



September 27, 2010

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Lannie Dobson  
City Inspections  
City Hall  
Portland, ME 04101

Dear Ms. Dobson,

Portland's Downtown District requests your help with the 2008 Holiday Tree Lighting. We are requesting a stage permit for November 26, 2010.

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

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

Kind Regards,

Elise Loschiavo  
Special Events and Public Relations Manager