

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING DEPARTMENT PERMIT

Please Read
Application And
Notes, If Any,
Attached

PERMITTED
Permit Number: 091107
OCT 15 2009

This is to certify that CITY OF PORTLAND /Camp Sunshine/M with
has permission to Portland Pumpkin Festival - Tent Staging and Food O 5 thur Oct 7
AT 456 CONGRESS ST CB# 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 written permission procured before this building or part thereof is altered or otherwise occupied-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. CAPT. R. [Signature]
Health Dept. _____
Appeal Board _____
Other _____
Department Name

[Signature] 10/15/09
Director, Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit

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

Permit No: 09-1107	Date Applied For: 10/03/2009	CBL: 027 G001001
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Location of Construction: 456 CONGRESS ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Camp Sunshine/Michael Smith	Contractor Address: 35 Acadia Road Casco	Phone (207) 807-0916
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: ROS Monument Square - Portland Pumpkin Festival -Tents Staging and food Oct 15 thur Oct 17	Proposed Project Description: Portland Pumpkin Festival -Tents Staging and food Oct 15 thur Oct 17
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Dept: Zoning	Status: Approved with Conditions	Reviewer: Ann Machado	Approval Date: 10/06/2009
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	Reviewer: Tammy Munson	Approval Date: 10/15/2009
Note:			Ok to Issue: <input checked="" type="checkbox"/>
Dept: Fire	Status: Approved with Conditions	Reviewer: Capt Keith Gautreau	Approval Date: 10/07/2009
Note:			Ok to Issue: <input checked="" type="checkbox"/>
1) Tents shall have an approved fire resistant rating, Maintain 10' between stake lines, No smoking or open flame within 10', Provide at least 1 2 A 10 BC extinguisher.			

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 09-1107	Issue Date:	CBL: 027 G001001
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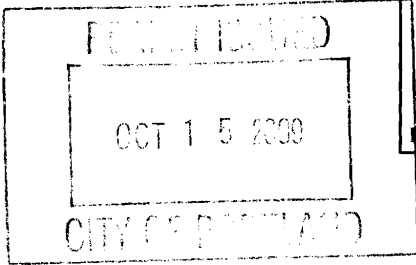
Location of Construction: 456 CONGRESS ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Camp Sunshine/Michael Smith	Contractor Address: 35 Acadia Road Casco	Phone 2078070916
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: R-3

Past Use: ROS Monument Square	Proposed Use: ROS Monument Square - Portland Pumpkin Festival -Tents Staging and food Oct 15 thur Oct 17	Permit Fee:	Cost of Work: \$0.00	CEO District: 1
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>* See Conditions</i>	INSPECTION: Use Group: <i>v</i> Type: <i>Tent</i> <i>Temp Structure</i>	

Proposed Project Description: Portland Pumpkin Festival -Tents Staging and food Oct 15 thur Oct 17	Signature: <i>(Signature)</i>	Signature: <i>(Signature)</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: Ldobson	Date Applied For: 10/03/2009	Zoning Approval
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<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 information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p><i>OK w/cond. has</i> Date: <i>10/6/09</i></p>	<p>Zoning Appeal</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>Historic Preservation</p> <p><input type="checkbox"/> Not in District or Landmark</p> <p><input checked="" 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><i>(Signature)</i> Date:</p>
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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



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>10/15/2009</u>		Date of Breakdown/ End of Event <u>10/17/2009</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>07 6 1</u>	Property Owner: <u>City of Portland</u>	Telephone: <u>Michael Smith on site 807-0916</u>
Lessee/Buyer's Name (If Applicable) <u>Camp Sunshine</u>	Applicant name, address & telephone: <u>Michael Smith 35 Acadia Rd Casco ME 04015</u>	Fee: \$30.00

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

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

RECEIVED

OCT 9 2009
Dept. of Building Inspections
City of Portland, Maine

Who should we contact when permit is ready: Michael Smith
Address: 35 Acadia Rd, Casco, ME 04015 Telephone: 655-3800 / 807-0916

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>Michael B. [Signature]</u>	Date: <u>9-30-09</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

Certificate of Flame Resistance

REGISTERED
FABRIC
NUMBER

F-140.01

ISSUED BY
JOHNSON OUTDOORS INC.
BINGHAMTON, NEW YORK 13902
*Manufacturers of the Finest
Tent Products Described Herein*

Date of Manufacture

MAY 2007

This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

NAME: ATLANTIC TENT CO

CITY: DAMARISCOTTA, ME

Certification is hereby made that:

The articles described on this certificate have been manufactured with an approved flame retardant chemical in compliance with California State Fire Marshal Code, NFPA-701*, Underwriters Laboratory of Canada, and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43006G.

Type, color and weight of material 13 OZ vinyl WHITE BLOCK OUT

Description of item certified: PARTY CNPY 20X30

**Flame Retardant Process Used Will Not Be Removed By Washing And
Is Effective For The Life Of The Fabric**

Snyder Manufacturing, Inc.

Manufacturer of Flame Retardant Vinyl Laminates


TENT DEPARTMENT, JOHNSON OUTDOORS INC.

*Large Scale

Certificate of Flame Resistance

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FABRIC
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Type, color and weight of material 13 OZ vinyl WHITE BLOCK OUT

Description of item certified: PARTY CNPY 20X20

**Flame Retardant Process Used Will Not Be Removed By Washing And
Is Effective For The Life Of The Fabric**

Snyder Manufacturing, Inc.

Manufacturer of Flame Retardant Vinyl Laminates


TENT DEPARTMENT, JOHNSON OUTDOORS INC.

*Large Scale

**CITY OF PORTLAND, MAINE
CITY COUNCIL AGENDA REQUEST FORM**

Two copies to be submitted (with supporting material) at least 12 days before Council meeting:

- (1) copy to Manager's Office
- (1) copy to Legal Office (Mary Costigan)

1. Council Meeting at which action is requested (date): October 5, 2009
2. Can action be taken at a later date? _____ Yes x No
If no, why not? Festival is planned for October 15 - 17

If a memo addresses the following issues, you may attach and reference the memo, but please highlight it so that staff may easily answer I-V.

I. SUMMARY OF ISSUE

Please see attached memo and organizer's Letter of Request.
Declare **Camp Sunshine's "Portland Pumpkin Festival"** a Festival.
Festival area bordered by Federal Street Ext. (and sidewalks), Monument Square, Monument Way, sidewalk area in front of One City Center, and all abutting sidewalks.

II. REASON FOR SUBMISSION (What issue / problem will this address?)

Festival Declaration
Allows for festival to be on site more than 2 consecutive days.
Allows for control of vendors.
Allows for closing of Congress Street and posting of street "no parking."

III. INTENDED RESULT (How does it resolve the issue / problem?)

See above.

IV. FINANCIAL IMPACT

Major expenses to City Departments (police) will be paid by organizer.
Other costs (permit fees, license fees) will be waived.

V. STAFF ANALYSIS & RECOMMENDATION

This is a wonderful and unique fundraiser for the organization, and for the city's residents.

RECREATION and FACILITIES MANAGEMENT
DEPARTMENT MEMORANDUM

TO: Joe Gray, City Manager
FROM: Sally DeLuca, Recreation Manager
DATE: September 22, 2009
RE: Council Agenda Item – Camp Sunshine's "Portland Pumpkin Festival"

I am requesting that the following order be placed on the (Oct. 5) City Council agenda:

Order declaring Camp Sunshine's "Portland Pumpkin Festival" running October 15 - 17, 2009, at Monument Square, as a festival. Set up of tents and scaffolding on Wednesday afternoon, October 14.

Camp Sunshine is requesting permission to return to Portland with a Pumpkin Festival. Their last festival in Portland was in 2003, held in Deering Oaks Park. Although smaller in scale, this year's festival should be more visible to the public as it being slated for Monument Square.

Camp Sunshine uses this event as a fundraiser for its summer camp experience (youth with life-threatening illnesses, and their families, attend free of charge). Camp Sunshine has asked that the city (Recreation & Facilities Management Dept.) be a co-sponsor of the event.

2,500 Jack-o-lanterns will be displayed (over the course of three days/evenings) on tall scaffolding towers and the sidewalk areas at Monument Square. The public is invited to carve pumpkins, businesses will have carving contest, live music will be at the square, and a couple of food vendors will be on hand selling pumpkin pies and pumpkin ice cream, etc.

Large items on the square include: a 40 foot long x 25 foot high scaffolding tower, 2 20x30 foot tents, some smaller 10x10 canopies, and a stage for entertainment.

In order to facilitate the event, the organizer has requested that Federal Street Ext. (parking meters near the square) be posted "no parking." And for Saturday, October 17, (approx. 10am – 8pm), requests Federal Street Ext. and Congress Street (Elm Street to Preble Street) be closed to vehicular traffic. The Festival zone for the event is Federal Street Ext. (and sidewalks), Monument Square, Monument Way, sidewalk area in front of One City Center, and all abutting sidewalks.

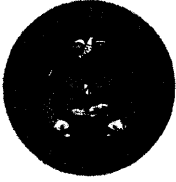
The Festival areas will be closed to street vendors pursuant to Section 19-17 of the Portland City Code and is reserved for the use of Camp Sunshine for the purpose of conducting the Portland Pumpkin Festival, subject to the direction and control of the City Manager.

Also, the City Manager is authorized to issue a revocable permit under Section 25-27 of the Municipal Code to Camp Sunshine for the use of the above-described area for said Festival subject to the following conditions:

- Camp Sunshine shall indemnify the city and hold it harmless from and against all claims arising out of activities during said events, 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 will also list the City of Portland as an additional insured in regards to the Pumpkin Festival event and its activities;
- Under no circumstances may alcoholic beverages be sold on the streets of public property of said area during said festival;
- Recreation permit fees (and permit fees and license fees from other city departments) shall be waived. Fees that will not be waived are costs for Police Officers (for the closing of city streets);
- Camp Sunshine shall have sole authority over participating vendors at the event and may charge a fee to vendors for the opportunity to vend at the Pumpkin Festival, and
- Conditions for use of grounds, specified in a permit issued from Recreation, shall be adhered to.

The City Manager is also authorized to issue such other temporary licenses and temporary permits, including licenses for food service establishments and permits for sales of non-food related items, as may be required by the Portland City Code, provided that all applicable requirements of said code have been met regarding the operation of said Festival.

Document prepared by Ted Musgrave, Special Activities Coordinator



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
 tvmm@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		9/4/09		ORGANIZATION NAME		Camp Sunshine					
ORGANIZATION ADDRESS			35 Acadia Rd			CITY	Casco	STATE	ME	ZIP	04039
CONTACT NAME(S)		Michael Smith, Director of Special Events						TITLE			
HOME #	WORK 655-3800			CELL	807-0916			FAX	655-3825		
EMAIL		mbsmith@campsunshine.org			EMAIL						

PARK AREA OR PUBLIC SPACE REQUESTED		Monument Square									
EVENT DAY & DATE(S)		Thurs Oct 15 8am – Sat Oct 17(midnt) 2009				RAIN DAY & DATE(S)		n/a			
EVENT START TIME (i.e. set-up start time)		8:00 Oct 15		EVENT END TIME (i.e. when event cleanup is complete)		Midnight Oct 17		ACTUAL START & END TIME OF EVENT		10 am – 8 pm daily	

EVENT NAME		EXPECTED ATTENDANCE	
Portland Pumpkin Festival		2,500 daily	

DESCRIPTION OF EVENT: Create a display of lit jack-o-lanterns to be lit each night 10/15-10/17. Band performances 12-8 on Saturday DJ 6-7 Thursday Evening. 2-4 food vendors. Camp Sunshine will sell pumpkin pie, pumpkin ice cream, pumpkin whoopee pies and actual pumpkins. Closure of thru street (Federal Street Ext.) and Congress St in front of library may be helpful on Saturday.

IS THERE A REGISTRATION FEE?			
IF YES, HOW MUCH?		FEE	\$
		STUDENT FEE	\$

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.	X 6		
*	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 / PLEASE give them at least a 2-week notice). 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.	X 20X30 20X20 20X10		

*	Will you be setting up tables and/or chairs ? How many tables: 25 chairs: 25	X		
*	Are other items or equipment being placed on City property ? Please List: Scaffolding tower to display pumpkins, dumpster	X		
*	Will there be refreshments at the event? Perhaps just bottled water Do you wish to sell food ? Yes List food and drink: . 2-4 food vendors camp would sell pumpkin pie, pumpkin ice cream, whoopee pies	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: Pumpkins, t-shirts	X		
*	Are you setting up a PA (sound) system ? Yes Are you planning on having Amplified Music ? Yes 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/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).			X
*	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.	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 few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.		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	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? Just for use Friday pm and Saturday	X		
*	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 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

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	MS	DATE	9/4/09
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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	MS	DATE	9/4/09
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CREDIT CARD INFORMATION

Visa or MasterCard Number				Exp Date (Mon/Yr)	
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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:		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.)	

FOR OFFICE USE ONLY

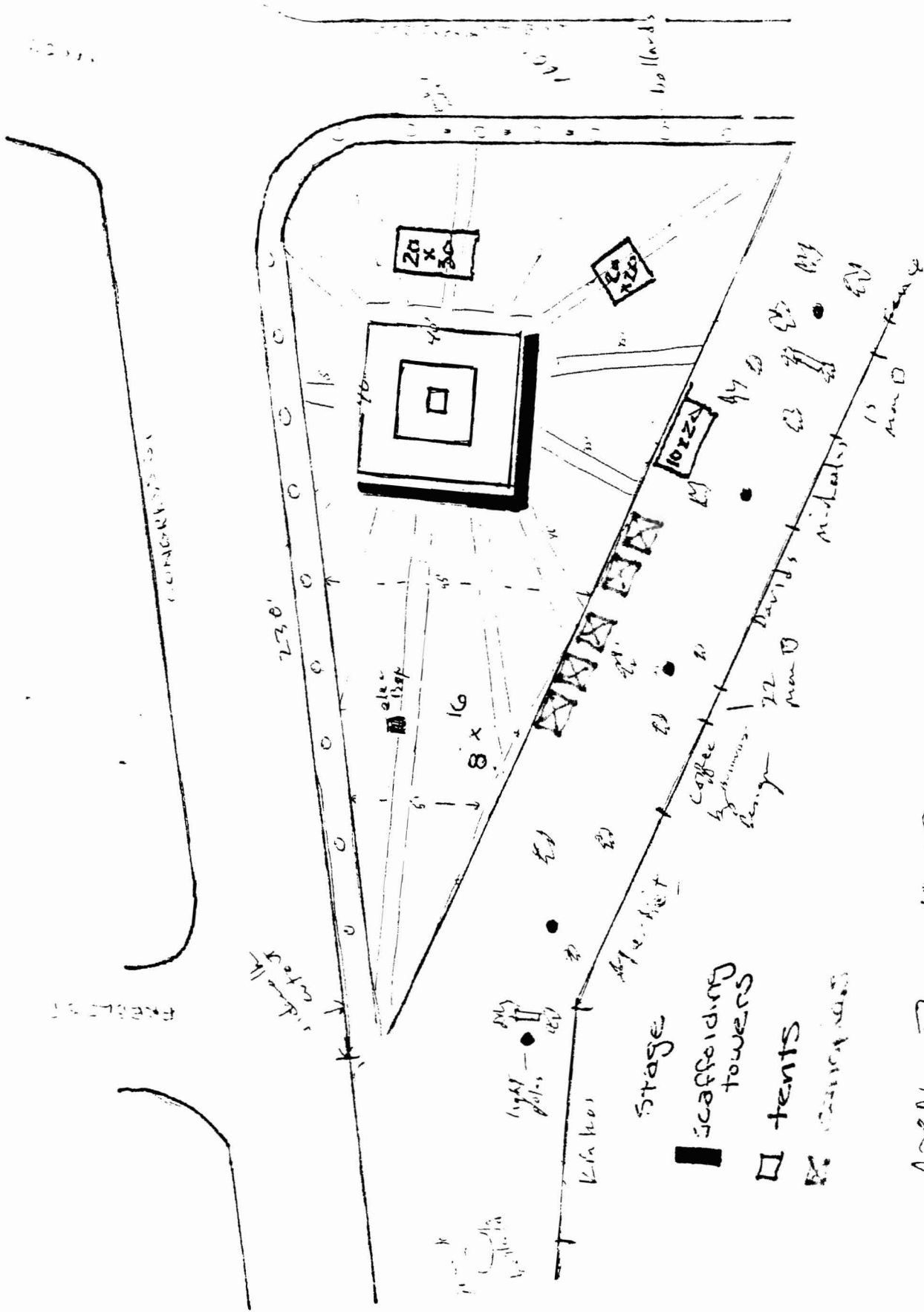
DATE REC'D APPLICATION	9-10-2009	DATE REC'D INSURANCE		PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$
PAYMENT TYPE							
VISA	\$	MC	\$	CK #		CK AMOUNT	\$
						CASH AMT	\$



**Seacoast Scaffold
& Equipment Corporation**

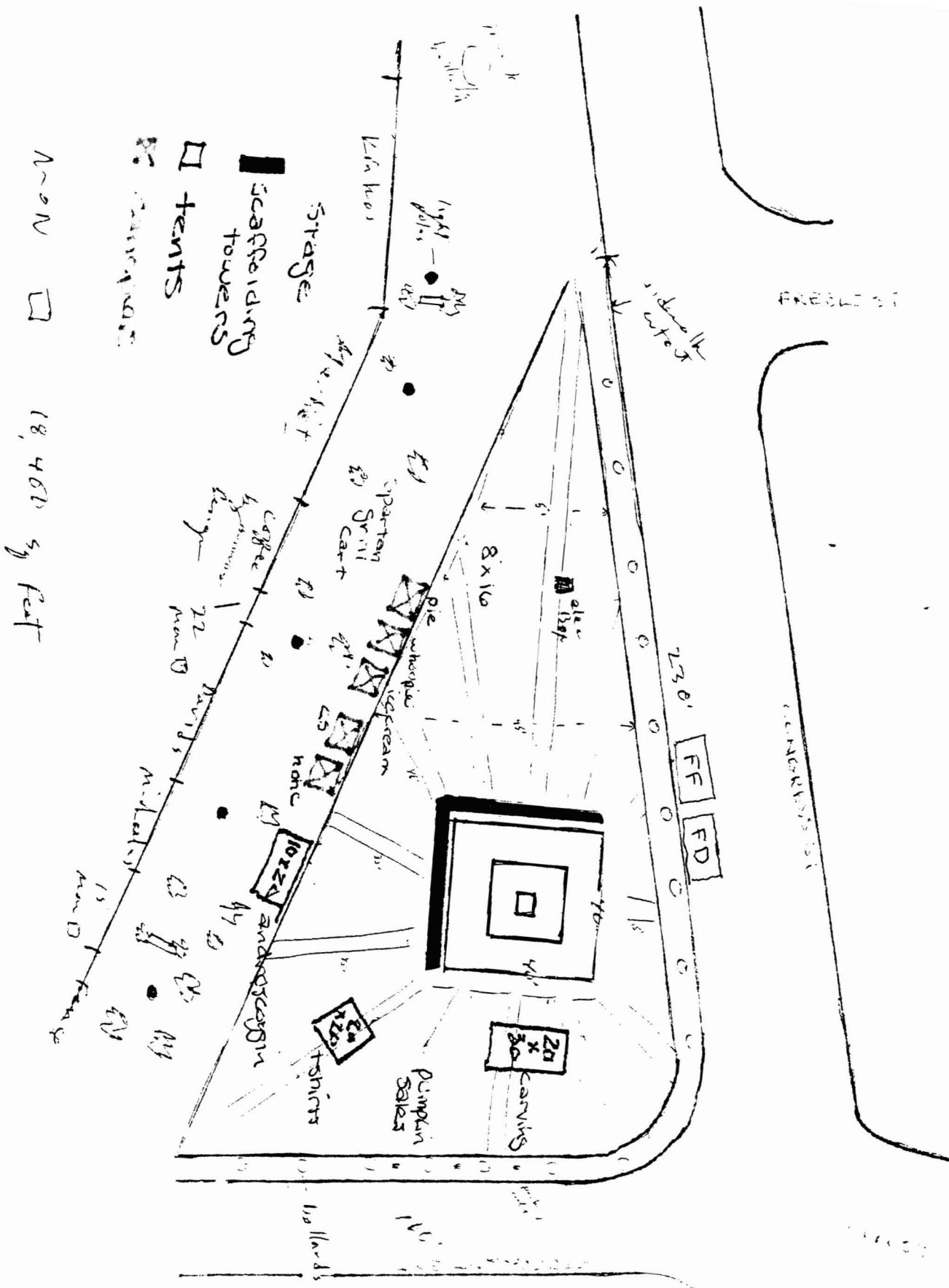
163 Thadeus Street, South Portland, ME 04106
(207)799-9800 (800)639-5042 Fax (207)799-9855

contact person : Lincoln Fuller



Amo \square 18,400 sq feet

Tedco #403 2017-716-8275
 1st 0279



18,460 sq Feet

Ted's Art's 207-716-8275 ext 211
 150 0279



Seacoast Scaffold and Equipment Corp.

163 Thadeus St. • So. Portland, Maine 04106

PHONE
207-799-9800

TOLL FREE
800-639-5042

FAX
207-799-9855

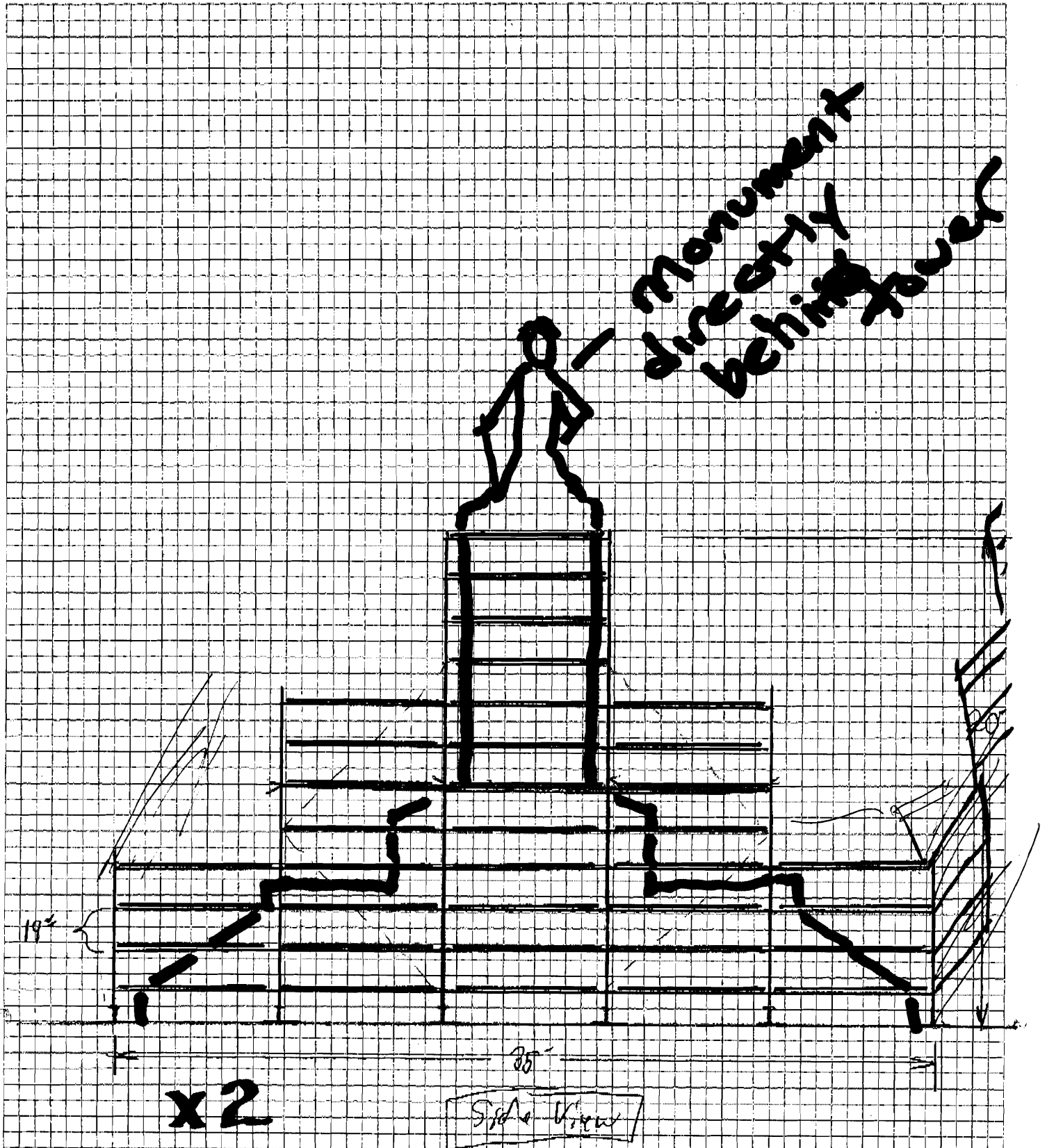
243 Sheep Davis Rd. • Concord, NH 03302

PHONE
603-224-0999

TOLL FREE
888-701-1119

FAX
603-224-1414

RENTALS ♦ SALES ♦ ERECT ♦ DISMANTLE ♦ CRANE SERVICE



CRANE SERVICE: 1-800-639-5042 ME • 1-888-701-1119 NH

3/11/11



Seacoast Scaffold and Equipment Corp.

163 Thadeus St. • So. Portland, Maine 04106

PHONE	TOLL FREE	FAX
207-799-9800	800-639-5042	207-799-9855

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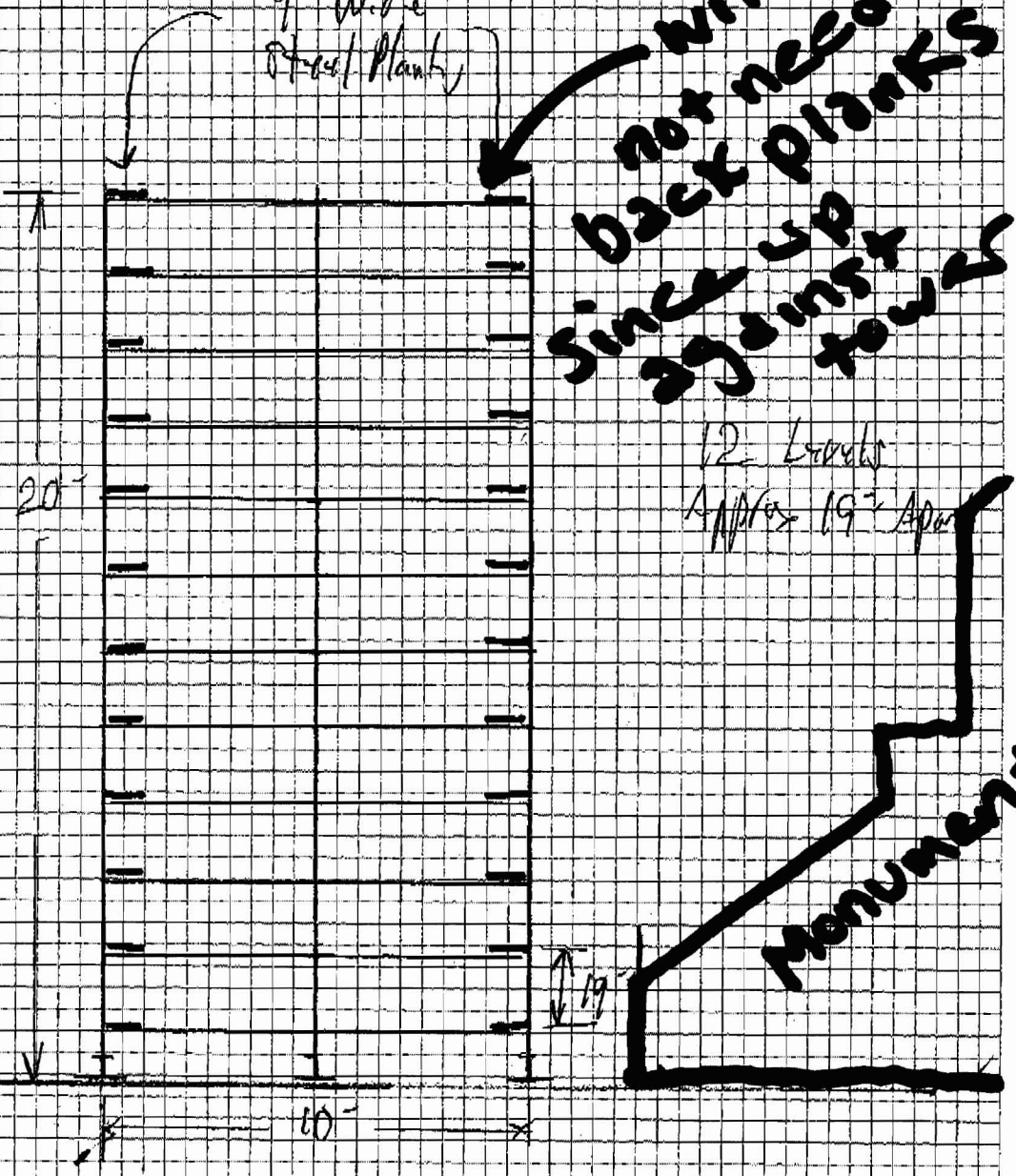
Instead of leading out from Monument we will be building directly in front of it on the same side

9' Wide Steel Plank

Since will not need back planks against tower

12 Levels Approx 19" Apart

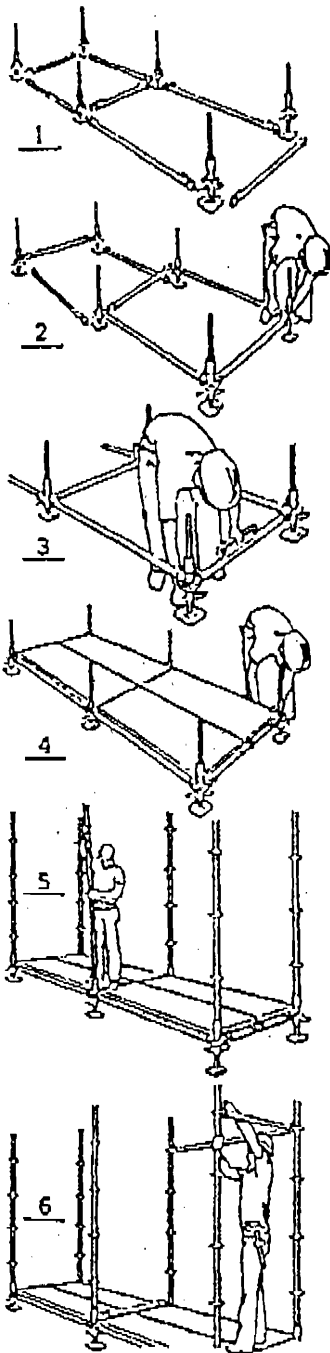
NEED LOGO



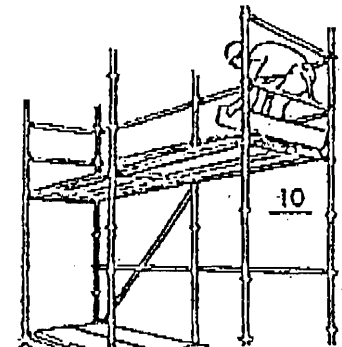
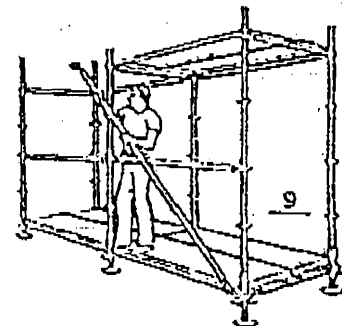
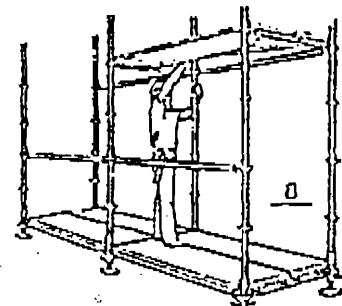
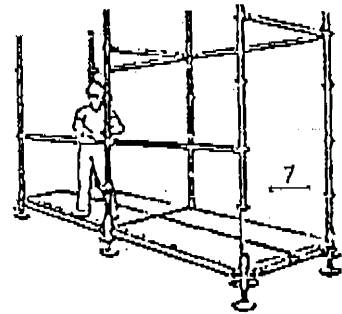
End View

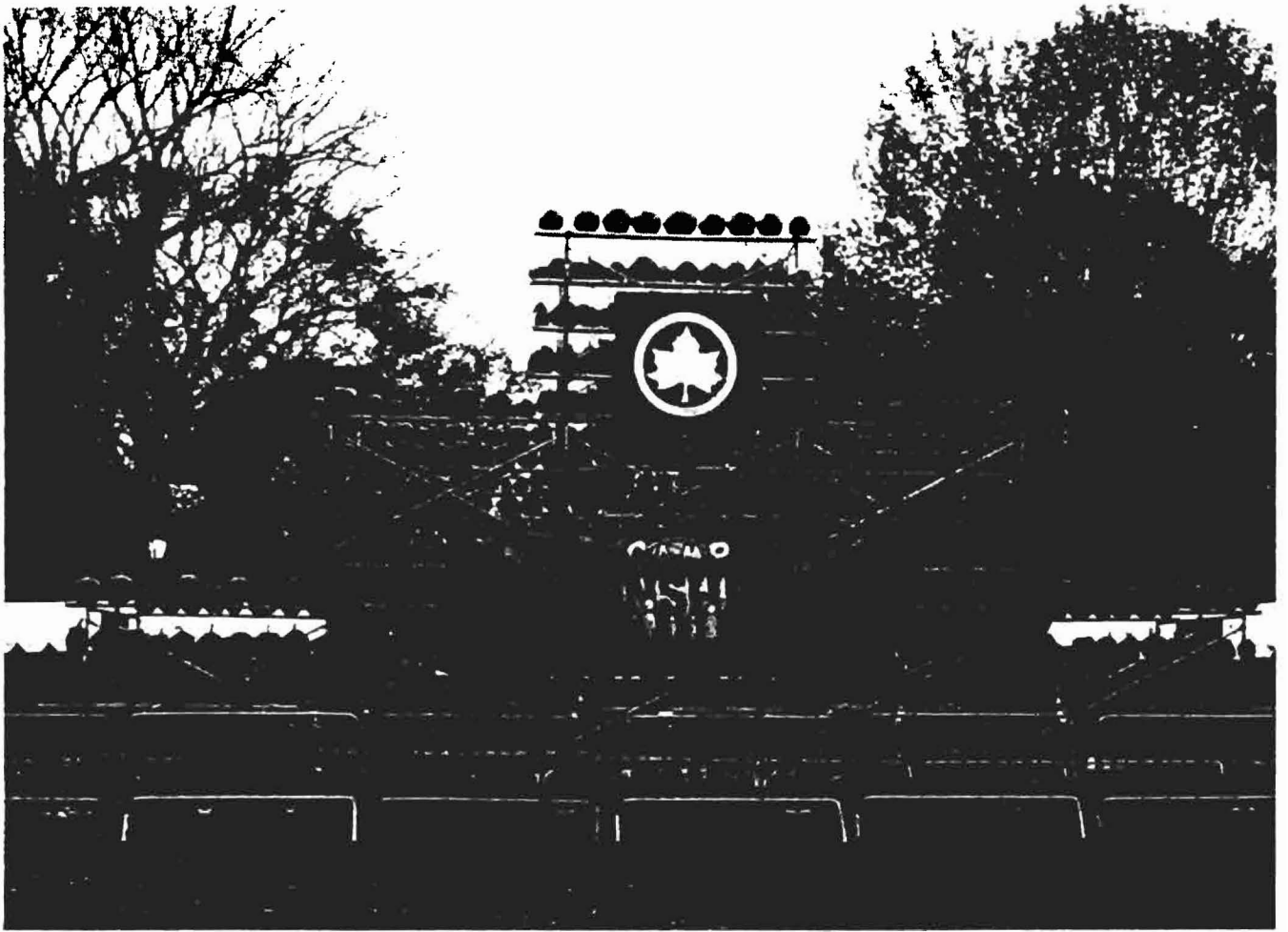
Handwritten initials

Erection Procedure



1. Fit adjustable bases with collars and lay out roughly in position with their corresponding ledgers. Pick the highest ground level for a setting out point to simplify later adjustment. It helps if the screw jack is near (not at) the bottom of the thread by allowing maximum adjustment on lower ground levels.
2. Connect the ledgers to the rosette on the collar of the adjustable base. **DO NOT DRIVE HOME THE WEDGES AT THIS STAGE.**
3. Using a spirit level, adjust the bases so that the ledgers are horizontal. Accuracy in leveling at this stage eliminates the need for further leveling and plumbing as the scaffolding is erected.
4. Place two aluminum planks or four 255mm (10") wide board in each bay spanning the ledgers to square up the system. Move progressively round the base of the scaffolding. When squared and leveled drive home the wedges.
5. When basing out is completed, the first standards are positioned into the collar of the base.
6. Ledgers can now be placed at the required levels.
7. Handrails is automatically positioned.
8. Planks are now moved up to this first lift, decking out fully if this is to be a working platform.
9. Fix diagonal braces across the face of the bays. Hammer wedges home.
10. The scaffolding is completed by adding ledger midrails, handrails and toe boards on the working platform.





ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/19/2008

PRODUCER (207) 647-3311 FAX: (207) 647-3003
Chalmers Insurance Agency Inc
100 Main Street
P.O. Box 189
Bridgton ME 04009-0189

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.

INSURED
Camp Sunshine At Sebago Lake, Inc.
35 Acadia Road
Casco ME 04015

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Insurance	23850
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 ITR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A			GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PHPK360073	11/1/2008	11/1/2009	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 \$ 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) \$								
			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: 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				<table border="1"> <tr> <td>WG STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WG STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WG STATU-TORY 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
Polar Plunge

CERTIFICATE HOLDER

City of Portland
Portland, ME

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL XX 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
Lorna Richardson