

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT

This is to certify that City of Portland

Located At 456 CONGRESS ST

Job ID: 2012-10-5270-SE

CBL: 027-G-001-001

has permission to Tree Lighting Ceremony w/ Stage 11/23/2012

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 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](mailto: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](http://www.portlandmaine.gov)

Director of Planning and Urban Development  
Jeff Levine

Job ID: 2012-10-5270-SE

Located At: 456 CONGRESS ST

CBL: 027- G-001-001

## **Conditions of Approval:**

### Building

1. The tent(s)/ stage must be removed at the end of the event.
2. A separate permit is required for any temporary electrical work.
3. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
  - a. 108.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code (IBC, 2009 MUBEC) as necessary to ensure public health, safety and general welfare.

### Fire

Installation shall comply with City Code Chapter 10.

All construction shall comply with City Code Chapter 10.

<http://www.portlandmaine.gov/citycode/chapter010.pdf>

### **Generic Tents**

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.

**City of Portland, Maine - Building or Use Permit Application**

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

Job No: 2012-10-5270-SE	Date Applied: 10/25/2012 23	CBL: 027- G-001-001	
Location of Construction: MONUMENT SQUARE / 456 CONGRESS ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS STREET PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: Portland's Downtown District - Jan Beitzer	Contractor Address: 549 Congress Street, Portland, ME 04101	Phone: 772-6828
Lessee/Buyer's Name:	Phone:	Permit Type: SPECIAL EVENT	Zone: B-3
Past Use: City Park - Monument Square	Proposed Use: City Park - to setup stage on Congress Street against Peoples United Bank curbs on Friday November 23, 2012 for Christmas Tree Lighting - break down same evening	Cost of Work:	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Prone</i>	Inspection: Use Group: Type: <i>Kap.</i> IBC, 2009 Signature: <i>[Signature]</i>
Proposed Project Description: Tree Lighting Cermony w/ Stage 11/23/2012		Pedestrian Activities District (P.A.D.)	

Permit Taken By: Lannie	<b>Zoning Approval</b>		
<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>	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan  <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK - 10/29/12</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied  Date:	<b>Historic Preservation</b> <i>W. [Signature]</i> <input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied  Date:
	<b>CERTIFICATION</b>		

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



2012-10-5270

# 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: Monument Square, Stage setup on Congress St against PEOPLES UNITED BANK CURB		
Date of Set up/Event FRIDAY, NOV 23 10 AM		Date of Breakdown/ End of Event FRIDAY, NOV 23 6:30 PM
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# 27          6            1	Property Owner: City	Telephone: 772-6828
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: PORTLAND'S DOWNTOWN DISTRICT 549 CONGRESS ST c/o JAN BOITNER 772-6828	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"> <li>Certificate of Flammability</li> <li>Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</li> <li>Company name of installer (contact info).</li> <li>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 &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li>If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00</li> </ol> <p>Who should we contact when permit is ready: <u>WILL ETHRIDGE</u> Address: <u>549 CONGRESS ST</u> Telephone: <u>772-6828</u></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.		

RECEIVED  
OCT 23 2012  
Dept. City Parks & Public Space  
Printed

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](http://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>WILL ETHRIDGE</u>	Date: <u>10/19/12</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  
APPLICATION  
CONCERN No.

F-06901

ISSUED BY

HERCULITE PRODUCTS, INC.  
PO BOX 435  
EMIGSVILLE PA 17318

Date Work Performed

5/19/09

-000-0000

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflamable).

FOR TRI VANTAGE, LLC AT 2937 WEST 25th STREET  
CITY CLEVELAND STATE OHIO 44113

Certification is hereby made that: (Check "a" or "b")

(a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used \_\_\_\_\_ Chem. Reg. No. \_\_\_\_\_

Method of application \_\_\_\_\_

(b) The articles described on the reverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

Trade name of flame-resistant fabric or material used REINFRCD VINYL Reg. No. F-06901

The flame Retardant Process Used WILL NOT Be Removed By Washing  
(will or will not)

PETER COHEN  
Name of Production Superintendent

By STEPHANIE MUMMERT, Q C MANAGER  
Title

We hereby certify this to be a true copy of the original "CERTIFICATE OF FLAME RESISTANCE" issued to us, "original copy" of which has been filed with the California State Fire Marshal.

TRI VANTAGE, LLC

By Thuy R. Bill

Control/lot # \_\_\_\_\_

Quantity 50.000 YD

Customer order # MARK

Description WEBLON CP2707-62 PORTLIGHT RED

Vantage, LLC Invoice # 39143403

Product Code 857207

MAINE AWNING & CANVAS  
404 ELM ST  
NEWPORT

ME 04953



**CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT**  
**PUBLIC PARK & SPACE PERMIT (5 pages)**  
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101  
 207-756-8275 ~ Fax 207-756-8279  
 tvn@portlandmaine.gov

<b>TODAY'S DATE</b>	9-10-2012	<b>ORGANIZATION NAME</b>	Portland's Downtown District				
<b>ORGANIZATION ADDRESS</b>	549 Congress Street	<b>CITY</b>	Portland	<b>STATE</b>	ME	<b>ZIP</b>	04101
<b>CONTACT NAME(S)</b>	Jan Beitzer Will Ethridge		<b>TITLE: Executive Dir. Marketing Dir.</b>				
<b>HOME #</b>	772-6828	<b>CELL</b>	210-2411	<b>FAX</b>	774-4640		
<b>EMAIL</b>	jbeitzer@portlandmaine.com		<b>EMAIL</b>	will@portlandmaine.com			

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Congress Street (Preble Street to Elm Street) Federal Street Ext. Monument Square				
<b>EVENT DAY &amp; DATE(S)</b>	Friday, November 23, 2012 (Tree Lighting Ceremony) Fridays, Saturdays, and Sundays: November 24, 25, 30 December 1, 2, 7, 8, 9, 13, 14, 15, 16, 21, 22, 23, 2012.		<b>RAIN DAY &amp; DATE(S)</b>	None	
<b>EVENT START TIME</b> (i.e. set-up start time)	See below	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	See below	<b>ACTUAL START &amp; END TIME OF EVENT</b>	5:30pm – 6:45pm (Tree Lighting Ceremony)

<b>EVENT NAME</b>	<b>EXPECTED ATTENDANCE</b>
Light Up Your Holidays Festival and Tree Lighting Ceremony in Monument Square	1000-2000

**DESCRIPTION OF EVENT:**

On Friday, November 23, 2012, from 5:30 – 6:45pm, there will be the traditional tree lighting ceremony in Monument Square and on Congress Street (with stage, entertainment and vendors). The ceremony is held rain, shine or snow.

**For the 6th year in a row, organizers have asked that they be allowed to place a 20x24' stage on Congress Street (between Preble and Elm Street) that would face out to Monument Square. This would necessitate the closing of that section of Congress Street to vehicular traffic from 9am to 9pm, Friday, November 23.**

For crowd control, the tree lighting ceremony will also necessitate closing Federal Street Extension to vehicular traffic (from 3 – 7pm) and posted "no parking" 2pm - 7pm. Vendors will be set up on the sidewalks and on Monument Square (they will also be parked on Federal Street Ext.).

This festival area is to include Congress Street (Preble to Elm Street) and all of Monument Square, Federal Street Ext., and the nearby sidewalks (One City Center sidewalk area and Monument Way), from Center Street to Temple Street, and both sides of Congress Street in that area.

Also on the evening of Friday, November 23, horse-drawn wagon rides will begin downtown, **3-8pm** (pick up and drop off location: Monument Square). Wagon rides will continue Fridays, Saturdays, and Sundays: **November 24, 25, 30 December 1, 2, 7, 8, 9, 13 (Merry Madness), 14, 15, 16, 21, 22, 23, 2012.** The festival area for these events is to include **Monument Square, One City Center sidewalk area and Monument Way.** Festival time for the horse-drawn wagon rides will run from approximately: **Fridays: 4pm – 8pm; Saturdays: 2pm – 6pm; Sunday: 1 – 5 pm. These rides are free to the public.**

Police assistance is needed for the closing of Congress Street (during the Tree Lighting Ceremony).

<b>IS THERE A REGISTRATION FEE?</b>	No	
<b>IF YES, HOW MUCH?</b>	<b>FEE</b>	\$
	<b>STUDENT FEE</b>	\$



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

Parking at area lots and garages and on street.

**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 <b>canopy(s)</b> ? (canopy is 10x10 size) How many:		X	
* Do you wish to set up a <b>tent(s)</b> ? a canopy or tent larger than 10x10 needs to be approved	X OVER STAGE		
* Will you be setting up <b>tables and/or chairs</b> ? How many tables: chairs:	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: <b>stage on Congress Street</b>	X		
* Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? (If so, you will need approval from Recreation) List food and drink: A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged).			X
* Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.)?			X
* Are you setting up a <b>PA (sound) system</b> ? Are you planning on having <b>Amplified Music</b> ? <b>Yes</b>	X		
* Will your event require <b>electricity</b> ? Electricity is available at some of the parks & squares	X		
* Are you planning on bringing a <b>Grill for a Barbecue</b> ?		X	
* Will the event require <b>reserved parking spaces / parking meters</b> ? How many? <b>6</b> "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
* Will your event need <b>safety vests, signs, barricades and/or cones</b> ? 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 <b>street closures</b> ? (Please be specific under "Description of Event")	X		
* Will your event require <b>Police</b> assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	X		
* Will your event require <b>Fire/EMS</b> assistance?	X - DELIVER SANTA		
* Will your event require <b>porta-restroom</b> 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 <b>banner over the street</b> 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: tvn@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.

**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!



**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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>WTE</b>	<b>DATE</b>	9/10/12
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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.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>WTE</b>	<b>DATE</b>	9/10/12
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## CONDITIONS FOR USE:

**Portland City Council has declared your event a festival, granted approval for the closing of streets, and has authorized waiver of permit fees as well as other fees from City Departments (assistance from City staff shall also be in-kind).**

### RECREATION FEES / INSURANCE:

**Fees:** City Council has waived fees and approved city department in-kind services.

**Security Deposits:** N/A

**Insurance:** Thank you for already forwarding a certificate of insurance to the Recreation Office.

### USE OF THE STREETS:

For the large stage to be placed on the street, you have permission to use both lanes of Congress Street for the Tree Lighting Ceremony (i.e. Congress Street will be barricaded to traffic at Brown Street and at Elm Street, and Center Street will be barricaded to traffic at Free Street, and traffic coming up Preble Street may only take a right onto Congress Street – to travel away from the festival zone). Police would also have the option of closing down Preble Street (at Cumberland Ave.) if necessary (so that no traffic comes up Preble Street during the Tree Lighting Ceremony).

Orange cones, placed on the left side coming up Preble Street, will detour traffic over to the right lane of Preble Street.

Federal Street Ext. will also be closed for the Tree Lighting Ceremony (3pm – 7pm). This street will also be reserved for press parking (TV Stations) and the Dunkin Donuts Truck.

Please try to have adult volunteers (or security staff), wearing safety vests, staffing these sets of barricades (while the street is closed). The Police Dept. has ok'ed just barricades (with no staff present) during the setup of the stage (9am – 5pm).... However, it would be helpful to have volunteers or staff at these street closures during the day.

Police will staff the major intersections (Brown Street, Elm Street) at 5pm through the event (7pm). Police will check in with organizers at around 4:30pm. Volunteers will need to staff barricades for the break down of the stage.

Please confer with the Police Dept. (Sgt. Troy Bowden, 874-8554, or Capt. Vern Malloch, 874-8548) regarding the street closures and use of volunteers, etc. You may be granted permission to keep Center Street open (so that cars reaching the top at Congress Street would be allowed to turn left. There is a traffic sign there that states "No Left Turn," so this sign would need to be bagged for the day. (You also may need to place a volunteer there to wave cars to the left.)

## **USE OF 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 vendors (a few days before) to inform them of your event in the square (and that city council has declared your event a festival and that the square is part of the festival grounds, so that they would need to relocate their vending area out of the festival grounds). A hot dog vendor usually sets up close to Federal Street Ext.

You have permission to drive delivery trucks up onto the square if need be, but the truck must only park there for loading and unloading purposes.

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.

## **USE OF CITY STREETS AND FEDERAL STREET EXT. (FOR WAGON RIDES):**

You have permission to run wagon rides on Portland city streets. Please contact the City Clerk's Office, Alexandra Murphy, 874-8557, about any licenses that may be needed.

The wagons may unload and load up on Monument Square (if need be), by using the sidewalk cutout at the Federal Street Ext. & Congress Street. To reserve some parking meters on Federal Street Ext., please procure "No Parking" signs from Carol Merritt at Public Services, 874-8822.

## **INCLEMENT WEATHER / CANCELLATION OF EVENT:**

Should there be a snowstorm which poses a public safety concern, please consult with city staff: PS's Dispatch, 874-8493; and the on-duty Police Shift Commander, 874-8555 (or Dispatch: 874-8574). Please alert your city contacts if the event is being cancelled.

## **POLICE: (PARKING CONTROL OFFICERS)**

Please call Sgt. Troy Bowden, 874-8554, (or Capt. Vern Malloch, 874-8548) to discuss Police assistance and where volunteer flaggers would be posted. Police Officers (2) will arrive on site at 4:30pm, staying until around 7pm.

Parking Control Officers (874-8884) may assist at some of these intersections. Your Police Dept. contact will inform you if they are needed.

Please staff barricades.

Please call the Shift Command: 874-8555 and Police Dispatch: 874-8574 or 8575, on the morning of November 26 to remind them of the closing of Congress Street (Preble/Brown to Elm) for the entire day (9am – 9pm).

## **PUBLIC SERVICES - BARRICADES:**

Public Services (Tom Higgins / Maynard Sprague: 874-8493, 8460) will arrange for barricades to be dropped off at intersections; your volunteers will need to set these into place and dismantle them. Please remind Tom about orange cones that are needed up the side of Preble Street (to divert traffic coming up Preble Street to the right lane).

Please confer with Tom / Maynard regarding exact locations for barricades (after conferring with the Police Dept.).

If you need orange vests for your event marshals (volunteers), please call the Recreation Office, 756-8275, as they can loan out a few. There is \$10 per vest security deposit required.

## **PUBLIC SERVICES – RESERVING PARKING SPACES ("NO PARKING" SIGNS):**

To reserve parking meters (to reserve parking spaces along Congress Street/Federal Street Ext./Brown Streets – the corners at Congress Street), please contact Carol Merritt at Public Services, 874-8822 (Tom Higgins may also be able to provide you with these).

## **CITY CLERK'S OFFICE - TEMPORARY FOOD SERVICE LICENSE / CONCERT LICENSE:**

For food to be given away or sold at the event, please contact the City Clerk's Office, 874-8557 (Alexandra Murphy), for a temporary food service license. Please procure a concert license from the Clerk's Office. If non-food items are being sold, please procure a "street goods vendors license" for each vendor or table, etc.

Please inquire about a possible license needed for the Haywagon Rides.

## **INSPECTION SERVICES / STAGE PERMIT / BUILDING PERMIT / FOOD SERVICE: 874-8693, 8701, or 8703**

Small free-standing 10x10 canopies do not need a tent permit. Please use canopies on the square (if need be).

Please speak to Inspections about the covering over the stage area, as you may need a permit for this.

The area for your performance stage is on Congress Street (Bank side of the street). You have permission to set up the stage in the street, given the following:

Please contact Inspection Services to apply for a stage permit.

Please make sure barricades and volunteer or security staff are at the Congress Street intersections.

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

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

**FIRE DEPT. ASSISTANCE:**

Please contact Central Fire Station (874-8400) to discuss the Fire Truck delivering Santa.

**ELECTRICITY / LIGHT SWITCH / CITY ELECTRICIAN:**

Electricity for the Tree Lighting Ceremony will come from the black box at Monument Square. Please make sure that you have followed up with Bob Leeman/Kathy Alves or their associates (City Public Buildings Dept., 874-8892) or Tom Higgins regarding power at the box. The oversize switch (the candy cane) to turn on the tree lights – will be used.

To alleviate the tripping hazard to the public, make sure that any cords in the public way are either covered with rugs, taped down to the sidewalk area, or orange cones placed on top of the cords.

If it were raining out, we would ask that you not use electricity to power the PA system, unless all components and connections are under cover and protected from the elements.

**PORTA-RESTROOMS:**

The Public Library has agreed to stay open until 6pm that night, so those bathrooms will be available. The public bathroom facilities at the new METRO waiting station (Elm Street) may be available for use as well. Please contact METRO for more information.

**PUBLIC SERVICES – TRASH:**

Please make sure you touch base with Tom Higgins regarding trash disposal needs.

**NOTIFICATION:**

I have forwarded a copy of this permit to Bus Companies, to alert them to the street closures on November 26.

I have also forwarded a copy to Bank, the manager of the small parking lot just before the Monument Square Parking Garage (please keep in mind, that parking lot is privately owned and should not be used by your event staff/volunteers, etc.), and other businesses in the Monument Square area.

Please remind Monument Square businesses of your event.

Please also alert the Preble Street businesses as well.

Please ask Portland Newspapers to run an article alerting the public to the Congress Street closure.

Please remember that there is the annual Thanksgiving Day Road Race taking place on Nov. 25. The start & finish line area for this race is the Monument Square, Federal Street Ext.. Congress Street area.

<b>TOTAL AMOUNT(S) DUE TO RECREATION</b> (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:	<b>\$ waived</b>	Vest, Barricade, Cone Deposit: \$10 per/item	<b>\$</b>
Electricity: \$5per/hr	<b>\$</b>	Public Space / Park Security Deposit:	<b>\$</b>
Key Deposit: \$50 per key	<b>\$</b>	Other (Porta-Restroom User Fee, etc.)	<b>\$</b>

**PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.**

<b>FOR OFFICE USE ONLY</b>							
DATE REC'D APPLICATION	9-20-2010	DATE REC'D INSURANCE	6-2-2010	PERMIT FEE AMT REC'D	<b>\$ waived</b>	SECURITY DEPOSIT	<b>\$ N/A</b>
PAYMENT TYPE							

Bronson Stage Rentals, LLC

PO Box 621

Bangor, ME 04402

Contact Name: Rick Bronson

Telephone: (207) 942-4531

Brown Street

Preble Street

Elm Street

Peoples United Bank

Portland Public Library

SIDEWALK

VIP

28' x 20' stage

WPXT

WPME

WHOM

CONGRESS STREET

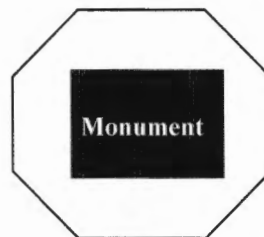
SIDEWALK



Power box



Sound



Monument

Dunkin Donuts vehicle

FEDERAL STREET EXTENSION

Public Market

Spartan Cafe

Davids

Shays

Cobblestones

Others!



*Michelle Hansen*

## Lannie Dobson - Re: Fwd: Fee Waiver Christmas/ Holiday tree lighting

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**From:** Tammy Munson  
**To:** Lannie Dobson  
**Date:** 10/25/2012 8:44 AM  
**Subject:** Re: Fwd: Fee Waiver Christmas/ Holiday tree lighting

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Please print and place with the permit.

>>> Anita LaChance 10/25/2012 8:43 AM >>>

Yes, this is covered in the downtown district's operating agreement with the City.

>>> Tammy Munson 10/25/2012 8:41 AM >>>

Are these fees waived?

>>> Lannie Dobson 10/25/2012 8:30 AM >>>

We are in receipt of the stage and event permit for the tree lighting ceremony. Are the fee's waived as in the past? Thank you, Lannie Dobson