



November 11, 2013

Lannie Dobson
City Inspections
City Hall
Portland, ME 04101

Dear Ms. Dobson,

Portland's Downtown District requests your help with the 2013 Christmas Tree Lighting. We are requesting a stage permit for November 29, 2013.

This is the same exact stage and set up as last year's Tree Lighting.

Company	Bronson Stage Rentals
Contact	Rick Bronson
Location of Stage	Congress Street adjacent to Monument Square
Description	Modular Portable Performance Stage 24' x 20' stage base 25' x 21' aluminum roof Top of stage erected by tow truck
Entrance/Exit	No enclosure – can enter/exit on all four sides
Load in/Load out	On Monument Square

We truly appreciate your assistance with our request.

In addition, we do hope that the City Inspections office will come on board with the other City departments and support this event and waive all fees. Your generosity would be greatly appreciated. Thank you in advance for your help and response to our request.

Sincerely,

Rachel Irwin
Events and Marketing Manager

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