

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that CITY OF » PORTLAND

Located At 350 CONGRESS

Job ID: 2011-08-1941-SE

CBL: 028 - - B - 001 - 001 - - - -

has permission to Erect 20' x 20' tent w/10' x 20' stage inside
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**

[Handwritten signature and date 8/15/11]



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: 2011-08-1941-SE

Located At: 350 CONGRESS

CBL: 028 - - B - 001 - 001 - - - -

Conditions of Approval:

Fire

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.



2011081941

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.

RECEIVED

Location/Address/Park of Installation: Lincoln Park

Date of Set up/Event: 8/27/11 Date of Breakdown/ End of Event: AUG 8 2011
8/27/11

Tax Assessor's Chart, Block & Lot Chart#: 028 B 001 Property Owner: City of Portland Telephone: Dept. of Building Inspections City of Portland Maine

Lessee/Buyer's Name (If Applicable): _____ Applicant name, address & telephone: Picnic LLC Fee: \$30.00
Noah DeFilippis 6 Free St 04101 207-415-6174 B-3

The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.

1. Certificate of Flammability
2. Letter of approval from property owner. rec
3. Company name of installer (contact info).
4. Plot Plan showing the following:

20' X 20' ST Canopy
8' X 12' stage

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: Noah DeFilippis
Address: 6 Free St 04101 Telephone: 207-415-6174

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.

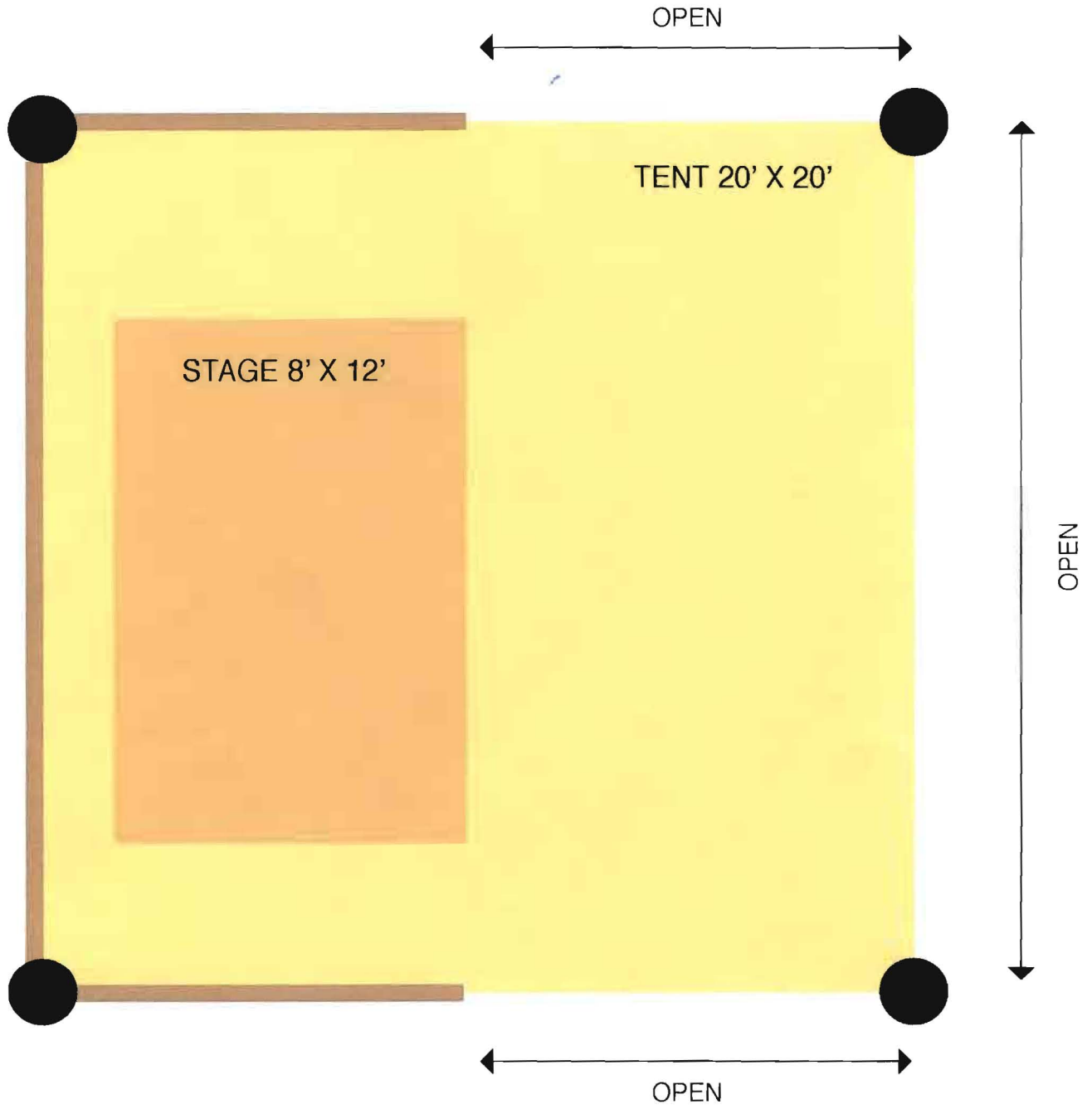
I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, 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: [Signature] Date: 8-8-11

This is not a permit; you may not commence ANY work until the permit is issued.

TARP: WILL GO DOWN TO GROUND

TENT WEIGHTS





CERTIFICATE OF LIABILITY INSURANCE

OP ID: RR

DATE (MM/DD/YYYY)

07/06/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

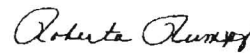
| | | | | |
|--|--|---|--|----------------------------|
| PRODUCER Turner Barker Insurance 160 Preble Street Portland, ME 04101 Roberta Rumpf | | 207-773-8156 207-773-6647 | CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: PINECON | FAX (A/C, No): |
| INSURED Pine Cone & Chickadee LLC Noah Defilippis 182 Whitney Avenue Portland, ME 04102 | | INSURER(S) AFFORDING COVERAGE INSURER A : MMG Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : | | NAIC # |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY | X | | BOUND | 05/31/11 | 05/31/12 | EACH OCCURRENCE \$ 1,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE \$ |
| | EXCESS LIAB | | | | | | AGGREGATE \$ |
| | DEDUCTIBLE | | | | | | \$ |
| | RETENTION \$ | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | WC STATU-TORY LIMITS OTH-ER ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below |
| | | | | | | | E.L. EACH ACCIDENT \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City of Portland is named as additional insured RE: Picnic Music & Arts Festival at Lincoln Park August 27, 2011

| | |
|---|--|
| CERTIFICATE HOLDER CITYP01 City of Portland 389 Congress St Portland, ME 04101 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|---|--|

COPY

Certificate of Flame Resistance

REGISTERED
FABRIC
NUMBER

F-14D.01

ISSUED BY
JOHNSON OUTDOORS INC.
BINGHAMTON, NEW YORK 13902
*Manufacturers of the Finest
Tent Products Described Herein*

Date of Manufacture

Dec. 1997

This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

NAME: A PLUS PARTY RENTAL

CITY: SCARBOROUGH

STATE: ME

Certification is hereby made that:

The articles described on this certificate have been manufactured with an approved flame retardant chemical in compliance with California State Fire Marshal Code, NFPA-701*, Underwriters Laboratory of Canada, and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43006G.

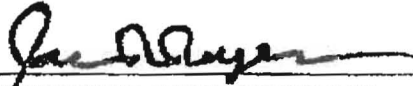
Type, color and weight of material: 15oz Vinyl White Blockout

Description of item certified: ~~2000~~ 2pc EUREKA FRAME SYSTEM

**Flame Retardant Process Used Will Not Be Removed By Washing And
Is Effective For The Life Of The Fabric**

Snyder Manufacturing, Inc.

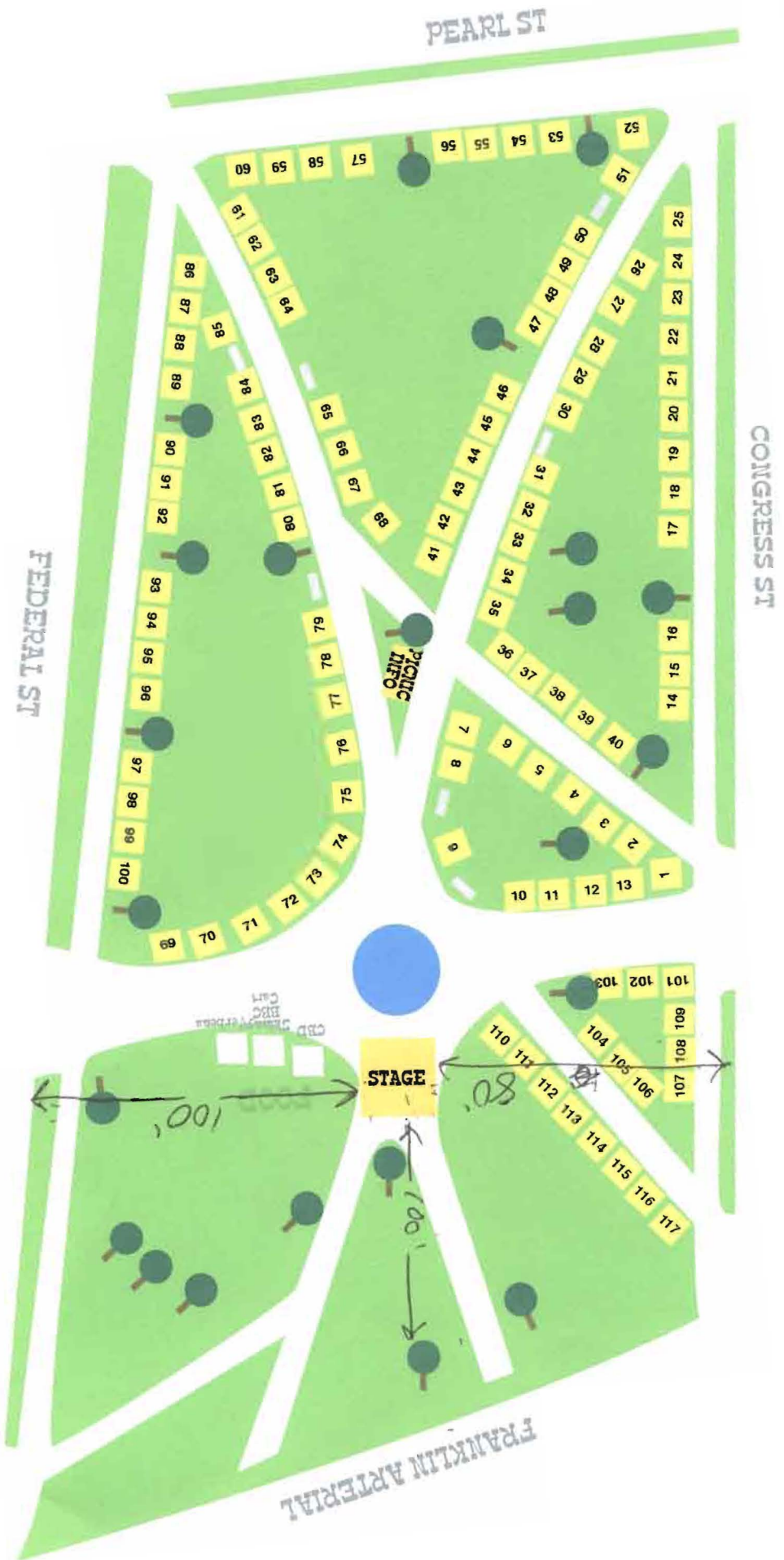
Manufacturer of Flame Retardant Vinyl Laminates


TENT DEPARTMENT, JOHNSON OUTDOORS INC.

*Large Scale

For: Delipppis Nook Event
08/22/11

Lincoln Park



Order 177-10/11

Passage: 8-0 4/4/11 (Anton absent)

NICHOLAS M. MAVODONES (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
CHERYL A. LEEMAN (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

JOHN R. COYNE (5)
JOHN M. ANTON (A/L)
DORY RICHARDS WAXMAN (A/L)
JILL C. DUSON (A/L)

**ORDER DECLARING "PICNIC MUSIC & ARTS FESTIVAL"
IN LINCOLN PARK**

ORDERED, that PICNIC is authorized to use Lincoln Park on August 27, 2011 for a free event to showcase emerging artists' work and live music performances from local bands to the public and declaring such use as a Festival; and

BE IT FURTHER ORDERED, that the festival area (Lincoln Park itself and the abutting sidewalks) will also be closed to street artists pursuant to Section 19-17 of the Portland City Code and is reserved for the use of PICNIC for the purpose of conducting the music festival, subject to the direction and control of the City Manager; and

BE IT FURTHER ORDERED, that reserved parking is needed on Federal Street (beside Lincoln Park); and

BE IT FURTHER ORDERED, that the City Manager is authorized to issue a revocable permit under Section 25-27 of the Portland City Code subject to the following conditions:

- (1) PICNIC shall defend, indemnify and hold the City harmless from and against all claims arising out of activities during said event, and shall take out and maintain public liability insurance coverage in the amount of at least \$400,000 combined single limit for personal or bodily injury, death, or property damage for said purposes. This insurance certificate will also list the City of Portland as an additional insured in regard to the "PICNIC Music and Arts Festival" activities; and
- (2) Under no circumstances may alcoholic beverages be sold or consumed on the streets or public property of said area during said festival; and
- (3) PICNIC shall reimburse the City Departments for applicable permit fees, services, licenses, and materials for said Festival; and
- (4) PICNIC shall take steps to ensure any and all public announcement (PA) and other

speakers or amplifiers used to amplify music or other sound, be maintained at a reasonable level and be configured by organizers to create the least amount of noise disturbance to area residents; and

- (5) PICNIC agree to leave a Noise Control Security Deposit (amount determined by the Director of Recreation) on file at the Recreation office; and
- (6) PICNIC shall be solely responsible for trash cleanup at the festival and shall be required to leave a Park Security Deposit (amount determined by the Director of Recreation) on file at the Recreation office; and
- (7) PICNIC shall have the sole authority over participating vendors at the event and may charge a fee to vendors for the opportunity to vend at the Festival; and
- (8) Conditions for use of grounds and requirements for food service, vending sales, concert licensing, tent and stage installations, and other items specified in a permit issued from Recreation, shall be adhered to.

BE IT FURTHER ORDERED, that the City Manager is also authorized to issue such other temporary licenses, including licenses for food service establishments, as may be required by the Portland City Code, provided that all other applicable requirements of said code have been met regarding the operation of this event.



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 | 8-18-2010 | ORGANIZATION NAME | Picnic LLC | | | |
| ORGANIZATION ADDRESS | 182 Whitney Ave | CITY | Portland | STATE | ME | ZIP |
| | 04102 | | | | | |
| CONTACT NAME(S) | Noah DeFilippis, Amy The | TITLE | co-founders | | | |
| HOME # | | WORK | | CELL | 415 6174 | FAX |
| EMAIL | picnicportland@gmail.com | | EMAIL | ndefilippis@maine.rr.com | | |

| | | | | | |
|--|--|---|------|----------------------------------|-------------|
| PARK AREA OR PUBLIC SPACE REQUESTED | Lincoln Park... some parking spaces nearby | | | | |
| EVENT DAY & DATE(S) | Saturday, Aug 28 2010 | RAIN DAY & DATE(S) | NONE | | |
| EVENT START TIME (i.e. set-up start time) | 8am | EVENT END TIME (i.e. when event cleanup is complete) | 8pm | ACTUAL START & END TIME OF EVENT | 11am to 6pm |

| EVENT NAME | EXPECTED ATTENDANCE |
|---|---------------------|
| Picnic Music+Arts Festival (3 rd annual) | 500 |

DESCRIPTION OF EVENT: Please be specific regarding **area of public space/park** and describe Event in detail.

100+ vendors. Crafters and artists will be selling handmade products in a variety of materials. Canopies and tables will be set up on the grass so that attendees may use the sidewalks areas to view merchandise. Shoppers can expect clothing, jewelry, prints, accessories, bags, dolls, paper goods, housewares, fine art, vintage goods, bicycles, records, and much more.

The event will also feature live music at a small stage (from approx. Noon – 5:30pm). Generators will provide power for the bands/PA system.

2 food vendors (Skinny BBQ + Verbina) will be in the park selling food.

Organizer will also provide 4 porta-restrooms.

| | | |
|------------------------------|-------------|-------|
| IS THERE A REGISTRATION FEE? | yes | |
| IF YES, HOW MUCH? | FEE | \$ 85 |
| | STUDENT FEE | \$ |

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
We will need some reserved parking along Federal St, beside the park

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: maybe 50 | 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): 20 x 20 (FREE STANDING) no stakes in the ground/sidewalk Exact Location(s) of Tent Placement Requested: by fountain 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: 100+ chairs: 140+ | 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: small stage | X | | |
| * | Will there be refreshments at the event? Yes (non-alcoholic) Do you wish to sell food ? yes (If so, you will need approval from Recreation) List food and drink: sandwiches, wraps, ice cream, lemonade, water 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 | Skinny BBQ + Verbina | |
| * | Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: clothing, jewelry, prints, accessories, bags, dolls, paper goods, housewares, fine art, vintage goods, bicycles, records | X | | |
| * | Are you setting up a PA (sound) system ? yes 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). | 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 ? 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? 10 "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: no parking signs, cones 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 street, or parade would typically require police assistance. | | 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: 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, unless all connections and equipment are 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 – across from 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, 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 | ND | DATE | 2/1/10 |
|---|----------------------|-----------|-------------|---------------|

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 | ND | DATE | 2/1/10 |
|---|----------------------|-----------|-------------|---------------|

CONDITIONS FOR USE

Portland City Council has declared your event a festival. As such, you have permission to invite vendors into the festival zone (Lincoln Park) to sell goods and artwork, invite food vendors to participate, as well as hold an extended amplified, musical concert at the park, given the policies above and the conditions for use below are adhered to.

RECREATION FEES / PARK SECURITY DEPOSIT / INSURANCE:

PERMIT FEE: Thank you for forwarding the permit fee (\$425 based on 12 hours use) to the Recreation Office. Please keep in mind for future years, that a credit card (Visa or Mastercard) may also be used.

There are fees due to other city departments (license, tent permit, "no parking" signs, staff assistance, etc).

PARK SEC DEP: Thank you for already forwarding the \$500 park security deposit. A credit card (Visa or Mastercard) may be used. You would forfeit the sec dep should the park not be left as was found, or conditions for use not adhered to.

INSURANCE: Thank you for already forwarding a certificate of insurance to the Recreation Office: fax - 756-8279. 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 GROUNDS:

You have permission to use Lincoln Park (grass areas, sidewalk areas) and also the Congress Street, Pearl Street, and Federal Street sidewalk areas that run beside the park.

All entrances to the park should be open and available to the public.

You have permission to drive large trucks and delivery vehicles in to the park (through the wide gates at Congress Street – corners of park), however, vehicles must stay to the sidewalk areas and not drive on the grass. Other driveable access points to the park may also be available (vehicles must stay to the sidewalk/hardscape areas – and not drive on the grass).

"No Parking" signs: Recreation will give you 5 signs for free. You have permission to reserve 10 or more parking spaces on Federal Street / Congress Street. Those additional signs are \$10 each.

You have permission to set up tables, canopies, and booths on grass areas (so that foot traffic stays to the sidewalk areas).

You have permission to hold a concert at the park, given a license is issued from the Clerk's Office.

You have permission to place a small stage (and PA system) on the concrete area near the fountain. You may also place it on the grass area towards the south-east end of the park.

You have permission to set up a 20x20 free-standing tent over the stage (pending a tent permit issued).

You have permission to park a generator and vehicle on Federal Street – in a parking space.

You have permission to create and assemble art sculptures and works of art under the stipulations that grass and ground areas are not damaged (please cover the grass with tarps if you or artists are painting, etc.).

You also have permission to have concession tables where items would be sold, given the appropriate City Clerk's licenses are applied for and issued.

The organizer is ultimately responsible for trash cleanup at the park and surrounding areas.

You may decorate the park (tie balloons and banners to the fence, etc.) but please do not nail anything to trees.

You also have permission to have food vendors at the park, given a TFSL is issued by the Clerk's Office.

The fountain at Lincoln Park will not be working during the time of your event.

If it were a hard rain on the day of the festival (or leading up to the event), Park Managers may require that all activities stay to the hardscape areas (and that the grass areas not be used at all).

The city takes no responsibility for items on city property.

MARKING OF GROUNDS (FOR VENDOR LOCATIONS, ETC.):

Please make sure that sidewalk chalk is used to mark out where the tables, etc. are to be placed. Do not use spray paint. Tape on the sidewalk can also be used (and on the grass, short wooden signs can be pounded into the ground). If the markings stay for more than a few rain storms, you would be responsible for removing the markings. If city staff remove the marks, organizers are responsible for covering the cost of staff time and materials.

CITY CLERKS OFFICE MUSIC + SELLING OF FOOD.... AND NON-FOOD ITEMS:

For vendors to be in the park and food to be given away or sold at the festival, you must procure a temporary food service license from the City Clerk's Office (Alexandra Murphy, 874-8557). An inspector will be on site in the morning hours to inspect the food vendors. If you have any questions about food service, please speak to the Inspections Div. 874-8693.

For amplified music at the park, a concert license needs to be issued (one license ap will take care of all the music – but list the various music bands, etc, on the application). Please apply for the license in the very near future. Thank you for making arrangements for an alternate power source, as there is no electricity in the park. A concert license does not give you permission to create a noise disturbance. If neighbors complain, police will respond accordingly.

For selling of non-food items to take place in the park, a street goods vendors license must be issued to each vendor (and positioned on the table on site at the festival). As organizer of the event, it is your responsibility to compile all the license applications from the various vendors and produce those (and the appropriate fees) to the Clerk's Office for processing. Please make sure that these license aps are at the Clerk's Office in the very near future (before Aug. 23).

USE OF BARRICADES:

There should be no need for barricades. If needed, you may call the Public Services Dept. (874-8493) to inquire if some can be dropped off at the park (you may need to cover the cost of staff time for this service).

For additional "No Parking" signs (you already have been given 5), please contact Recreation: 756-8275. These signs are to go up on Federal Street or Congress Street.

"NO PARKING" SIGNS:

You may get 5 free "No Parking" signs from Recreation: 756-8275.

Other needed NP signs will need to come from Public Services: Carol Merritt, 874-8822. These extra signs are \$10 each.

You would need to label the signs and post them yourself. These signs must be posted on Friday morning for a Saturday event. Please do not cover up the coin slots, as the public will use these on Friday. If you want to be able to call the Police Department to have illegally parked vehicles towed, please make sure you complete the "No Parking Authorization Form" – which you can get from Carol. You will need to fill that out and fax it off to city departments.

Remember that only police officers and parking control officers have authority to tow vehicles from streets.

Please make sure these signs are taken off meters/signs after the event.

DELIVERY VEHICLE PARKING:

No vehicle should be driving into the park unless it is a delivery vehicle for large items (lightweight items like chairs and tables, canopies, etc. can be walked into the park from Federal Street or Congress Street parking area). Only vehicles delivering large items - like risers, PA speakers & equipment, etc. should pull into the park. The wide gate entryways on Congress Street should be used for deliveries.

Delivery vehicles must stay to sidewalk/hardscape areas – and not drive on the grass. They should only be in the park just long enough to unload, **then they must exit Lincoln Park and park elsewhere.**

INSPECTION SERVICES / 20x20 TENT / 10x10' CANOPIES:

The large tent that you have requested be placed over the stage needs to be permitted through Inspection Services. Please apply for that Tent Permit ASAP (Lannie Dobson/Gayle Guertin: 874-8693). Inspections will need a plot plan, as well as a certificate of insurance, and certificate of flammability.

The small 10x10 free-standing canopies, primarily used by the vendors, do not need a tent permit. However, please make sure that only short (6" or 8") tent stakes area used to secure canopies (please make sure tent stakes stay clear of tree roots near the base of trees). Please tie brightly colored ribbons to the canopy ropes (to be visible to the public). If you are not staking the canopies, please weight down the legs of the canopies if it is windy out.

The small stage being used is approx. 16x16 and a few inches off the ground. No "stage permit" is needed for such a small stage.

All vendors at the event (selling non-food items – such as t-shirts, cd's, crafts, artwork, etc.) must display their vending license at their table, booth, cart, etc. These vendors must not sell or give away FOOD items/samples.

An inspector will be on site in the morning hours to inspect the food vendors. If you have any questions about food service, please speak to the Inspections Div.. 874-8693.

POLICE ASSISTANCE:

Recreation is not requiring that you hire a Police Officer for this event.

Should you have a need for Police Department assistance, please call Sgt. Troy Bowden, 874-8554, or Lt. William Preis, 874-8569, well in advance of the event. On the day of the event, please call Police Dispatch, 874-8574 or 8575 (911 for emergencies). Recreation is leaving up to your discretion as to whether you hire an officer

FIRE / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Fire Chief Fred LaMontagne or Dep. Chief Terry Walsh, 874-8400, prior to the event. Please keep in mind, the Fire Dept. is directly across the street from the park.

PORTA-RESTROOMS:

The organizer is renting facilities (Royal Flush).

At least one porta-potty needs to be rented by the organizer (to be placed in a parking spot on Federal Street or just inside the park – preferably placed on the tar, sidewalk or dirt areas and not on the grass). To reduce the possibility of vandalism, please make sure that this is dropped off on Saturday morning and picked up Saturday night following the festival. It may be chained to the wrought iron fence.

It is advisable that your staff periodically check in on the toilet.

TRASH:

Please abide by the city's Carry-in/Carry-out Policy. Bring extra trash bags and/or receptacles and remove your trash from the area.

Thank you for leaving the area as you found it.

If trash (or items from vendors) are left at the park, you will be charged a fee for removal and forfeit the sec dep.

Please remember to remove "no parking" signs.

SAFETY:

Please take all necessary safety measures to ensure a safe and accident free event.

All cords in the public way must be covered by rugs or orange cones (or taped down to the sidewalk) to alleviate the tripping hazard to the public. (This goes for the vendors as well as the sound company.) If you would like to borrow orange cones, you may do so from the Recreation Office, 756-8275. A \$10 per cone security deposit is required.

MOWING THE PARK GRASS:

Please call the Public Services Dept. (874-8493) to see if the park can be mowed prior to your event.

FOUNTAIN:

Please contact Ethan Owens, at Recreation: 756-8275, to see if the fountain can be turned on for the weekend.

TOBACCO FREE ZONES / NO ALCOHOL ALLOWED:

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 pass this information along to your participants and thank you for your voluntary compliance.

There is no alcohol allowed on city property.

NOTIFICATION:

We ask that you post signs, a day or two before your festival, at the entrances to the park, stating that your event is taking place there on Saturday, from 11am – 6pm.

Please keep a copy of this permit on site in case you are questioned by city staff or the public.

Please call Police Dispatch in the morning hours to remind them of your event taking place.

OTHER EVENTS / POTENTIAL CONFLICTS:

There may be members of the public relaxing and sunbathing in the park. If they are in areas you would like to use, please approach them and present this permit to them, and let them know that you have reserved it for your event.

Please call Police Dispatch if you need assistance: 874-8574 or 8575.

If it were a hard rain on the day of the festival (or leading up to the event), Park Managers may require that all activities stay to the hardscape areas (and that the grass areas not be used at all). Should the weather forecast be foreboding, I will call you a day or two in advance to talk to you about this. Please keep this in mind.

| 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: | \$ \$ 425 pd (based on 12 hours use) | Vest, Barricade, Cone Deposit: \$10 per/item | \$ |
| Electricity: \$5per/hr | \$ | Public Space / Park Security Deposit: \$500 | \$ 500 pd |
| Key Deposit: \$50 per key | \$ | Other (Porta-Restroom User Fee, etc.) | \$ |

| FOR OFFICE USE ONLY | | | | | | | | | |
|------------------------|----------|----------------------|-----------|----------------------|------------|------------------|---------------|----------|----|
| DATE REC'D APPLICATION | 2-4-2010 | DATE REC'D INSURANCE | 8-18-2010 | PERMIT FEE AMT REC'D | \$ 425 pd | SECURITY DEPOSIT | \$ 500 pd | | |
| PAYMENT TYPE | | | | | | | | | |
| VISA | \$ | MC | \$ | CK # | 142 143 | CK AMOUNT | \$ 425 500 | CASH AMT | \$ |



CITY OF PORTLAND
 Recreation & Facilities Department
 134 Congress Street, Suite 2
 Portland, ME 04101
 207-756-8275 / Fax ~ 207-756-8279

CONTACT & FEE INFORMATION

RECREATION INFORMATION

| FEE TYPE | DEPARTMENT | CONTACT NAME | TELEPHONE | EXT | E-MAIL ADDRESS | FEES |
|---|------------|----------------|--------------|-----|-----------------------|--|
| Park or Public Space Permit | Recreation | Ted Musgrave | 207-756-8275 | 211 | tvm@portlandmaine.gov | \$40 1 st hour \$35 each additional hour |
| Banner Permit | Recreation | Vicki L. Allen | 207-756-8275 | 201 | vla@portlandmaine.gov | \$50 / week |
| Wedding Permit | Recreation | Vicki L. Allen | 207-756-8275 | 201 | vla@portlandmaine.gov | \$40 1 st hour \$35 each additional hour |
| Porta-Restroom User Fee <i>Auto cleanings are done on M, W & F</i> | Recreation | Ted Musgrave | 207-756-8275 | | tvm@portlandmaine.gov | \$25 /unit |
| Park Security Deposit | Recreation | Ted Musgrave | 207-756-8275 | 211 | tvm@portlandmaine.gov | \$100 - \$1000 |
| Safety Vest Security Deposit | Recreation | Ted Musgrave | 207-756-8275 | 211 | tvm@portlandmaine.gov | \$10 per vest |
| Safety Cones Security Deposit | Recreation | Ted Musgrave | 207-756-8275 | 211 | tvm@portlandmaine.gov | \$10 per cone |
| Electricity | Recreation | Ted Musgrave | 207-756-8275 | 211 | tvm@portlandmaine.gov | \$5 per hour |
| Key(s) Security Deposit | Recreation | Ted Musgrave | 207-756-8275 | 211 | tvm@portlandmaine.gov | \$50 per key |
| <i>Once items that require a security deposit are returned in the same condition they were received in, and providing all policies and procedures were followed, you will receive your security deposit back.</i> | | | | | | |

OTHER CITY DEPARTMENTS INFORMATION

| FEE TYPE | DEPARTMENT | CONTACT NAME | TELEPHONE | EXT | E-MAIL ADDRESS | FEES |
|---|---------------------|--------------------------------|------------------------------|--------------|---|---------------------------|
| Temporary Food Service License | City Clerk | Julie or Jenny | 207-874-8557 | 8557 | BL@portlandmaine.gov | \$85 /day ~ \$85 /event |
| Single Concert / Dance Permit | City Clerk | Julie or Jenny | 207-874-8557 | 8557 | BL@portlandmaine.gov | \$35 per/day |
| Street Goods Vendor | City Clerk | Julie or Jenny | 207-874-8557 | 8557 | BL@portlandmaine.gov | \$35 /day |
| Street Closure Barricades & Signs Barricades for Parks | Public Services | Maynard Sprague | 207-874-8462 207-874-8493 | 8462 8493 | pjs@portlandmaine.gov | Please contact for info. |
| Reserved Parking Meter(s) | Public Services | Carol Merritt | 207-874-8822 | 8822 | cap@portlandmaine.gov | \$10 per sign/space |
| Fire / EMS Assistance | Fire Inspections | Keith Gautreau | 207-874-8400 | | kng@portlandmaine.gov | Please contact for info. |
| Police Assistance | Traffic Control | Sgt. Troy Bowden | 207-874-8554 | 8554 | tbowden@portlandmaine.gov | Please contact for info. |
| Tent Permit / STAGE Permit | Inspection Services | Lannie Dobson Gayle Guertin | 207-874-8693 | 8693 | ldobson@portlandmaine.gov gg@portlandmaine.gov | \$30 /tent - stage |
| Parking Control Officers | Parking Control | John Peverada Paul Willey | 207-874-8444 207-874-2842 | 8444 2842 | jbp@portlandmaine.gov pw@portlandmaine.gov | \$28/ hr for each officer |

OTHER BUSINESSES INFORMATION

| FEE TYPE | BUSINESS | CONTACT NAME | TELEPHONE | EXT | E-MAIL ADDRESS | FEES |
|-----------------------------------|----------------------|-----------------|------------------------------------|-----|---------------------------------------|--------------------------|
| Porta-Restroom Rental or Cleaning | United Site Services | Melissa Quintin | 508-594-2616 Cell: 508-245-4495 | | meliisa.quintin@untedsiteservices.com | Please contact for info. |
| Banner Design | Welch Signage | | 207-883-6200 | | | Please contact for info. |

PLEASE INQUIRE WITH SPECIFIC CITY DEPARTMENT(S) AND BUSINESSES REGARDING THEIR POLICIES & PROCEDURES.



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

_____ 20__

Received from _____

Location of Work _____

Cost of Construction \$ _____ Building Fee: _____

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: _____

Total: _____

Building (IL) _____ Plumbing (IS) _____ Electrical (IE) _____ Site Plan (U2) _____

Other _____

CBL: OUT BOWL

Check #: 155 Total Collected \$ 200

**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

City of Portland, Maine - Building or Use Permit Application

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

| | | | |
|--|---|---|--|
| Job No: 2011-08-1941-SE | Date Applied: 8/8/2011 | CBL: 028 - - B - 001 - 001 - - - - - | |
| Location of Construction: 350 CONGRESS ST | Owner Name: CITY OF PORTLAND | Owner Address: 389 Congress ST PORTLAND, ME - MAINE 04101 | Phone: |
| Business Name: Lincoln Park | Contractor Name: | Contractor Address: | Phone: |
| Lessee/Buyer's Name: Picnic LLC - Noah Defilippis | Phone: 415-6174 | Permit Type: TENTS - Tents | Zone: B-3 |
| Past Use: City Park | Proposed Use: Same: City Park - to erect a 8'x12' stage inside a 20'x20' tent on September 27, 2011 - take down the same day | Cost of Work: 1000.00 | CEO District: |
| Proposed Project Description: LINCOLN PARK | | Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt Hume 8/15/11</i> | Inspection: Use Group: <i>J</i> Type: <i>Temp Structure</i> Signature: <i>[Signature]</i> |
| Permit Taken By: Gayle | | 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>8/10/11</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 PHON

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.