

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION PERMIT

Permit Number: 030799

Please Read
Application And
Notes, if Any,
Attached

This is to certify that Finard Murray W Tr/Keely O'Conner
has permission to Erect 10' x 20' Open Tent. Fire Alive Open Tent Series six consecutive Thursdays- July 10, 17, 24 and
AT 1 Monument Sq August 7, 14 032 K012001

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 buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission is procured before this building or part thereof is occupied or otherwise used-in.
HOURS NOT REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. Jay Kelley 7/10/03
Health Dept. _____
Appeal Board _____
Other _____
Department Name _____

[Signature] 7/10/03
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD



**Portland's
Downtown
District**

2nd copy

June 10, 2003

*Hi there!
I'll need this
for July 10th.
Thx!
Keely*

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General Manager
Portland Harbor Hotel

Anne Stein

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Stein Gallery Contemporary Glass

Executive Director

Rena Masten

Mr. Mike Nugent
City Inspections
City Hall
Portland, ME 04101

Dear Mr. Nugent,

Portland's Downtown District requests your help with the Alive at Five Outdoor Concert Series. We are requesting a tent permit for six consecutive Thursdays – July 10, 17, 24, 31 and August 7, 14.

The tent will go in Monument Square and will have five food vendors under it. I am working with Arthur Rowe and Brandi Maxwell at the City for the Food licenses.

Tent Company	Clearspan
Contact	Keely Cameron
Location of Stage	Monument Square – next to the Monument
Description	EZ Up Tent
	10' wide x 20' long
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.

Kind Regards,

Keely P. Cameron
Marketing & Special Events Manager



Portland's
Downtown
District

Urgent!

FAX COVER SHEET

To: Mike Nugent
Fax #: 874 8716
From: Keely Cameron
of pages (including cover): 3
Notes: Alive at Five

Mike-

Here is the applic for the 10x20' tent.
I sent an applic along with the request
letter and spec sheets back on June 10th -
Apparently it was lost.

Thanks for your help on this.
Sorry so last minute!

Keely

All Purpose Building Permit Application

If you or the property owner owns real estate or personal property taxes or user charges on any property with the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>Monument Square</u>		
Total Square Footage of Proposed Structure <u>10'x20' lot</u>	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>032</u> Block# <u>K</u> Lot# <u>012</u>	Owner:	Telephone:
Lessee/Buyer's Name (if Applicable)	Applicant name, address & telephone: <u>PDD Keely Cameron 94 Free St Portland 04101 772-6828</u>	Cost Of Work: \$ <u>0</u> Fee: \$ <u>per city of portland</u>
Current use: _____		
If the location is currently vacant, what was prior use: _____		
Approximately how long has it been vacant: _____		
Proposed use: _____		
Project description: _____		
Contractor's name, address & telephone: <u>Keely Cameron 772-6828</u>		
Who should we contact when the permit is ready: <u>Keely Cameron</u>		
Mailing address: <u>Portland's Downtown District 94 Free St Portland ME 04101</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>772 6828</u>		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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 the 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>Keely P. Cameron</u>	Date: <u>5/08/03</u>
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This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall



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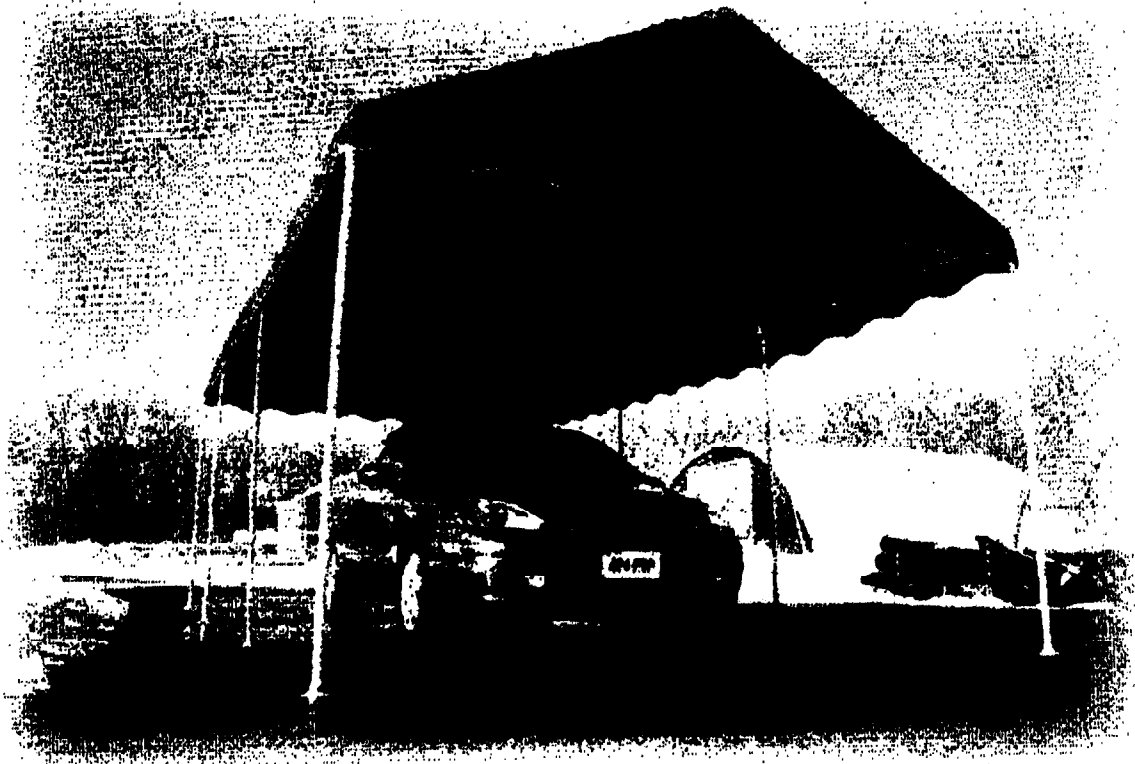
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Keely P. Cameron
Marketing & Special Events Manager

I believe you have
Spec sheets on
tent.



Instruction Manual

**Backyard Canopy
10' Wide x 20' Long
SKU #103434**

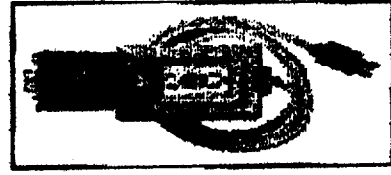
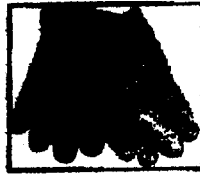
Introduction

Thank you for purchasing the ClearSpan™ Backyard Canopy. We appreciate your patronage. We hope you enjoy building and utilizing your shelter. Please read this entire instruction manual before starting to assemble your shelter. If you require assistance during the construction process you may call us at 1-888-603-4445.

A Word About Safety

Just as we want you to be pleased with your assembled canopy, we don't want you to get hurt in the process of building and using it! Our comments and suggestions include the following:

- The ClearSpan™ Backyard Canopy is a temporary structure and is not designed as a permanent structure.
- The structure is not meant to support ice or snow. As such, ClearSpan™ does not guarantee this canopy if used in ice or snow.
- ClearSpan™ has no control over occurrences of wind, snow, ice, and heavy rain, and can not be responsible for damage caused by or to the canopy.
- Proper anchoring is the responsibility of the buyer and owner/user. Ask your ClearSpan™ representative if you need assistance with anchoring choices. ClearSpan™ will not be responsible for damage caused by failure to properly anchor the canopy.
- Do not place or use any open flame or other heat source under or near the canopy.
- Use a portable GFCI when working with corded power tools.
- Never erect a canopy directly under power lines.
- Be careful not to drive anchors into buried power cables.
- Do not climb on the canopy or its frame. It is not designed to support human weight.
- Do not occupy the canopy during high winds, hurricanes, or tornadoes.
- If the canopy is moved or disassembled after construction, inspect thoroughly before reuse.
- Use common sense at all times.



Suggested Tools

Before you start to build your shelter you should assemble the following tools:

- Tape Measure
- Step ladder tall enough to safely work at the height of your shelter