

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Please Read Application And Notes, If Any, Attached

Permit Number: 080903

PERMIT ISSUED
JUL 25 2008
CITY OF PORTLAND

This is to certify that CITY OF PORTLAND /Part of us Maine

has permission to Intore Club Prevention of Youth Smoking ven... ing in Monument Square 7/26/2008

AT 456 CONGRESS ST 027 G001001

provided that the person or persons form or tion a cepting this permit shall comply with all of the provisions of the Statutes of aine 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 proceed before this building or part thereof is loaded or service closed-in 4 HOUR NOTICE REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name

Deanne Burke 7/25/08
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

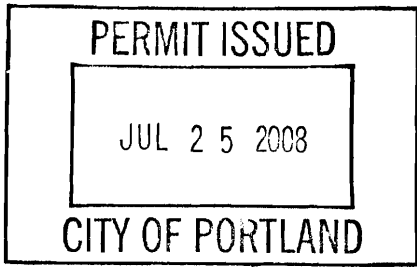
Permit No: 08-0903	Issue Date:	CBL: 027 G001001
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Location of Construction: 456 CONGRESS ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone: 207-699-6217
Business Name:	Contractor Name: Party Plus Maine	Contractor Address: 6 Commercial Street Biddeford	Phone: 2072838009
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone:

Past Use: Monument Square	Proposed Use: Monument Square - Intore Club Prevention of Youth Smoking Event/Staging in Monument Square 7/26/2008 7/25/08	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 1
Proposed Project Description: Intore Club Prevention of Youth Smoking Event/Staging in Monument Square 7/26/2008 7/25/08		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>il</i> Type: <i>Stage</i> <i>IBL 2003</i> Signature: <i>JMB 7/25/08</i>	
		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: lmd	Date Applied For: 07/24/2008	Zoning Approval	
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
2. Building permits do not include plumbing, septic or electrical work.
3. 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	Zoning Appeal	Historic Preservation
<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: _____	<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: _____	<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: _____

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



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>MONUMENT SQUARE</u>		
Date of Set up/Event <u>7/25/08</u>		Date of Breakdown/ End of Event <u>7/25/08</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>021 6 001</u>	Property Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>INTORE CLUB Maine Refugees & Immigrants Assn ERIC 207-699-6217</u>	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ol style="list-style-type: none"> 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). <u>partyples maine</u> 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 <p>Who should we contact when permit is ready: <u>ERIC NEUS</u> Address: <u>240 EASTERN PROMENADE, PORTLAND, ME 0401</u> Telephone: <u>207-699-6217</u></p>		
<p>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.</p>		

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>[Signature]</u>	Date: <u>July-23-08</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

City of Portland, Maine - Building or Use Permit

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

Permit No: 08-0903	Date Applied For: 07/24/2008	CBL: 027 G001001
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Business Name:	Contractor Name: Party Plus Maine	Contractor Address: 6 Commercial Street Biddeford	Phone: (207) 283-8009
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: Monument Square - Intore Club Prevention of Youth Smoking Event/Staging in Monument Square 7/25/2008	Proposed Project Description: Intore Club Prevention of Youth Smoking Event/Staging in Monument Square 7/25/2008
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Dept: Zoning	Status: Approved with Conditions	Reviewer: Jeanine Bourke	Approval Date: 07/25/2008
Note:			Ok to Issue: <input checked="" type="checkbox"/>
1) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.			
Dept: Building	Status: Approved with Conditions	Reviewer: Jeanine Bourke	Approval Date: 07/25/2008
Note:			Ok to Issue: <input checked="" type="checkbox"/>
1) This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.			

6 Commercial St. Biddeford, ME 04005
 Tel: (207) 283-8009 Fax: (207) 283-0460
 www.partyplusmaine.com

QUOTE #: 56534-3

Page 1

EVENT DESC: PREVENTION OF YOUTH
 SMOKING!!!

DELIVERY: FRI 07/25/2008

EVENT DAY: FRIDAY
 EVENT DATE: 07/25/2008
 EVENT TIME:
 ORDER DATE: 07/16/2008

PICKUP: MON 07/28/2008
 PO #:
 TERMS:

SALES PERSON: LLB

ERIC NKUSI (207) 699-6217
 B INTORE CLUB
 I 340 EASTERN PROM
 L SUITE 242
 L PORTLAND ME 04101
 TEL: (207) 699-6217 FAX:

ERIC
 S MONUMENT SQUARE
 H
 I PORTLAND ME 04101
 P

QTY	ITEM DESCRIPTION	PRICE	TOTAL
6	4X8 SECTIONS STAGE PANEL (\$35.DEP) 6 LEGS/PANEL	70.00	420.00
36	LEGS, 30" STAGE	0.00	0.00
1	STAGE STAIRS, 4 STEPS WENGER ADJ 24"/30" (\$20.DEP)	40.00	40.00
2	13' X 30" BLACK LINEN SKIRT W/13 CLIPS	16.25	32.50
16	EXHIBIT DRAPE-STRAIGHT 8' - \$4.00 PER FOOT	4.00	64.00
3	8' TO 12' UPRIGHTS ADJUSTABLE		
2	TELESCOPE - ADJUST 6 TO 10 FEET		
3	BASES XL		
	NO DRAPE IS NEEDED		

SPECIAL INSTRUCTIONS: **THIS IS A QUOTE ONLY**
 EXPLAINED CANCELLATION POLICY OF NON-REFUNDABLE DEPOSIT
 \$230.00 REQUIRED TO BOOK 874-8716 ATTN: LISA - CITY HALL
 ORDER ONLY AS A QUOTE

SUB TOTAL:	556.50
SALES TAX:	0.00
DELIVERY:	75.00
LABOR:	0.00
DAMAGE WAIVER:	0.00
FUEL SURCHARGE:	7.50
TOTAL:	639.00

**Party Plus is able to accept changes to this reservation up to
 48 hours before delivery or customer pick-up. Thank you!
 Please no changes within 48 hours of rental.**



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE APPLICATION (3 pages)
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
 207-756-8275 ~ Fax 207-756-8279
 tvn@portlandmaine.gov

For uses of city property, there are typically: 1. fees charged for use of the area
 2. a security deposit required 3. insurance required
 (There may be fees due and applications required from other City Departments)

TODAY'S DATE	07/22/2008	ORGANIZATION NAME	INTORE CLUB-MAINE REFUGEES& IMMIGRANTS ASSN			
ORGANIZATION ADDRESS	P.O BOX 266	CITY	PORTLAND	STATE	ME	ZIP 04112
CONTACT NAME(S)	ERIC NKUSI					
HOME #	207-482-9009	CELL	207-699-6217	FAX		
EMAIL	ZOE507@HOTMAIL.COM	EMAIL	ZOE507@HOTMAIL.COM			

PARK AREA OR PUBLIC SPACE REQUESTED	MONUMENT SQUARE				
EVENT DAY & DATE(S)	7/25/08	RAIN DAY & DATE(S)	N/A		
EVENT START TIME (i.e. set-up start time)	10AM	EVENT END TIME (i.e. when event cleanup is complete)	4PM	ACTUAL START & END TIME OF EVENT	11:30-2PM

EVENT NAME	EXPECTED ATTENDANCE
PUBLIC YOUTH SMOKING PREVENTION GALA	TBD
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail. If submitting a request for a Road Race (other than around Back Cove and using Back Cove Pathway for the route), please include a detailed MAP of the COURSE (as this will need to be approved by City Departments and the Manager's Office). This event is geared to give tobacco use statistics and awareness info giving only	
IS THERE A REGISTRATION FEE?	No
IF YES, HOW MUCH?	FEE \$00
	STUDENT FEE \$00

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

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: Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Recreation's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Recreation.			NOT SURE
* Do you wish to set up a tent(s)? (a canopy or tent larger than 10x10 needs to be approved by Recreation and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	1-YES		
* Will you be setting up tables and/or chairs ? How many tables: chairs:	2		
* Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk			NOT SURE

	Tank, Radio Station Van, Helium Tank, etc.) Please List:			
*	Will there be refreshments at the event? Do you wish to sell food ? (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) .		NO FOOD	
*	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:		NO	
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? If so, your event requires a concert license from the City Clerk's Office. (Just voice – i.e. Press Conference, would not require the license because it is not music). For amplified music, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).	YES		
*	Will your event require electricity ? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.	YES		
*	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.		NO	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.		NO	
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.			NOT SURE
*	Will your event require street closures ? (Please be specific under "Description of Event")		NO	
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		NO	NOT SURE
*	Will your event require Fire/EMS assistance?			NOT SURE
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.)			NOT SURE
*	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.			NOT SURE

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.			NOT SURE
♦ 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 require that you **not use** electricity.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – across from the Playground, *East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Royal Flush, 883-0884, M-F) to request and pay for a cleaning. Cleanings are \$45.

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!

PARKING ON GRASS AREAS

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas. \$10 will be deducted from your security deposit for each vehicle parked on grass. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

TOBACCO FREE ZONES

Portland's parks, athletic facilities, playgrounds, and all public space areas are designated as tobacco-free zones. Please pass this information along to your participants. Thank you for your voluntary compliance.

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	E N	DATE	7/22/08
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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	E N	DATE	7/22/08
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CREDIT CARD INFORMATION

Visa or MasterCard Number	visa	4135	7610	00079134	Exp Date (Mon/Yr)	07	12
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CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ◆ Please make out security deposit checks separate from permit fees.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:

- ◆ Portland Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: tvm@portlandmaine.gov

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:	\$ 4 hours	Vest, Barricade, Cone Deposit: \$10 per/item	\$20
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	DATE REC'D INSURANCE	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$
PAYMENT TYPE					
VISA	\$	MC	\$	CK #	CK AMOUNT \$
				CASH AMT	\$

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CONDITIONS FOR USE

RECREATION FEES / INSURANCE:

The City's Office of Multicultural Affairs is co-sponsoring the event.

Fees: Permit fees and other license fees (as well as the electricity fee) have been paid by organizer.

Security Deposits: N/A

Insurance: Insurance requirement is waived, as the City's Office of Multicultural Affairs is a co-sponsor.

USE OF THE SQUARE:

Please 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.

During set up, please approach the storefronts, businesses, and restaurants abutting Monument Square to inform them of your event. Please approach the hotdog vendors (on the morning of July 25) to inform them of your event in the square. A hot dog vendor usually sets up close to Federal Street Ext.

You have permission to drive a delivery truck (with stage and PA gear) up onto the square, but the truck must only park there for 10 or 15 minutes (for load in / load out purposes only). Please load other items in from the street (Federal Street Ext.). All vehicles associated with your event must park off the square (you have permission to reserve parking meters along Federal Street Ext.)

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.

PARKING SPACES:

To reserve parking meters along Federal Street Ext., please contact Carol Merritt at Public Services, 874-8822. There is a minimal fee to reserve meters.

ELECTRICITY / STAGE:

The silver box on the square has 4 exterior outlets. They will be turned on for your use. If it is rainy or drizzly out, electricity can not be used. Thank you for already applying for the stage permit from Inspection Services (for the stage to be setup in the square). Please locate your stage near the outlet box. All cords in the public way need to be covered by orange cones, rugs or mats, etc., to alleviate the tripping hazard to the public.

Intore Club

Maine Refugees and Immigrants Association



ON THE 25th of JULY/08 10-2PM

PRESENTS



Many Thanks to all of you

for more info: 207-699-6217 / intoreclub@yahoo.com

at Portland Monument Square