

TO - Search Co. 1 871-9200

5-3-07

2 page file

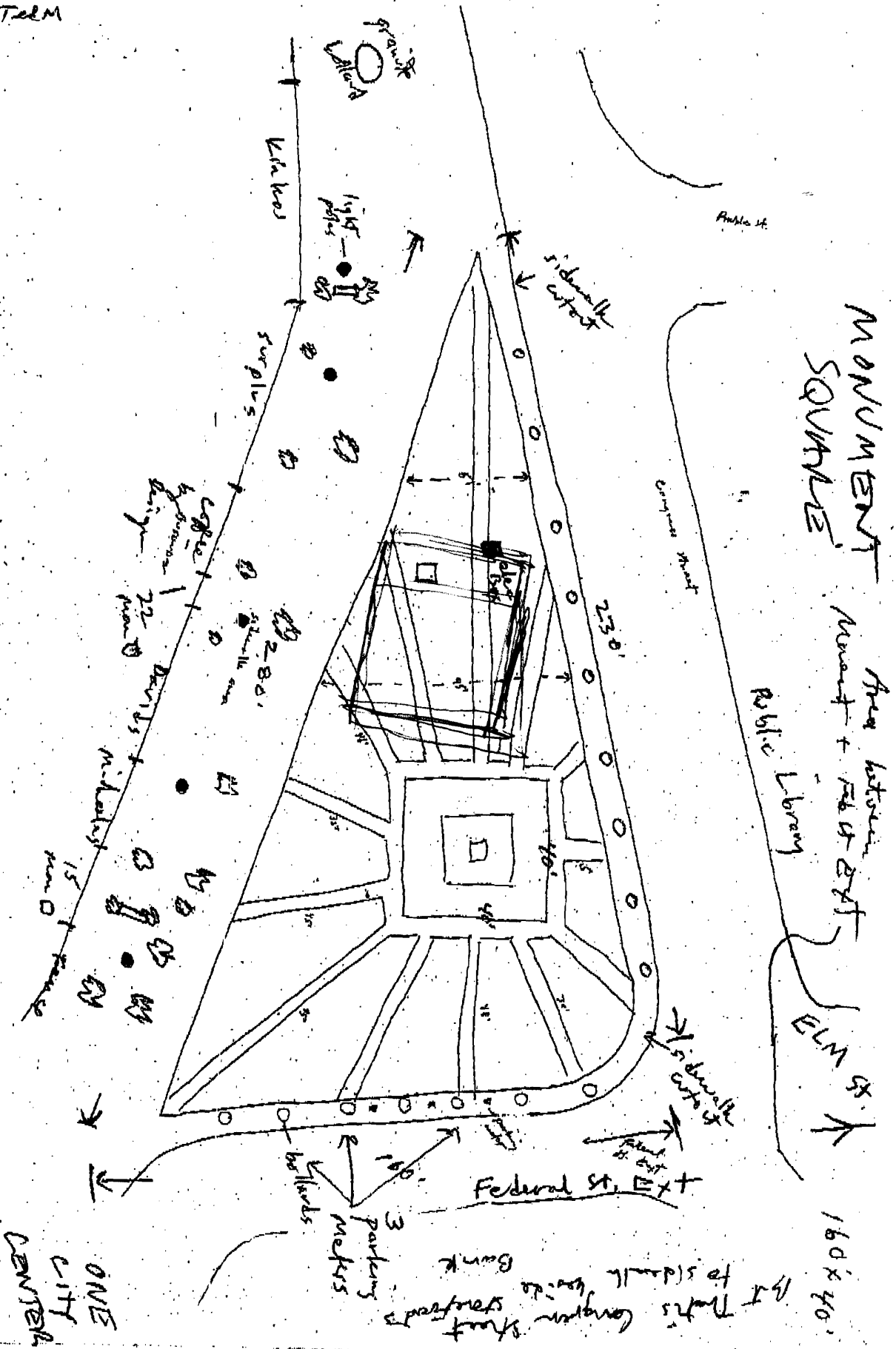
From - TELM

Area 18,460 sq feet

TEL: 287-716-8275 ext 211

App: 8279

Rev: 7-1-04



MONUMENT SQUARE

Area between Monument + Federal St
Public Library

ELM ST.

160' x 40'

AT That's Longm Street Bank to sidewalk

ONE CITY CENTER

Federal St. Ext

parking markers

sidewalk cutout

Wilkes

Grand Plaza

light poles

supplies

cable

benches

mike/booth

bar stools

15' fence

Public St.

Commerce Street

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CITY OF PORTLAND, PARKS & RECREATION APPLICATION TO USE CITY PARKS & PUBLIC SPACE



Notice: Parks & open spaces are designated tobacco-free zones. Please pass this along to participants.

Today's Date: 1/28/08		Your Name: Sarah Cecil	
Business ~ Organization: Maine Reads			
Address: 19 South St Suite 8B			
City: Portland		State: ME	Zip Code: 04101
Contact Name (s): Sarah Cecil, Coordinator		Title:	
Telephone: 207 871-9100	Work: 871-9100	Cell: 2100818 if dire	Fax: 871-9200
E-mail Address: info@mainereads.org		Other:	

Name of EVENT and area or facility to be used <i>(please Describe event / please be Specific)</i> Maine Festival of the Book- May 15-17, 2008 downtown Portland Monument Square and at venues surrounding the square A three-day literary extravaganza for all ages and reading levels. We plan to have a tent on Monument Square on Sat. May 17.		
Date(s) Requested: May 17, 2008	Time(s): May 17: 7am – 7pm	Actual Time of Event: 9am – 6 pm
Rain Date: <i>(Add 50% of permit fee to total amount if rain date is needed):</i> NA		Estimated Number of Participants: 2000
If you require parking, what will be the anticipated need be and how will you provide it? Public parking worked fine last year.		
Will you provide bathroom facilities? <i>(There may be a \$25 + cleaning fee charged if existing bathroom facilities are used.)</i> No		
List any materials, equipment, vehicles, etc., to be placed on city property <i>(please be specific.)</i> Tent (ideally 30x60), electricity and heating installed professionally by tent supplier (One Stop or Leavitt.) Tables and chairs. Books, Tee shirts, bags, cars delivering items.		
Special Needs or Requirements (electricity ~ \$5 per hour charge / water hook-up, etc.) ✓ Electricity (and heat) on Saturday if weather is grim – so let's plan on it.		

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.

**INSURANCE– PLEASE HAVE “CITY OF PORTLAND, MAINE” LISTED AS ADDITIONAL INSURED - MINIMUM \$400,000.
(This insurance may not be required for some events.)**

**PERMIT FEES: \$40 for first hour plus \$35 per each additional hour (Example: 3 hour event - \$110) ✓
Additional fees may be required: park security deposit, electricity fee, barricade security deposit, etc.
(Please make all checks payable to: City of Portland)**

Portland Parks & Recreation will follow up with contact person, and if approved, a permit will be issued.

**PLEASE RETURN FORM AT LEAST 30 DAYS PRIOR TO USE TO: (Please make a copy for your file.)
Portland Parks & Recreation ~ 134 Congress Street ~ Portland ~ ME ~ 04101 ~ Attn: Ted Musgrave
207-756-8275 vm211 ~ Fax 207-756-8279 email: tvn@portlandmaine.gov**

For Office Use Only

Date Received:		Reviewed By:		Approved:	
Certificate of Insurance		Permit Fee \$		Security Deposit \$	

Comments:

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F63501

Issued by

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

Date Manufactured

11/29/05

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

Name ONE STOP PARTY SHOP

(Tent supplier & installer)

Address 262 MAIN ST

City S PORTLAND

State ME

Zip 04106

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, ULC109, MVSS302.

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: FUTURE END 30x30 BLACKOUT WHITE

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

TOPTec, INC.


Name of Production Superintendent

MODEL TU303005E

SERIAL # 254604B

ACORD CERTIFICATE OF LIABILITY INSURANCE

CSR BL
MAINREA

DATE (MM/DD/YYYY)
02/04/08

PRODUCER Turner Barker Insurance 63 Marginal Way, Suite 101 Portland ME 04101 Phone: 207-773-8156 Fax: 207-773-6647	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 #
INSURED Maine Reads 19 South Street, Suite 8B Portland ME 04101	INSURER A: MMG Insurance Company	
	INSURER B: Maine Employers Mutual	
	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 LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY	BP0425623	11/03/07	11/03/08	EACH OCCURRENCE	\$ 1000000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 250000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5000
		<input checked="" type="checkbox"/> hired & non-owned				PERSONAL & ADV INJURY	\$ 1000000
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 2000000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ 2000000
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS							
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
							\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	1810075684	11/03/07	11/03/08	WC STATUTORY LIMITS	OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 100000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 100000
						E.L. DISEASE - POLICY LIMIT	\$ 500000
		OTHER					

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

Office - Non Profit Org - Naming the City of Portland as an additional insured in regards to General Liability for the Maine Festival of the Book - May 15-17, 2008

2761

CERTIFICATE HOLDER

CANCELLATION

CITY001 City of Portland 389 Congress Street Portland ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Barbara Dade</i>
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