

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: 2012-05-4106-SOB

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 Statutes 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**



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Acting Director of Planning and Urban Development  
Gregory Mitchell

Job ID: 2012-05-4106-SOB

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: 2012-05-4106-SOB	Date Applied: 5/29/2012	CBL: 027- C-012-001	
Location of Construction: DANA ST & COMMERCIAL STS	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: Portland Downtown District – Will Ethridge	Contractor Address: 549 Congress Street, Portland, ME 04101	Phone: (207) 772-6828
Lessee/Buyer's Name:	Phone:	Permit Type: SP EVT - Special Event	Zone: B-3
Past Use:  Intersection of Dana & Commercial Streets	Proposed Use:  To erect Maine Academy of Modern Music 12' x 16' stage for Old Port Festival 6/10/12	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type: Temp Structure
Proposed Project Description: stage Dana S. / Commercial St.		Signature: <i>Capt. Prine</i>	Signature: <i>[Signature]</i>
		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Gayle		<b>Zoning Approval</b>	

<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>	<p><b>Special Zone or Reviews</b></p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>___ Maj ___ Min ___ MM</p> <p>Date: <i>5/30/12</i></p>	<p><b>Zoning Appeal</b></p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p><b>Historic Preservation</b></p> <p><input type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>
	<b>CERTIFICATION</b>		

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 4106<sup>60</sup>



# 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: <u>DANA ST (INTERSECTION AT COMMERCIAL ST)</u>		
Date of Set up/Event <u>6/10/12</u>	Date of Breakdown/ End of Event <u>6/10/12</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>029</u> Block# <u>C</u> Lot# <u>012</u>	Property Owner: <u>CITY OF PORTLAND</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>PORTLAND'S DOWNTOWN DISTRICT</u> <u>549 CONGRESS ST</u> <u>PORTLAND, ME 04101</u>	Fee: \$30.00

RECEIVED

The permit fee and the following items must be completed and submitted along 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 Pickup  
Address: 549 CONGRESS ST Telephone: 207-772-6828

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](http://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>L. M. 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.

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 39<sup>th</sup> 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	

<b>EVENT NAME:</b>	<b>EXPECTED ATTENDANCE</b>
Old Port Festival (39 <sup>th</sup> 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 <b>canopy(s)</b> ? (canopy is 10x10 size) How many: <b>LOTS</b>	X		
* Do you wish to set up a <b>tent(s)</b> ? (a canopy or tent larger than 10x10 needs to be		X	
* Will you be setting up <b>tables and/or chairs</b> ? 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: <b>Lots of Vendors and Crafters Booths Stages for music</b> <b>Children's Amusement Rides Rock Wall, Trampoline, Trapeze Swing</b>	X		
* Will there be <b>refreshments</b> at the event? Yes Do you wish to <b>sell food</b> ? 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 <b>non-food items</b> (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: <b>variety of goods</b>	X		
* Are you setting up a <b>PA (sound) system</b> ? Yes – 6 Different Stages Are you planning on having <b>Amplified Music</b> ? Yes	X		
* Will your event require <b>electricity</b> ? Electricity is available at some of the parks & squares	X		
* Are you planning on bringing a <b>Grill for a Barbecue</b> ? 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 <b>reserved parking spaces / parking meters</b> ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
* Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: <b>A LOT</b>	X		
* Will your event require <b>street closures</b> ? (Please be specific under "Description of Event")	X		
* Will your event require <b>Police assistance</b> ? An event such as a road race, march in the street, or parade would typically require police assistance.	X		
* Will your event require <b>Fire/EMS assistance</b> ?		X - MEDCU ON BIKES	
* Will your event require <b>porta-restroom</b> rental(s) or need existing porta-restrooms	X - 14 RENTED		
* Do you wish to have a <b>banner over the street</b> 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: tvn@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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>WTE</b>	<b>DATE</b>	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.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>WTE</b>	<b>DATE</b>	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
<b>PAYMENT TYPE</b>							
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	NAIC #	
	INSURER A : Philadelphia Insurance		
INSURED  Downtown Improvement District, Inc, Portland Downtown District 549 Congress Street Portland, ME 04101	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/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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	PHPK854304	5/15/2012	5/15/2013	EACH OCCURRENCE	\$ 1,000,000
	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 <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS		PHPK854304	5/15/2012	5/15/2013	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB EXCESS LIAB					EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	1810089274	8/4/2011	8/4/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	OTH-ER
						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

*Michelle Gardner*

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Maine Academy of Modern Music

16X12 stage

36 stage legs, 24"

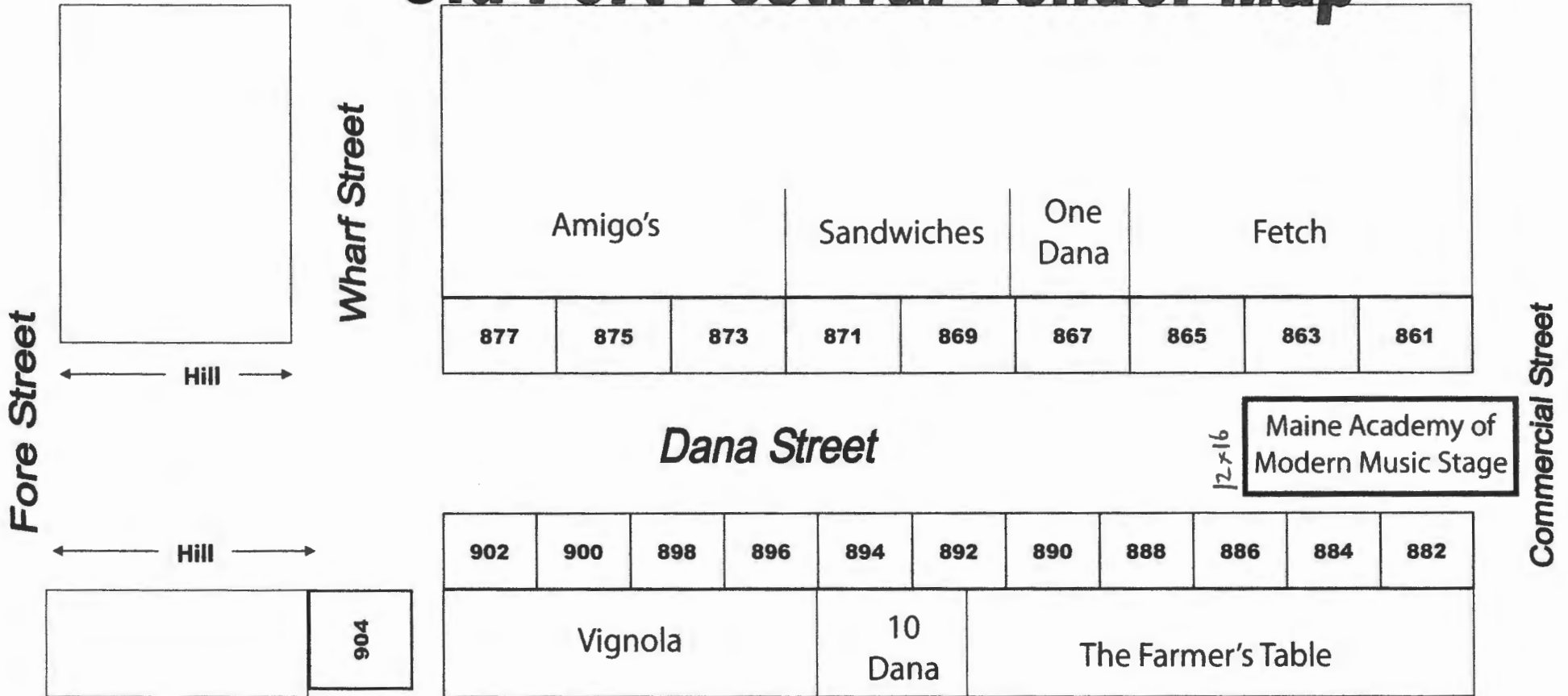
1 set stairs, 16"

Plywood with black textured, no slip surface with aluminum framing underneath

No enclosure/can enter and exit on all four sides

Company: Leavitt & Parris, 207-797-0100

# 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](mailto:will@portlandmaine.com)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/2012

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).

<b>PRODUCER</b> Cross Insurance-Portland 2331 Congress Street PO Box 567 Portland ME 04112	<b>CONTACT NAME:</b> Heidi Villacci <b>PHONE (A/C, No, Ext):</b> (207) 780-1677 <b>E-MAIL ADDRESS:</b> hvillacci@crossagency.com	<b>FAX (A/C, No):</b> (207) 780-6377
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Peerless Insurance Company	<b>NAIC #</b> 24198
<b>INSURED</b> The Maine Academy of Modern Music Attn: Jeff Shaw P O Box 6606 Portland ME 04103-6606	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL1251866269      **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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			CBP8773960	5/18/2012	5/18/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>					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
							\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
	DED	RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Certificate Holder is an Additional Insured with respect to Commercial General Liability only.

<b>CERTIFICATE HOLDER</b> (207) 774-4640      will@portlandmaine.com  Portland's Downtown District Attn: Will Ethridge 549 Congress Street Portland, ME 04101	<b>CANCELLATION</b> 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  Heidi Villacci/KH6 <i>Heidi Villacci</i>
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# PORTLAND MAINE

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## 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:** 44397

## Receipt Details:

Referance ID:	6691	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-05-4106-SOB - stage Dana S. / Commercial St.			
Additional Comments: Will Ethridge			

**Thank You for your Payment!**