

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that The IRIS Network

Located At 456 CONGRESS ST

Job ID: 2012-10-5126-SE

CBL: 027- G-001-001

has permission to 2012 17th Annual Awareness Walk DOE: 10/13

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

Code Enforcement Officer / Plan Reviewer

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

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

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

Director of Planning and Urban Development
Jeff Levine

Job ID: 2012-10-5126-SE

Located At: 456 CONGRESS ST

CBL: 027- G-001-001

Conditions of Approval:

Building

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

A separate permit is required for any temporary electrical work.

Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.

Fire

1. 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.
2. If the sides of the tents are to be enclosed at least two remotely located and marked exits shall be provided.
3. Fuel-fired heating equipment and propane tanks shall be installed outside of the tents and not within 5 feet of the tents or an exit discharge.
4. Cooking within the tents has not been reviewed and approved.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2012-10-5126-SE	Date Applied: 10/5/2012	CBL: 027- G-001-001	
Location of Construction: 456 CONGRESS ST / AKA MONUMENT SQUARE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS STREET PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: The IRIS Network- Lori Hutchins/ Jerry Tomchak	Contractor Address: 189 Park Avenue, Portland, Me	Phone: 415-2091 LH 518-5003 TT
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS	Zone: B-3
Past Use: City Park aka Monument Square	Proposed Use: Same: City Park – to erect 2 tents: 10’x10’ & 30’x40’ for special event on October 13, 2012	Cost of Work:	CEO District:
		Fire Dept: 10/12/12 <input checked="" type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>[Signature]</i> (58)	Inspection: Use Group: Type: <i>Temp</i> <i>IBC, 2009</i> Signature: <i>[Signature]</i>
Proposed Project Description: 2012 17th Annual Awareness Walk DOE: 10/13		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Brad		Zoning Approval	

<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 informatin 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"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>___ Maj ___ Min ___ MM Date: <i>10/9/12</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 Dist or Landmark</p> <p><input 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>Date:</p>
	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 appication 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

#Returns 10/5/12

(185)

2012-10-5126-SC

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>456 Congress Monument Square</i>		
Date of Set up/Event: <i>Oct 13, 2012</i>		Date of Breakdown/End of Event: <i>..</i>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <i>027 6001 001</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
<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"> Certificate of Flammability <i>←</i> 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). Company name of installer (contact info) <i>← Maine Bay Canvas</i> Plot Plan showing the following: <i>←</i> 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). <i>2 tents: 1) 30' x 40' 2) 10' x 10'</i> 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: <i>Lori Hutchins Kerry Tomchak</i> Address: <i>189 Park Ave, Portland 04102</i> Telephone: <i>415-2091 518-5003</i></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.

*10/5/12
rec'd*

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>[Signature]</i>	Date: <i>7/18/12</i>
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This is not a permit; you may not commence ANY work until the permit is issued.



PORTLAND MAINE

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Receipts Details:

Tender Information: Check , Check Number: 49272

Tender Amount: 30.00

Receipt Header:

Cashier Id: bsaucier

Receipt Date: 10/5/2012

Receipt Number: 49008

Receipt Details:

Referance ID:	8279	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-10-5126-SE - 2012 17th Annual Awareness Walk DOE: 10/13			
Additional Comments: 456 Congress			

Thank You for your Payment!

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

140.01/31.

Issued by

TOPTEC, INC.

1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

6/10/96

*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, CPAI84, 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.

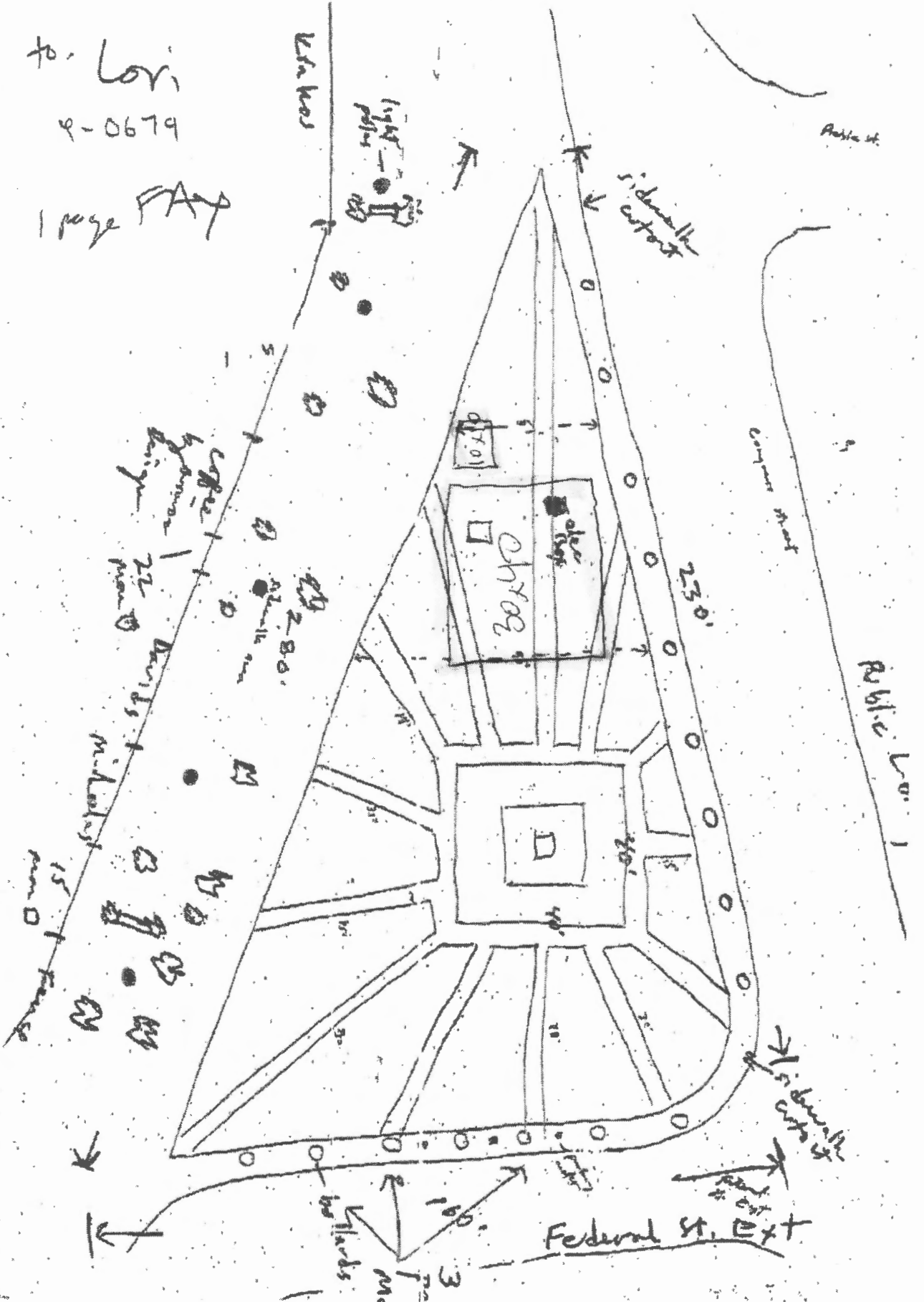
Name of Production Superintendent

MODEL TTE3030210

SERIAL # 961704DL

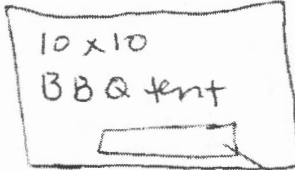
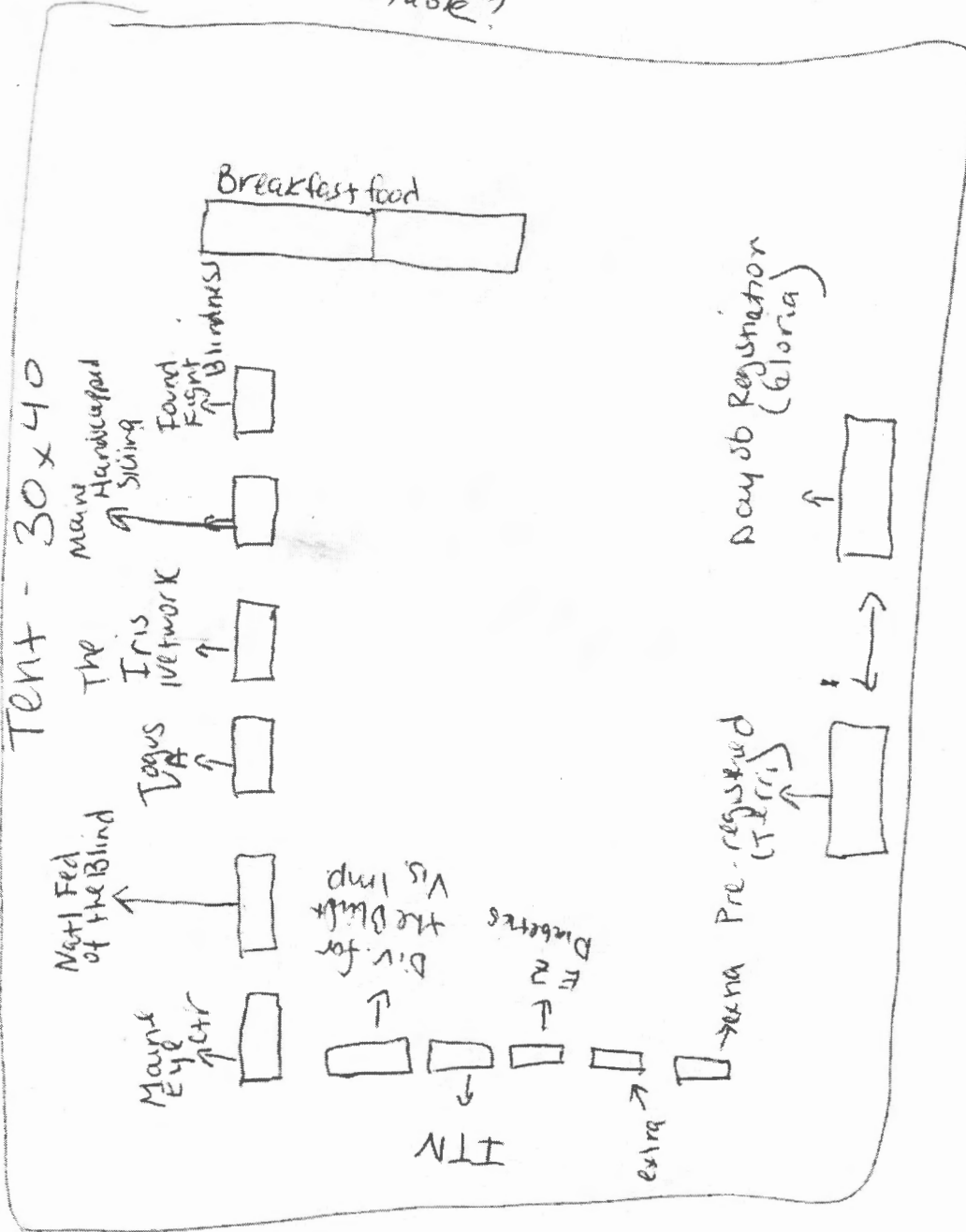
MAN 18,450 sq Feet

to. Lori
9-0679
1 page FAX



Stores/Restaurants

Tent - 30x40



- 2 rented grills
- Bruce + 1 TBD
- Lions Club food

food table?

Monument Square Statue

(not to scale)

library



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		1/17/12 revised: 7-18-12	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			TITLE Director of Donor Relations Development Director 415-2091 lhutchins@fusionplanning.com)					
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								
EVENT DAY & DATE(S)		Sat. October 13, 2012			RAIN DAY & DATE(S)		N/A			
EVENT START TIME (i.e. set-up start time)	5:00 AM		EVENT END TIME (i.e. when event cleanup is complete)	2:00 PM		ACTUAL START & END TIME OF EVENT		8:30 AM – 11:30 AM walk @ 9:30am		

EVENT NAME		EXPECTED ATTENDANCE
The 17 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. Route may be modified approx. 1.1 miles</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. LARGE TENT (free-standing / NO stakes) set up at the square. Need sandbags from the City TENT up at 5am... taken down by 2pm PA system set up.. A RADIO VAN will be on site playing music (the van needs a close parking spot—preferably on the bricks in Monument Square. ELEC needed. Some reserved parking spaces needed as well. Porta- Potties will be rented and 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?
Walkers will need to find their own parking – parking garages etc...
We do need about 4 reserved parking spots is possible for transport vans, etc. ALL of FEDERAL STREET EXT, except for the prime spot for the 100.9 "van/car". If possible on the bricks on Monument Square so he can attach all of his systems to our PA system.

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: 0		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 provided by City) 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 100.9	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: coffee, juice, water, donuts and muffins 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 ? 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	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? 4 "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 an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under 'Addl Insr,' or which merely states The City of Portland is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is \$400,000. Please have your insurance company fax a copy to Portland Recreation: 207-756-8279 or email 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 (Associated Septic, 799-1980, 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	1/17/12
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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	1/17/12
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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.

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: 9 hours use (5am-2pm)	\$ 320 DUE	Vest, Barricade, Cone Deposit: \$10 per/item	\$
Electricity: \$5per/hr – 4 hours	\$ 20 DUE	Public Space / Park Security Deposit: \$500	\$ 500 DUE
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	1-17-2012	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT

Brad Saucier - Tent Permit For The Iris Network

From: "Lori Hutchins" <lhutchins@fusionplanning.com>
To: <bjs@portlandmaine.gov>, <gg@portlandmaine.gov>, <ldobson@portlandmaine...>
Date: 7/26/2012 2:26 PM
Subject: Tent Permit For The Iris Network
CC: <TVM@portlandmaine.gov>, "Terri Tomchak" <TTomchak@theiris.org>
Attachments: TentEventApp.pdf; img035.jpg; Map of Monument Square.jpeg; Map of tent layout.jpeg

Hello,

On October 13, The Iris Network will be having their annual walk in Monument Square. Attached is the tent permit application, map of the inside and outside of the tent, and the certificate of flammability from the tent rental, Maine Bay Canvas (same tent as we used last year).

Please let me know what else you need from us at this time.

Thanks you all,
Lori

Lori Hutchins

Fusion Event Planning
207.415.2091
www.fusionplanning.com

Brad Saucier - RE: Tent Permit For The Iris Network... (SAT Oct 13)

From: Brad Saucier
To: Gayle Guertin; Lannie Dobson; Lori Hutchins; Ted Musgrave; Terri Tom...
Date: 7/30/2012 3:08 PM
Subject: RE: Tent Permit For The Iris Network... (SAT Oct 13)

OH Yes, this is the permit I am still waiting on the \$30 fee...

Brad Saucier

Administrative Assistant
Inspections Division
City of Portland
(207) 874-8703

>>> Terri Tomchak <TTomchak@theiris.org> 7/30/2012 2:58 PM >>>
It is 30 x 40 and we'll need either sandbags or cinderblocks.

From: Ted Musgrave [mailto:TVM@portlandmaine.gov]
Sent: Monday, July 30, 2012 2:47 PM
To: Lori Hutchins; Brad Saucier; Gayle Guertin; Lannie Dobson
Cc: Terri Tomchak
Subject: Re: Tent Permit For The Iris Network... (SAT Oct 13)

hi all -
this large 30x40 tent... (lori + terri... is that the size..?) ... is FREE - STANDING... (no tent stakes into the sidewalk or square, etc)
it is to go up on SAT early morning... come down SAT afternoon/evening

>>> "Lori Hutchins" <lhutchins@fusionplanning.com> 7/26/2012 2:25 PM >>>

Hello,
On October 13, The Iris Network will be having their annual walk in Monument Square. Attached is the tent permit application, map of the inside and outside of the tent, and the certificate of flammability from the tent rental, Maine Bay Canvas (same tent as we used last year).

Please let me know what else you need from us at this time.

Thanks you all,
Lori

Lori Hutchins

Fusion Event Planning
207.415.2091
www.fusionplanning.com

Gayle Guertin - RE: RE: Map of Tent for The Iris Network Event (Mon Square, Oct 13)

From: Ted Musgrave
To: Terri Tomchak
Date: 10/3/2012 1:38 PM
Subject: RE: RE: Map of Tent for The Iris Network Event (Mon Square, Oct 13)
CC: Inspections

sure thing -

Inspections Staff - pls c below....

REC has their CERT of INS....!!!! so pls note that for the Tent Application

>>> Terri Tomchak <TTomchak@theiris.org> 10/3/2012 12:25 PM >>>

Ted,

Can you forward the message below to Brad Saucier. I don't have his email address.

Thanks,

Terri

A check for \$30.00 was mailed for the tent permit. I received a call last Friday from the inspection department saying they would be returning the check and that they needed an updated map of the tent layout. Lori updated the tent layout on Tuesday. The check was re-mailed to you this morning with the updated tent layout.

Sorry about the confusion!

----- Original Message -----

From : Brad Saucier
To : Lori Hutchins;
Cc : Ted Musgrave;
Sent : 10/03/2012 11:52 AM
Subject : RE: Map of Tent for The Iris Network Event (Mon Square, Oct 13)

I think I may be missing important communications. I have NOT received the fee associated with this permit yet, therefore the tent/event permit hasn't even been entered yet! I've sent SEVERAL e-mails out and have not gotten anything back yet.

Brad Saucier

Administrative Assistant
Inspections Division
City of Portland
(207) 874-8703

Gayle Guertin - Fwd: Map of Tent for The Iris Network Event

From: Tammy Munson
To: support staff
Date: 10/3/2012 10:47 AM
Subject: Fwd: Map of Tent for The Iris Network Event
Attachments: img035.jpg; Tent Layout 2012.jpeg

>>> "Lori Hutchins" <lhutchins@fusionplanning.com> 10/2/2012 10:22 AM >>>

Hi everyone,

Attached is the updated tent 30x40 layout as well as the Certificate of Flammability (in case you didn't get it last time) for The Iris Network's Walk on October 13th.

Ted, who do I confirm with about the sandbags. Last year I had to call someone as well as included in the emails. Can you send me the name and number for this year please?

Please let me know if you have any questions.

Entrance

Lori Hutchins

Fusion Event Planning
207.415.2091
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2012

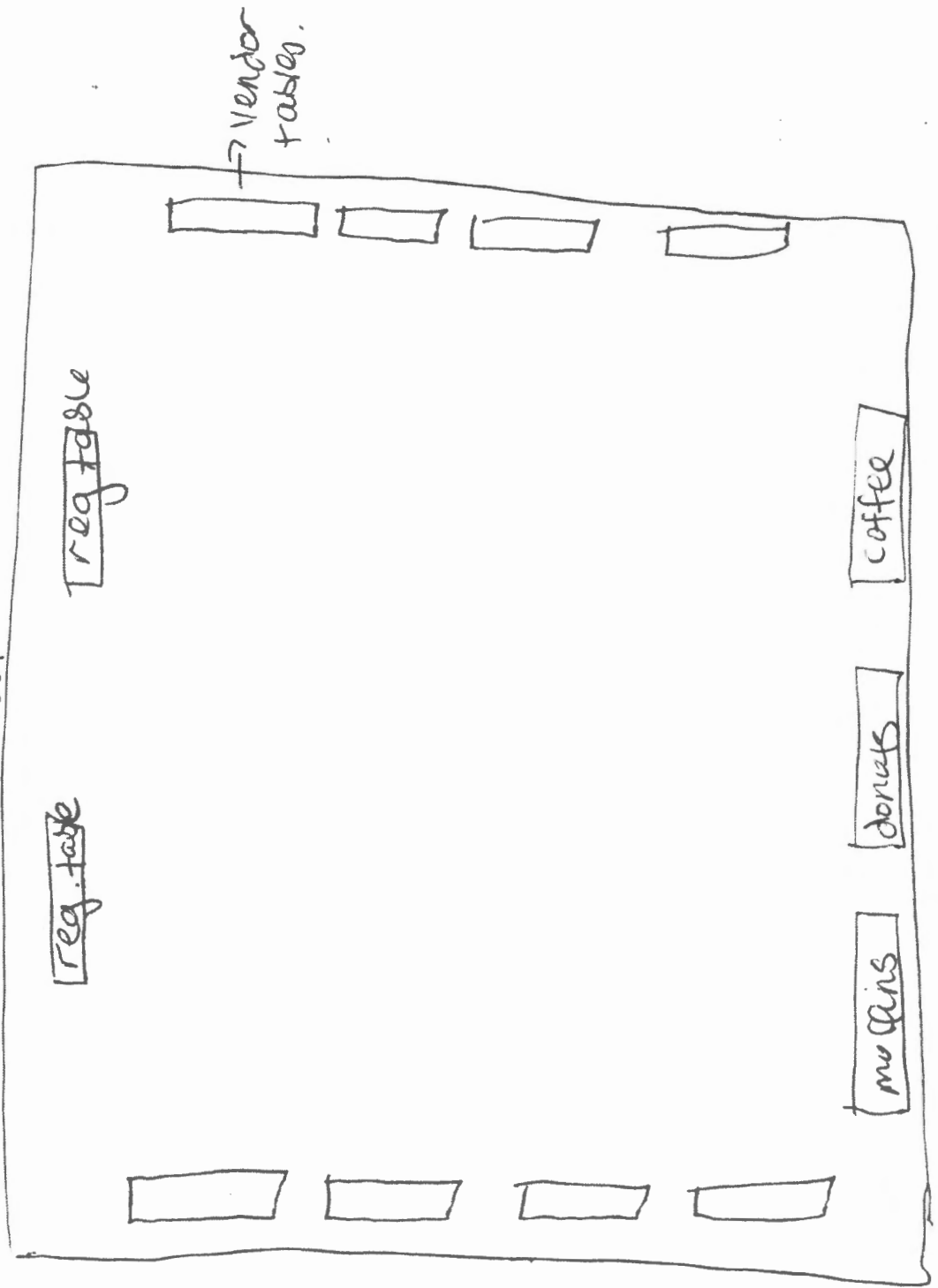
PT CRUISER

MONUMENT

Parking Spots



Entrance



Coffee shops + restaurants

library

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

140.01/31.

Issued by

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

Date Manufactured

8/10/96

*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, CPAI84, 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.

Name of Production Superintendent

MODEL TTE3030210

SERIAL # 961704DL