fire Dept., Inspections.

IS THERE A REGISTRATION FEE?	Vendors pay a fee to participate	
IF YES, HOW MUCH?	FEE	\$
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
 Parking at area lots and garages and on street.

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: LOTS	X		
* Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be		X	
* Will you be setting up tables and/or chairs ? How many tables: chairs:	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: Lots of Vendors and Crafters Booths Stages for music Children's Amusement Rides Rock Wall, Trampoline, Trapeze Swing	X		
* Will there be refreshments at the event? Yes Do you wish to sell food ? yes (If so, you will need approval from Recreation) List food and drink: 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).	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: variety of goods	X		
* Are you setting up a PA (sound) system ? Yes - 6 Different Stages Are you planning on having Amplified Music ? Yes	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 ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.	X		
* Will the event require reserved parking spaces / parking meters ? How many? "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: A LOT	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.	X		
* Will your event require Fire/EMS assistance ?		X - MEDCU ON BIKES	
* Will your event require porta-restroom rental(s) or need existing porta-restrooms	X - 14 RENTED		
* Do you wish to have a banner over the street to advertise your event? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.		X	

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 additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail 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 suggest that you **not use** electricity.

BARBECUES - GAS GRILLS ONLY

Only **GAS GRILLS** are allowed in parks/public spaces - i.e. No Charcoal Grills. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

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!

TOBACCO FREE ZONES

By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

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	WTE	DATE	5-21-12
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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	WTE	DATE	5-21-12
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CONDITIONS FOR USE

PORTLAND CITY COUNCIL HAS DECLARED YOUR EVENT A FESTIVAL. THE FESTIVAL GROUNDS – PUBLIC PROPERTY - ARE SET ASIDE FOR THE ORGANIZER TO HAVE CONTROL OVER DURING THE DAY: PLEASE SEE SPECIFIC WORDING OF CITY COUNCIL ORDER.

NO PERMIT FEE IS CHARGED FOR USE OF THE AREA AND SOME CITY SERVICES ARE IN-KIND, HOWEVER, CITY CLERK'S LICENSE FEES STILL NEED TO BE PAID. Thank you for forwarding the Certificate of Insurance.

POLICE ASSISTANCE / FIRE ASSISTANCE:

Police Officers will be needed. Please contact Sgt. Troy Bowden, 874-8554, Lt. William Preis, 874-8569, or Commander Vern Malloch, 874-8548, to schedule them and to discuss the logistics of the Police Command Vehicle. It is hoped that 3 or 4 officers (and a supervisor) will be on site to assist with crowd control.

An officer should also be on site in the early morning hours to assist with towing vehicles parked illegally on the street.

Please call Police Dispatch, 874-8574 or 8575, the morning of your event to remind them of your festival and the closing of streets.

Please contact the Fire Dept., 874-8400, for available EMS/Medcu staff on site. It is hoped that 4 bike medics will be available.

BARRICADES / VOLUNTEERS AT INTERSECTIONS:

Public Services (Maynard Sprague: 874-8493, 8462,) or Tom Higgins, will arrange for barricades to be dropped off at intersections. It will be the organizer's responsibility to put up the barricades across streets (and to dismantle them at the close of the festival).

Please confer with Maynard or Tom regarding exact locations for barricades (and for street cleaning).

It is recommended, in case of emergencies and for PR, that all barricade locations be staffed by qualified adults wearing safety vests. If you need vests, Recreation, 756-8275, can loan out some (\$10 per vest security deposit required).

FOOD VENDORS / CRAFT VENDORS / MUSIC / AMUSEMENT RIDES:

You have permission to invite food vendors and craft vendors in to the festival and to sell items on the streets and sidewalks. You also have permission to set up stages on the streets and to play amplified music. Please procure Temp. Food Service Licenses / Street Goods Vendors Licenses / Concert License from City Clerk's Office (874-8557).

Please speak to clerk's staff regarding any Kids Amusement Ride, etc., as they may need to be licensed and inspected.

The TFS licenses are issued by Inspectors, once the food service area passes inspection. If you have questions about food service, please contact Inspection Services: 874-8693.

INSPECTION SERVICES / CANOPIES / STAGES:

The small (10x10) pop-up canopies do not need a tent permit; any larger size tents do (and they would need to be free-standing – i.e. NO stakes into the ground, sidewalk, tarred areas, etc.). Please contact Lannie Dobson at Inspections: 874-8693, for information regarding tent permits. (Inspections Div. usually needs at least 2 weeks notice for a tent permit to be processed.)

If it is windy out, please make sure that canopy legs are weighted down.

The large stages may need to be inspected. Please alert Inspections' staff to the makeup and size, and locations of the music stages. Please try to locate stages on one side of the street (i.e. leave an emergency access point).

The city takes no responsibility for PDD, vendor or performer items that are placed on city property.

The TFS licenses are issued by Inspectors, once the food service area passes inspection. If you have questions about food service, please contact Inspection Services: 874-8693.

I believe Inspections already has a list of exact Vendor Locations, but if not, please get one to that office.

"NO PARKING" SIGNS:

Please contact Tom Higgins or Carol Merritt, at Public Services, 874-8822, for "No Parking" signs. Signs should go up Saturday morning... and checked Saturday evening as well. To officially have cars towed from those spots, please fax a "No Parking Authorization Form" to city departments. You can get one of these forms from Carol Merritt – or hopefully, Tommy. Please remember to remove signs once the festival is underway and streets have been barricaded.

INSPECTION SERVICES / ELECTRICITY:

Please check available electrical outlets in advance.

An Electrical Inspector may be on site in the morning hours to check on electrical hookups. Please work with the inspector to ensure a safe festival. You may call Inspections in advance to discuss: 874-8693.

MARKING OF VENDOR LOCATIONS:

Please make sure that sidewalk chalk is used to mark out where vendor booths are to be placed. This comes off the easiest. Do not use spray paint. Tape on the street can also be used.

TRASH DETAIL:

Please confer with Tom Higgins, Public Services Downtown Div., 232-1787, regarding details for trash removal.

PORTA-RESTROOMS:

To alleviate the possibility of vandalism, please have porta-restrooms delivered and removed on festival day.

NOTIFICATION:

Please notify area businesses and residents affected by the street closures.

I have forwarded this permit to local bus companies.

Please bring a copy of this permit and the city council order with you to the festival.

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

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	3-31-2009	DATE REC'D INSURANCE	5-2-2011	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ N/A
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT
							\$



DOWNIMP-01 MGARDNER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/24/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Norton Insurance Agency 275 US Route 1 Cumberland Foreside, ME 04110	CONTACT NAME: PHONE (A/C, No, Ext): (207) 829-3450 FAX (A/C, No): (207) 829-6350 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Downtown Improvement District, Inc, Portland Downtown District 549 Congress Street Portland, ME 04101	INSURER A: Philadelphia Insurance	
	INSURER B: Maine Employers Mutual Ins. 11149	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		PHPK854304	5/15/2012	5/15/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY			PHPK854304	5/15/2012	5/15/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE DED RETENTION \$						AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		N/A	1810089274	8/4/2011	8/4/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Portland is included as additional insured with respect to the insured's activities for General Liability includes liability for specifically scheduled events.

the Old Port Festival of June 10, 2012. The additional insured status is included in the policy by an endorsement form made part of the insured's policy.

CERTIFICATE HOLDER**CANCELLATION**

City of Portland - Parks & Recreation (Re: Old Port Fest) Attn:
 Ted Musgrave
 17 Arbor Street
 Portland, ME 04101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michele Gardner

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