

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that IRIS NETWORK/CITY OF PORTLAND

Located At 456 CONGRESS ST

Job ID: 2011-10-2441-SE

CBL: 027- G-001-001

has permission to Erect a 30' x 40' tent on October 15, 2011 for a one day event
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues 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

[Signature] 10/14/11
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2011-10-2441-SE	Date Applied: 10/12/2011	CBL: 027- G-001-001	
Location of Construction: 456 CONGRESS ST - MONUMENT SQUARE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST PORTLAND, ME 04101	Phone:
Business Name: IRIS NETWORK - Lori Hutchins - Terri Tomchak	Contractor Name: Maine Bay Canvas	Contractor Address: 53 Industrial Way, Portland 04103	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: SE - tent	Zone: B-3
Past Use: City Park	Proposed Use: City Park - to erect 30' x 40' tent On October 15, 2011 for one day event	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Pelone 10/14/11</i>	Inspection: Use Group: Type: <i>Tent</i> <i>IB 2009</i> Signature: <i>[Signature]</i> <i>10/14/11</i>
Proposed Project Description: Iris Network set-up/breakdown 10/15 30'x40' tent		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Lannie		Zoning Approval	

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input type="checkbox"/> Not in Dist or Landmark
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
<input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>OK [Signature]</i> <i>10/12/11</i>	Date:	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



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-10-2441-SE

Located At: 456 CONGRESS ST

CBL: 027- G-001-001

Conditions of Approval:

Building:

1. This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.

Fire:

1. Installation shall comply with City Code Chapter 10.
2. All construction shall comply with City Code Chapter 10.
3. All means of egress to remain accessible at all times.
4. 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.



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: <i>Monument Square</i>		
Date of Set up/Event <i>Oct 15, 2011</i>		Date of Breakdown/ End of Event <i>Oct 15, 2011</i>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <i>27 6 1</i>	Property Owner: <i>City of Portland</i>	Telephone: <i>756-8275</i>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <i>The IRIS NETWORK 189 PARK AVE, PORTLAND, ME 04102</i>	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.

30 x 40 tent

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: *LORI HUTCHINS / Terri Tomchak*
Address: *189 PARK AVE PORTLAND, ME* Telephone: *415-2091*
04102

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: <i>Terri Tomchak</i>	Date: <i>10/12/11</i>
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This is not a permit; you may not commence ANY work until the permit is issued.

RECEIVED

10/12/11

Dept. of Building Inspections
City of Portland Maine

Certificate of Flame Resistance

REGISTERED
FABRIC
NUMBER

140.01/31.

Date Manufactured

6/10/96

Issued by

TOPTec, INC.
1805 N.E. Main Street
Simpsonville, SC 29681

*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:

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: _____

Description of item certified: EXPO END 30x30 WHITE AND 30 x 60 TOP

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

TOPTec, INC.

MODEL TTE3030210

CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE PERMIT (6 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	2/14/2011 revised 9-6-11 revised 9-23-11 revised 9-27-11	ORGANIZATION NAME	The Iris Network					
ORGANIZATION ADDRESS	189 Park Avenue		CITY	Portland	STATE	ME	ZIP	04102
CONTACT NAME(S)	Terri Tomchak Michael Barndollar (Lori Hutchins Fusion Event Planning 415-2091 lhutchins@fusionplanning.com)		TITLE	Contributions Director Development Director				
HOME #	774-6273	CELL	838-2487	FAX	774-0679			
EMAIL	ttomchak@theiris.org lhutchins@fusionplanning.com		EMAIL	Mbarndollar@theiris.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Monument Square and sidewalks for walk (see attached diagram for Walk details)				
EVENT DAY & DATE(S)	Sat. October 15, 2011		RAIN DAY & DATE(S)	N/A	
EVENT START TIME (i.e. set-up start time)	7:00 AM	EVENT END TIME (i.e. when event cleanup is complete)	3:00 PM	ACTUAL START & END TIME OF EVENT	9:30 AM –12:30 PM

EVENT NAME	EXPECTED ATTENDANCE	
The 16 th Iris Network White Cane Awareness Walk	150 - 300	
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.		
<p>The Iris Network White Cane Awareness Walk will start at Monument Square and end at Monument Square. We start at Monument Square and walk up (west) Congress Street to High Street, to Spring St., to Middle St, to Exchange St. At Exchange, another left and up to Congress and then one more left and back to Monument Square.</p> <p>This event is to raise awareness of the white cane law and increase public awareness of independent safe travel for people who use a white cane or guide dog. An additional goal of the walk is to raise funds for The Iris Network's programs.</p> <p>Refreshments on site (gas grills). Small canopy + LARGE TENT (free-standing / NO stakes) set up at the square. Need sandbags from the City—Marc has approved TENT up at 7am... taken down at 1pm</p> <p>PA system set up.. A RADIO VAN will also be on site playing music. ELEC needed. Some reserved parking spaces needed as well.</p> <p>Porta- Potties will be rented and set up. What are the best spots for these to be set up??</p>		
IS THERE A REGISTRATION FEE?	Yes	
IF YES, HOW MUCH?	FEE	\$ 25.00
	STUDENT FEE	\$ 25.00

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
<p>Walkers will need to find their own parking – parking garages etc...</p> <p>We do need about 5 reserved parking spots is possible for transport vans, etc. ALL of FEDERAL STREET EXT</p>

-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: 1	X		
* 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): 30x40' free standing (sandbags used to weight legs down Exact Location(s) of Tent Placement Requested: When facing Monument Square with the Library at your back, we will set the large tent up to the right of the statue. The small canopy will be to the side of the tent In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
* Will you be setting up tables and/or chairs ? How many tables: 15 chairs: 30	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: radio station van	X		
* Will there be refreshments at the event? Yes Do you wish to sell food ? no (If so, you will need approval from Recreation) List food and drink: Hamburgers, hot dogs, coffee, bagels, milk, sandwiches 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). PLEASE give the Clerk's Office at least a 2-week notice.	X		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?		X	
* Are you setting up a PA (sound) system ? yes, from Radio Van Are you planning on having Amplified Music ? Yes, DJ.. RADIO VAN 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 VAN PARKED ON STREET		
* Will your event require electricity ? Electricity is available at some of the parks & squares	X		
* Are you planning on bringing a Grill for a Barbecue ? Yes, 2 gas grills 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? 5 "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: We will bring our own orange vests 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		X	
* Will your event require Fire/EMS assistance?		X	
* 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.)	X		
* Do you wish to have a banner over the street to advertise your event ? (Banners hung		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, unless all connections and equipment are covered and protected from the elements.

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 – near 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 (United Site Services, 800-442-1286, 508-594-2616, M-F) to request and pay for a cleaning.

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 / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets. \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **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	TT	DATE	2/15/11
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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	TT	DATE	2/15/11
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CONDITIONS FOR USE:

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND RECREATION AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

You have permission to hold your walk on the sidewalks and cross streets, as long as safety precautions are taken. The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

RECREATION FEES / SECURITY DEPOSIT / INSURANCE:

Permit Fee: \$285 (based on 8 hours use) and \$20 (use of electricity). **TOTAL: \$305.** Thank you for already forwarding a check to the Recreation Office. (check amount: \$330). With the overpayment, you are entitled to a \$25 refund, if your time frame for use is still 8 hours.

License fees will be charged by other city departments. There may be other fees due to City departments for assistance (Public Services staff may need to be reimbursed).

Security Deposits: There are 2 security deposits due. One for use of the square grounds (Park Security Deposit: \$250) and one for the concert volume (Sound Security Deposit: \$250). Thank you for already forwarding \$100 towards the park security deposit.

Please forward the remaining balance: a \$400 check (payable to: City of Portland) to the Recreation Office. You may also use a credit card to cover this. You will receive this back if policies and conditions for use are adhered to.

Insurance: The insurance certificate is already on file at the Recreation Office. The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

USE OF THE SQUARE:

You have permission to use Monument Square for your event.

You have permission to erect a (free-standing) Tent on the Square, pending a Tent Permit is issued from the Inspections Office. You also have permission to place a 10x10 canopy up on the square (this needs no tent permit).

You have permission to set up Gas Grills on the square, and to serve refreshments, pending a Temp. Food Service License is issued from the City Clerk's Office.

You have permission to set up a PA system and speakers, and to play amplified music at the square (approx. 9:30am – 12:30pm), pending a Concert License is issued from the City Clerk's Office. You also have permission to use electricity at the square.

You have permission to use the sidewalks (and to cross streets) for your walkathon, given safety precautions are taken.

For Monument 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 vendor (a few days before) to inform them of your event in the square. They could probably still set up in their usual spot at the square on Saturday (that location is closer to the Federal Street Ext. side of Monument Square).

You have permission to drive a delivery truck (with tent, tables, etc.) up onto the square, but the truck must only park there for 10 or 15 minutes (for load in / load out purposes only). 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.

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.)

Additionally, you have permission to park the Radio Van at one of the 3 parking meters (Federal Street Ext.) beside the square.

You also have permission to rent a Porta- Restroom and to place that near the square.

USE OF THE SIDEWALKS / MARKING OF THE ROUTE:

If your walkers are walking as a large group, please make sure that all walk intersections are staffed by volunteers (to assist their crossing of the intersections). These volunteers must be wearing safety vests if they are holding back traffic while walkers cross.

Please do not mark the route in any permanent way (no spray painting, etc.). You may put up temporary signage along the route path. Please make sure to take these down once the walk is complete.

POLICE ASSISTANCE / SAFETY VESTS:

There should be no need for Police assistance. If you see a need, please contact Sgt. Troy Bowden, 874-8554, or Lt. William Preis, 874-8569, at least a few days in advance to discuss this possibility. Sgt. Bowden works Mon – Thurs. In order to guarantee an officer on site, you would need to pay for one.

Please call Police Dispatch, 874-8574 or 8575, the morning of your walk to remind them of your event.

If you need safety vests for volunteers, please call the Recreation Office, 756-8275, at 134 Congress Street. We can let you borrow a few (there is a \$10 per vest security deposit required).

PUBLIC SERVICES (SAND BAGS - FREE STANDING TENT):

Please contact the Public Services Office, Customer Service: 874-8493 (Maynard Sprague) or Tom Higgins (232-1787) to discuss borrowing Sand Bags for weighting down the Tent Legs (and if there is any charge or sec. dep. required).

Organizers may need to pick these up from Public Services (as well as return them).

It is the responsibility of organizers to set these into place.

The City will not be responsible for injuries or damages of any kind that arise as a result of borrowing these items.

PARKING SPACES PUBLIC SERVICES:

To reserve parking along Federal Street Ext., please contact Carol Merritt, Public Services, 874-8822. Carol can issue you "No Parking" signs. There is a minimal fee to reserve spaces. You will need to label these and place on meters the day before (pls do not cover up the coin slots, as the public will be using these meters on Friday). If you would like to ensure that you can call the Police Dept. to have vehicles towed - that are illegally parked at these signs you've posted, please make sure to complete and fax to city depts.. a No Parking Authorization Form, which you can get from Carol when you pick up the NP signs from her.

Please make sure signs are removed once the event is complete.

ELECTRICITY:

The black box on the square has 4 exterior outlets (110 amps). They will be turned on for your use. If it is rainy or drizzly out, electricity can not be used (unless all connections and PA equipment is protected from the elements - i.e. all stays dry). I understand that the large free-standing tent will be over the black box, if it looks like rain.

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. Cords may also be taped down the square sidewalk.

CITY CLERK'S OFFICE / CONCERT + TEMP FOOD SERVICE LICENSE:

You have permission to have a DJ (Radio Van) play music at the square (your request for the extended time frame of music in the square has been approved). Time frame for music: off and on from approx: 9:30am - 12:30pm.

Radio Van to be parked at a parking meter (Federal Street Ext.) - NOT on the square itself.

You are required to provide a Sound Security Deposit to the Recreation Office. Please forward the \$250 Sound Sec. Dep. to the Rec. Office (can be in the form of a credit card).

Please procure a concert license from the City Clerk's Office: 874-8557 (Janice or Julie Ann).

Please keep in mind however, that a license to play amplified music does not give you permission to create a noise disturbance. And in fact, if the Police Dept. receives 3 (or more) independent noise complaints, you, as organizer, forfeit the security deposit (check deposited or your card is charged \$250). And obviously, you get the sound shut off by the police officer responding to that 3rd call (the officer would have already responded to the 2 previous noise complaints at the square, and asked your sound person or you the organizer, to turn the volume down).

For the Barbecue and refreshments, please procure a temporary food service license from the Clerk's Office. Please make sure you have a fire extinguisher on site at the grills, and use other safety practices (keep children away from this cooking area, etc.). If you have questions regarding proper food service, please call Inspection Services, 874-8693, 8701 or 8703.

If you plan to have t-shirt sales (and other non-food item sales) a street goods license is needed from the Clerk's Office.

INSPECTION SERVICES / TENT PERMIT / FOOD SERVICE: 874-8693, 8701, or 8703

Small free-standing 10x10 canopies do not need a tent permit, larger size tents do.

The area for your large tent is the west side of Monument Square, over near the electrical box.

You have permission to set up the tent - given the following:

Please contact Lannie Dobson / Gayle Guertin at Inspection Services to apply for a tent permit (I understand that a tent permit is currently being processed). Thanks.

A DIG SAFE does need to be done, as THIS WILL BE A FREE-STANDING TENT. Please make sure to touch base with Tom at Public Services regarding the sandbags needed. If it is windy out, please make sure that the legs of the canopies are also weighted down.

The tent truck does have permission to drive up onto the square (BUT ONLY TO DELIVER AND PICK UP THE TENT - i.e. a 15-minute time frame).

The city takes no responsibility for your items that are placed on city property.

If you have questions about food service (Barbecue), please call the Inspections Div., 874-8693, 8701 or 8703.

PORTA-RESTROOMS:

I understand that you are renting a couple of porta-restrooms.

The porta-restroom(s) you are renting should be positioned on Federal Street Ext. (one of the parking spaces - for easy in/easy out). Please have this delivered on Saturday morning, removed Saturday afternoon. If need be, the restrooms can go up on the square, beside the wrought iron fence (closest to Federal Street Ext. - where the garage entryway is located). These should also be dropped off on Saturday AM and removed in the afternoon on Saturday, Oct. 15. There is another large event at the square on Sunday, Oct. 16... and they will also be dropping off some porta-restrooms near the square.

Please refer to above "Recreation Policies" for other facilities around town.

TRASH / SMOKING POLICY:

Please refer to "Recreation Policies" section of permit.

NOTIFICATION / POSSIBLE CONFLICTS:

If there are members of the public at Monument Square when you arrive to setup, please show them this permit to let them know you have reserved that area for your event. If you need assistance, please call the Police Dept.: 874-8574 or 8575. If demonstrators are at the square, you could ask them to move over to the Public Library sidewalk side of the street, across from the square.

Please stop in at the businesses in and adjacent to the square to alert them to your event. I will forward a copy of this permit to some of those businesses.

Please speak to the hotdog vendor at the square (in advance of Oct. 15).

Please alert Portland Newspapers to your use of the square and the walk on the sidewalks.

There is a cruise ship in port on Saturday, so there will be many tourists out and about town.

If you have questions/concerns on the day of the walk, please call the Park Ranger on duty: 712-0287. They will hopefully be able to assist or forward your call to other city staff. Please leave a detailed message if they can not take your call.

CREDIT CARD INFORMATION			
Visa or MasterCard Number		Exp Date (Mon/Yr)	
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED			

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: 8 hours use (7am-3pm)	\$ 285 pd	Vest, Barricade, Cone Deposit: \$10 per/item	\$??
Electricity: \$5per/hr – 4 hours	\$ 20 pd	Public Space / Park Security Deposit: \$250 Sound sec deposit: \$250	\$ 400 DUE (100 pd)
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$ N/A

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	2-15-2011 revised: 9-27-2011	DATE REC'D INSURANCE	10-6-2011	PERMIT FEE AMT REC'D	\$ 305 pd refund of \$25 due	SECURITY DEPOSIT	\$ \$100 pd NEED \$400 additional (\$150 for square / 250 for sound)		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	48256 48257	CK AMOUNT	\$100 330	CASH AMT	\$



Maine Bay Canvas, Inc.

53 Industrial Way • Portland, Maine 04103, 207.878-8888

Proposal No. 32265

mbcanvas@maine.rr.com

Date: 9/14/11

Iris Network
189 Park Ave.
Portland, Maine 04102

Dear: Lori,

I am pleased to submit for your approval the following quote valid for ten days:

Tent Rental: (1) 30' x 40' white frame tent, (1) 10' x 10' white frame tent.

Accessories: (15) - 6' tables and 35 folding chairs

Rental Period: Oct. 14 to Oct 17, 2011.

Terms: 50% deposit with order, balance due upon installation

Location: Portland, Maine **Price Quote:** \$1,385.00

All material and work is guaranteed to be as specified. Any alteration or deviation from specifications involving extra costs will become an additional charge over and above the quote. The lessee shall be responsible for any damage caused to any equipment due to vandalism or theft. The lessor makes no warranty, either express or implied, except as specified herein, and in no event shall the lessor's liability for and breach hereof exceed the rental price specified above. Should heavy weather or an "act of God" require an emergency service call, we will do our best to respond as quickly as possible. In this case the customer agrees to pay \$30.00 per man hour plus travel fees.

Respectfully submitted,

Dan Gauvin

Maine Bay Canvas, Inc.

ACCEPTANCE

The Above prices, specifications and conditions are satisfactory and are hereby accepted. Please sign below and return the original, retaining the copy for your records.

Accepted by Terr Tomchek, The Iris Network Date 9/14/11

as we get closer to the event, the number of chairs & tables may need to be modified. OK'd by Dan



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

_____ 10-12 20 11 _____

Received from Tris Network

Location of Work Main St

Cost of Construction \$ _____ Building Fee: _____

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: _____

Total: 30

Building (I1) _____ Plumbing (I5) _____ Electrical (I2) _____ Site Plan (U2) _____

Other tent

CBL: 27-6-1

Check #: 48235 Total Collected \$ 30

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy