

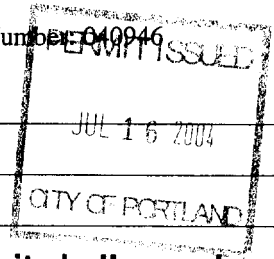
DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BUILDING DEPARTMENT

PERMIT

Permit Number: 040946



This is to certify that Compass Project/Owner
has permission to erect 30'x70' tent on city property 7/18/04 to be removed 7/20/04
AT 456 Congress St 027 G001001

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 buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission is procured before this building or part thereof is altered or closed-in. 24 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. Jay Kelley 7/16/04
Health Dept. _____
Appeal Board _____
Other _____
DepartmentName

[Signature] 7/16/04
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

PERMIT ISSUED

Permit No: 04-0946	Issue Date: JUL 16 2004	CBL: 027 G001001
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Location of Construction: 456 Congress St	Owner Name: Compass Project	Owner Address: 103 Pitt St CITY OF PORTLAND	Phone: 828-5289
Business Name:	Contractor Name: Owner	Contractor Address: Portland	Phone: 0000000000
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: B-3

Past Use: city meeting area	Proposed Use: city meeting area w/30'x70' tent	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 1
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FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>U</i> Type: <i>Tent</i> <i>BCLA 1999</i> <i>[Signature]</i>
Signature:	Signature:

Proposed Project Description:
erect 30'x70' tent on city property 7/18/04-to be removed 7/20/04

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions	<input type="checkbox"/> Denied
Signature:	Date:	

Permit Taken By: jodinea	Date Applied For: 07/12/2004	Zoning Approval
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<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.. 	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>OK 7/16/04</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 District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
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CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE



THE COMPASS PROJECT, INC.
103 Pitt Street Portland, ME 04103
207-828-5289 (tel)

F A X

DATE: July 9, 2004

TO: Karen Dunfey

FAX #: 874-8716

RE: Tent Permit
NO.

FROM: PAT RYAN

Phone: 207-828-5289/ Cell 749-8385

JUL - 9 2004

Karen - Attached is our tent permit application, map of tent and certificate of insurance. Maine Bay Canvas is sending cert. of ftammability. Thanks, Pat Ryan



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Karen - Attached is *out* tent permit application, map of tent and certificate of insurance. Maine Bay Canvas is sending *cert.* of flammability. Thanks, Pat Ryan

Submit Application to Room 315, Portland City Hall, 389 Congress Street, Portland, ME 04101
207-874-8703; fax 207-874-8716. Please allow 10 Business Days for processing.

Tent Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: Monument Sq. - Congress St, Portland		
Date of Tent setup: 7/18/04 - Remove by 7/20/04	Date of Tent breakdown: 7/20/04	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 27 6 1	Owner: City	Telephone: 828-5289 749-8385
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: PAT RYAN COMPASS PROJECT 103 Pitt St 828-5289 Portland, ME 04103	Fee: \$ 30.00
Being		
130 x 60 210 x 10		
Pi	Pat Ryan	

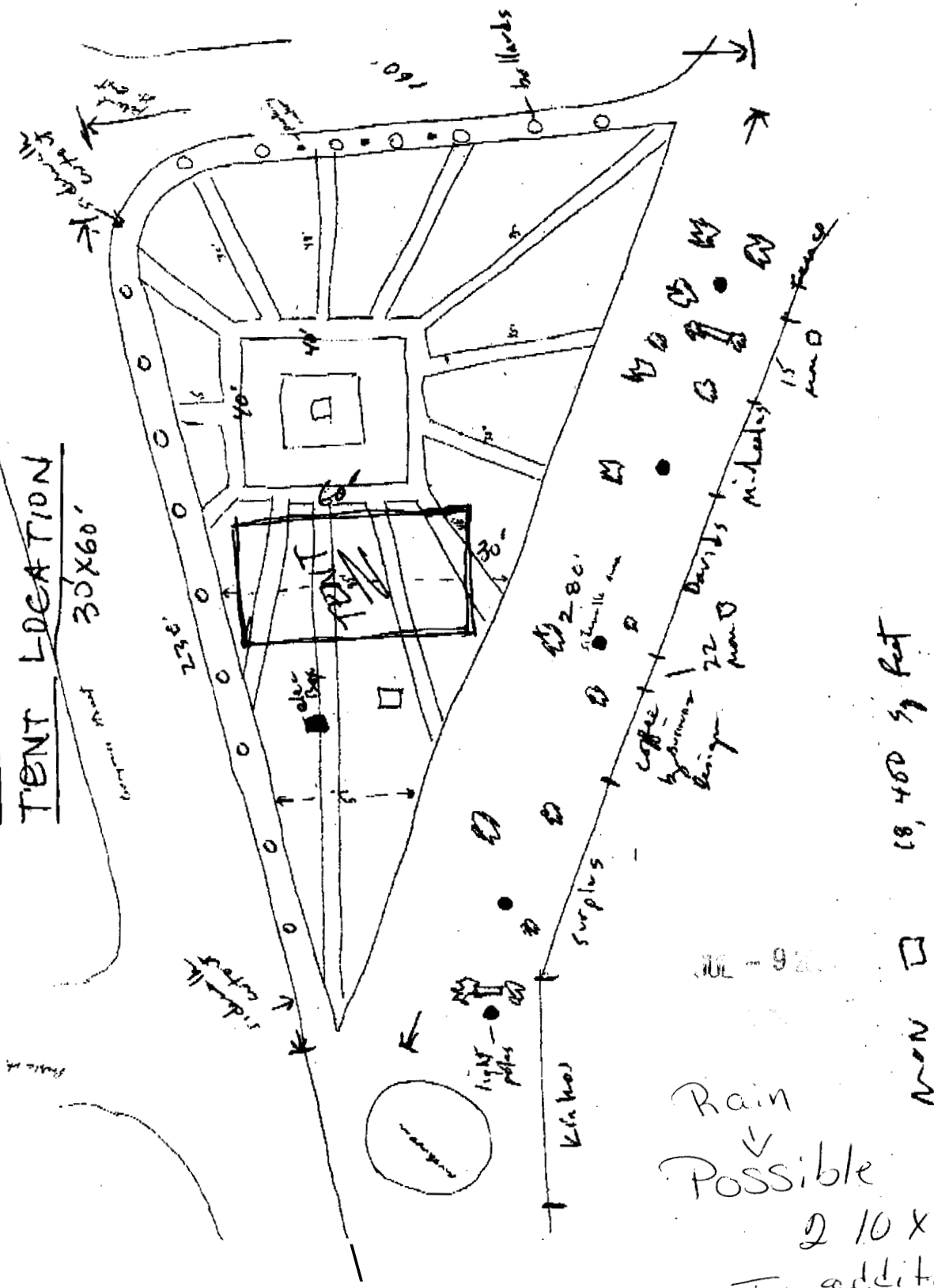
of

Date: 7/8/04

COMPASS PROJECT

TENT LOCATION

30x60'



Rain
↓
Possible

2 10x10

- In addition -

18,400 sq feet

MAN

Tedo AAR 207-756-8275 on 211

0199-7

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/11/2004

PRODUCER (207)774-5653 FAX (207)871-0236
C.M. Bowker Co.
835 Forest Avenue
Portland, ME 04103
Marina Horr CISR

INSURED Compass Project
c/o Patricia Ryan
103 Pitt Street
Portland, ME 04103

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A: Marine MGA, Inc		065
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L TR / NSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (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"/> PRO-JECT <input type="checkbox"/> LOC	50C0002457-01	10/02/2003	10/02/2004	EACH OCCURRENCE	\$ 1,000,000
					DAMAGE TO RENTED PREMISES (EA occurrence)	\$ 100,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 1,000,000
					PRODUCTS - COMP/OP AGG	\$ 1,000,000
	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)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY: EA ACC	\$
					AGG	\$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTH-ER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Verification of insurance coverage.
Dates: July 18th - 20th, 2004

CERTIFICATE HOLDER

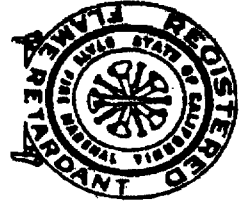
CITY OF PORTLAND
389 CONGRESS STREET
PORTLAND, ME 04101

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Marina Horr CISR

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

3102

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

09/28/00

*This is to certify that the materials described
are inherently flame retardant.*

Name: MAINE BAY CANVAS

Address: 53 INDUSTRIAL WAY

City: PORTLAND

State: ME

ME

Zip: 04103

04103

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULCT109, MVSS302.

Method of Application: _____

Description of item certified: EXPANDABLE END 30x30 WHITE

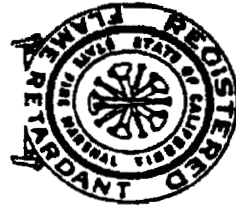
The Flame Retardant Process Used WILL NOT Be Removed By Washing.
TOPTEC, INC.

Name of Production Superintendent

MODEL TX303000E

SERIAL # 20531Z1E1

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

31.02

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

4/14/99

*This is to certify that the materials described
are inherently flame retardant.*

Name MAINE BAY CANVAS

Address 53 INDUSTRIAL WAY

City PORTLAND

State ME

Zip 04103

Certification is hereby made that:

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Method of Application: _____

Description of item certified: EPIC MID

40x30

WHITE

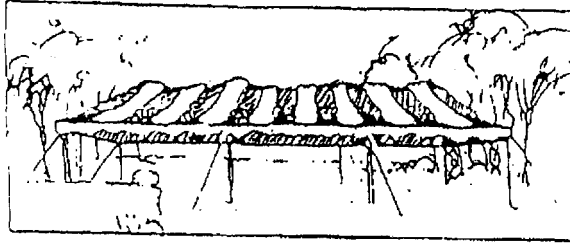
The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTEC, INC.

Name of Production Superintendent

MODEL TEMA4020M00

SERIAL # 991026D



Maine Bay Canvas

53 Industrial Way, Portland, Maine 04103
207-878-8888

FAX # : (207) 878-5119

FAX COVER SHEET #
#####

DATE: 7-9-04

TIME: _____

THIS SHEET IS PAGE # 1 OF 3 PAGES IN TOTAL

CITY OF PORTLAND
Room 365
TRUCK INSIDE OR FIRE CHIEF
PHONE: _____

FROM THE DESK OF:

Party Tent Rentals • Custom Awnings • General Canvas Work



Dan Gauvin

Maine Bay Canvas, Inc.

53 Industrial Way • Portland, Maine 04103
207-878-8888 • 1-800-287-8887 • Fax: 207-878-5119

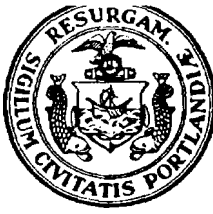
MEMO: WE ARE CREATING A 30 x 70 WHITE TENT FOR
THE CANVAS PROJECT AT MOUNTAIN SQUARE ON 7/18. THESE
ARE THE FR CERTIFICATES.

Ran with
878-8888



0199-7

C
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P



**CITY OF PORTLAND
PARKS & RECREATION DEPARTMENT**

PUBLIC SPACE PERMIT (3 page permit)

PARK AREA / PUBLIC SPACE REQUESTED: Monument Square (Portland streets for boat parade) and East End Beach area
CONTACT NAME: Patricia Ryan, Executive Director
GROUP / EVENT NAME / DESCRIPTION OF ACTIVITY Compass Project Family Boat Building Event (a 2-day event) A number of families will build small 11' wooden skiffs over the course of <i>two</i> days with considerable help from boatbuilders and volunteers (15 boats will be built). A large (free-standing 30x60' tent) will be placed on the square (between the monument and the black electrical box). A couple of 10x10 free-standing canopies may also be placed on the square. The boats (and tools) will stay in Monument Square overnight (organizer will provide a security guard for evening). Carpenter tools will be used at the square (electricity is needed). There may be musical entertainment (and speeches) at the square. A kiddie pool (with water) will be on site for youngsters to float miniature toy boats in. The press is invited to attend. A parade of the boats (up Congress Street to Eastern Prom, to Cutter Street, to the boat launch) is planned for Tuesday at 6pm. This parade will be followed a group launching of boats and a celebration at the beach area.
ADDRESS: 103 Pitt Street • Portland • ME • 04103
TELEPHONE: H: 828-5289 CELL: 749-8385
EMAIL ADDRESS: pryan2@maine.rr.com
EVENT DATE(S): Monday and Tuesday, July 19 & 20, 2004 (Sunday afternoon - tent set up) EVENT TIME(S): 8am - 5pm (parade of boats /cars / trailers -6pm, July 20)
NUMBER OF PEOPLE EXPECTED: 100+

Please be advised that the City of Portland, Parks & Recreation, has approved your use of:

Monument Square for the Compass Project's Family Boat Building Event on Monday and Tuesday, July 19th and 20th, from 8am - 5pm, (setup of tent on Sunday afternoon, July 18) as well as the parade of boats up Congress Street, Tuesday, July 20, 6pm - 7pm, and use of East End Beach area for the ending celebration, July 20.

Pending the following conditions:

❑ INSPECTION SERVICES TENT AT MONUMENT SQUARE

Please call Inspection Services, Mike Nugent, 874-8701 or 8703, to secure a permit for the large tent at Monument Square. You will need to show a plot plan and a cert. of flammability covering the tent. This will be free-standing tent (no stakes being driven into the sidewalk/ground). The tent is planned to go up Sunday afternoon, come down Tuesday night; (it must come down Tuesday night as Farmers Market is in the square setting up very early Wednesday morning).

❑ TRASH

Please abide by our Carry-in/ Carry-out Policy. Bring extra trash bags and/ or receptacles and remove your trash from the area. Thank you for leaving the area as you found it.

○ POLICE ASSISTANCE

Should you have a need for Police Department assistance, please call Sgt. Gary Rogers, 874-8554, or Lt. Tony Ward, 874-8569, prior to the event. On the day of the event, please call Police Dispatch, 874-8574 or 8575.

○ BATHROOM FACILITIES

You will probably end up using the public facilities at the Portland Public Library.

❑ BOATPARADE

Your boat parade should line up on Federal Street Ext. You will want to reserve a number of meters for this use. *You* have permission to block off the entrance to Federal Street Ext., but only for the start of the parade (10 minutes), from approx. 6pm – 6:10pm. Please call Sgt. Gary Rogers, 874-8554, for needed police assistance (if any if needed). If police officers can not assist with a lead and follow car, you may just have to position one vehicle after the other and move along the streets as regular traffic would.

❑ USE OF EAST END BEACH AREA

Please call Marie Davis at P&R, 756-8275, to discuss the use of the boat ramp launch areas and the east end beach area for your ending ceremony. Please also call the Park Ranger, 232 – 9267, on Tuesday, just prior to the boat parade, to remind them that you are on your way to the boat launch facilities.

❑ SAFETY

Please take all necessary safety measures to ensure a safe and accident free event. Any cords in the public way must be covered by rugs, orange cones, or other materials in order to alleviate the tripping hazard to the public. An adult must be present and supervise all the woodworking activities. An adult must be present and supervise the kiddiepool/ waterplay area. If there are power tools operating out in the open, for safety reasons, please partition off this area to the public.

❑ NOTIFICATION

Please keep a copy of this permit on site in case you are questioned by city staff or the public. See Use of Grounds to notify businesses of your event.

❑ PERMIT FEES / INSURANCE / SECURITY DEPOSITS/ ELECTRICITY FEE

PERMIT FEE: \$40 for the first hour plus \$35 per each additional hour: **Total for 2 8-hour days: \$565. Please for a check (payable to City of Portland) to this office.**

CERTIFICATE OF INSURANCE: Compass Project shall indemnify the City and hold it harmless from and against all claims arising out of activities during said event, and shall take out and maintain public liability insurance coverage in the amount of at least **\$400,000** combined single limit for personal or bodily injury, death or property damage for said purpose. This insurance certificate must also list the City of Portland as an additional insured in regards to the promotion of the Family Boat Building event and its activities. **Please ask your insurance company to fax out a copy to this office: 756-8279.**

ELECTRICITY FEE: \$5 per day. Total: \$10. Please forward a check to this office.

SECURITY DEPOSIT: N / A

❑ USE OF GROUNDS

You have permission to use Monument Square. The large tent should be placed between the monument and the black electrical box.

Please keep clear of the storefronts. Please do not obstruct pedestrian traffic flow and do not block access to doorways and driveways and entrances to businesses. Please do not use the monument, the grass or granite border around the monument, nor the monument flag poles, as part of the event. Please do not interfere with vehicular traffic flow.

During set up, please approach the storefronts, businesses, and restaurants abutting Monument Square to inform them of your event. For vehicle access to Monument Square, there are 2 sidewalk cutouts that should be used; one at the corner of Federal St. Ext. & Congress St. and the other opposite Preble Street. Please keep these access areas clear (as there may be Fed Ex deliveries, etc. to storefronts). All vehicles associated with your event must park elsewhere (you have permission to reserve parking meters along Federal Street Ext.)

You also have permission to use East End Beach area for your ending celebration.

The city takes no responsibility for items on city property (or items that are left on city property overnight).

❑ CITY CLERK'S - CONCERT LICENSE PA SYSTEM Brandi Maxwell ☎ 874-8557

If you have amplified music playing at your event, you must procure a concert license from Brandi. Please make sure the pa system is kept at a low volume and that speakers are faced away from Monument Square businesses. Amplified music and speeches must be limited to the lunch hour (11:45am – 1:15pm). If you fundraising at all (selling t-shirts, etc.) you have permission to do this but you must first procure a street goods vendors license from Brandi. Lunches will be potluck, so no food service licenses should be needed.

○ PARKING / NOPARKINGSIGNS

No vehicle should be driving on or parking on the square (except for delivery vehicles and the tent truck). Those vehicles must just stay on the square long enough to unload, then they must park elsewhere.

If you would like to reserve a few meters on Federal Street Ext., please call Carol Merritt at PW's, 874-8822. She can issue you "no parking" signs which you can then attach to the meters the night before. There is a minimal fee for signs. Please remember to remove signs once your event is complete.

Please call John Peverada, Parking Control Dir., 874-8444, for guidance on parking at city garages, etc.

☐ OTHER EVENTS / POTENTIAL CONFLICTS

There are no other events scheduled for Monument Square on July 18 – 20. There may be delivery trucks needing access to the square.

Copy of City Licenses and City Permits must be on file at the Parks and Recreation office at 134 Congress Street, Portland, ME 04101. Phone (207) 756-8275 ~ FAX (207) 756-8279.

Good luck with your events. If I may be of further assistance, please call me at 756-8275 ~ vm211. As I anticipate you following through on the above conditions for use, please bring this permit with you to your event. It will act as your “Formal Permit for Use.”

Signature _____ Date _____ / _____ / _____
Ted Musgrave, P&R Special Activities Coord.

Portland Parks & Recreation ~ 134 Congress Street ~ Portland, ME 04101
(207) 756-8275 vm 211 ~ FAX (207) 756-8279 **tvm@portlandmaine.gov**