

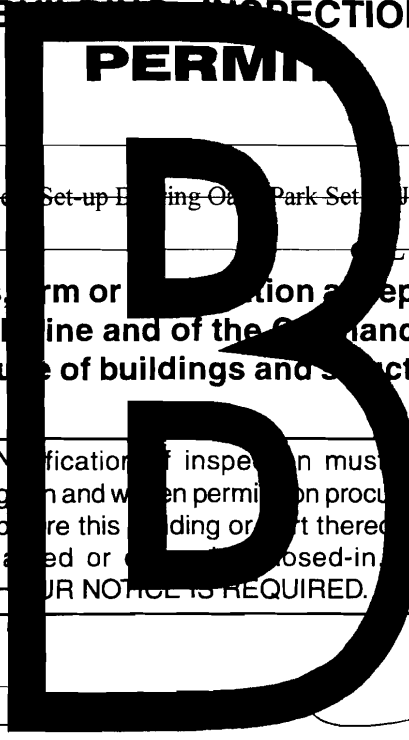
# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

## BUILDING INSPECTION

Please Read Application And Notes, If Any, Attached

**PERMIT ISSUED**  
Permit Number: 080840  
JUL 22 2008  
CITY OF PORTLAND

This is to certify that CITY OF PORTLAND  
has permission to ROS - Festival of Nations Te Set-up Building On Park Set July 26, 2008 down July 26, 2008  
AT 356 STATE ST 035-1001001  
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of this State 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 procured before this building or part thereof is laid or closed-in. 24 HOUR NOTICE IS REQUIRED.

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

### OTHER REQUIRED APPROVALS

Fire Dept. Greg Cross  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

[Signature] 7/22/08  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

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

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

Permit No: 08-0840	Issue Date:	CBL: 035 1001001
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Location of Construction: 356 STATE ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Special Events	Zone: ROS

Past Use: ROS - Festival of Nations	Proposed Use: ROS - Festival of Nations Tent Set-up Deering Oaks Park Set up July 26, 2008 down July 26, 2008	Permit Fee: \$30.00	Cost of Work: \$30.00	CEO District: 2
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <input checked="" type="checkbox"/> Type: Temp Structure	

**Proposed Project Description:**  
ROS - Festival of Nations Tent Set-up Deering Oaks Park Set up July 26, 2008 down July 26, 2008

Signature: *Greg Cass*

Signature: *[Handwritten Signature]*

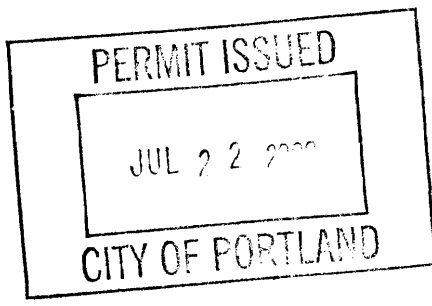
**PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)**

Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: Idobson	Date Applied For: 07/09/2008	<b>Zoning Approval</b>	
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<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 information may invalidate a building permit and stop all work..</p>	<p><b>Special Zone or Reviews</b></p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>Date: <i>OK 7/10/08</i></p>	<p><b>Zoning Appeal</b></p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>	<p><b>Historic Preservation</b></p> <p><input type="checkbox"/> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>
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**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	PHONE

**From:** Ted Musgrave  
**To:** womini@aol.com  
**Date:** 7/21/2008 12:17:35 PM  
**Subject:** PERMIT - July 26 - Festival of Nations, Deering Oaks Park

hi shalom -

thanks for your patience on receiving this permit for your festival at the oaks.. as you know, most of the conditions for use are similar to last year.. with 4 major exceptions:

1. pls rent a dumpster for trash
2. pls contact Public Services for trash barrels
3. please contact Facilities Management Office for event staff to oversee the setup and festival
4. 2 PCO's will probably be working the oaks entrance this year

PLS review the details in the attached permit..  
and best wishes on a wonderful day

thankx

**CC:** Alexandra Murphy; Andy Downs; ANITA R. LACHANCE; anne B. Pringle <oldmayor@maine.rr.com>; ARTHUR STEPHENSON; barb hager; castle@visitportland.com; Clara Porter; Fire; Hfff@maine.rr.com; Inspections; James Vance ; Maynard Sprague; Michael Bobinsky; Parking; Parks Admin; Phyllis Banister; Police; PW; Ron Kelton; royalflushmaine@aol.com; Sonia Bean



**CITY OF PORTLAND, RECREATION & FACILITIES MANAGEMENT**  
**PUBLIC PARK & SPACE PERMIT (8 page permit)**  
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101  
 207-756-8275 ~ Fax 207-756-8279  
tvm@portlandmaine.gov

USE OF CITY PROPERTY, TYPICALLY REQUIRES THE FOLLOWING:  
 FEES CHARGED FOR USE OF AREA ~ SECURITY DEPOSIT ~ PROOF OF INSURANCE

**SECTION I**  
**ORGANIZER INFORMATION**

<b>TODAY'S DATE</b>	5/5/08	<b>ORGANIZATION NAME</b>	Women In Need					
<b>ORGANIZATION ADDRESS</b>	477 Congress street		<b>CITY</b>	Portland	<b>STATE</b>	ME	<b>ZIP</b>	04101
<b>CONTACT NAME</b>	Shalom Odokara			<b>TITLE</b>	Director			
<b>HOME #</b>		<b>CELL #</b>		<b>WORK #</b>	207-761-9464	<b>FAX #</b>		
<b>EMAIL ADDRESS</b>	womini@aol.com			<b>EMAIL ADDRESS</b>				

<b>PARK AREA OR PUBLIC SPACE REQUESTING:</b>	Deering Oaks Park				
<b>EVENT DAY &amp; DATE(S):</b>	July 26,2008 saturday		<b>RAIN DAY &amp; DATE:</b>	none	
			If you request a rain date, an additional 50% of the permit fee is required.		
<b>START TIME:</b> <i>Include set-up time</i>	12:00PM set up 2100 PM start	<b>END TIME:</b> <i>Include clean-up time</i>	End: 8:30PM Cleanup: 1:00AM	<b>ACTUAL START &amp; END TIME OF EVENT:</b>	2-8:30PM

<b>EVENT NAME:</b>	<b>EXPECTED ATTENDANCE</b>
Annual Greater Portland Festival of Nations	2,000

**DESCRIPTION OF EVENT:** *Please be specific regarding **area of public space or park** you are requesting. If submitting a request for a Road Race (other than around Back Cove and using Back Cove Pathway for the route), please include a detailed map of the course.*

The Fifth Annual Greater Portland Festival of Nations promotes understanding and appreciation for all of the diverse groups in the state of Maine. FON proudly celebrates Maine's ethnic diversity, traditions, encourages ethnic understanding, and promotes unity and a healthy Maine.

There will be two stages of non-stop music and dance performances. The festival is a family-friendly event, which offers a wide variety of entertainment for adults and children. The festival is FREE to the public. There will be an international bazaar, health fair, an international soccer competition and Awesome Smile - an oral health campaign to promote better oral health practices for Maine's children.

Attendees will be able to sample foods from all around the globe. Some of these ethnic and diverse vendors from different nations participating include African American, Armenian, Bosnian, Cambodian, Caribbean, Congolese, French, Finnish, Greek, Hispanic Nations, Irish, East Indian, Italian, Native American, Nigerian, Polish, Romanian, Somalia, Sudanese, Thai, Uganda and Vietnamese.

<b>IS THERE AN EVENT OR REGISTRATION FEE FOR THIS EVENT?</b>					
<b>NON-STUDENT FEE</b>	\$0	<b>STUDENT FEE</b>	\$0	<b>SENIOR FEE</b>	\$0

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

*City of Portland Parks & Recreation has a strict policy that prohibits vehicles from parking on grass areas. \$10 will be deducted from your security deposit for each vehicle parked on grass. Any tire ruts/damage to the grass areas would mean a forfeit of the park security deposit.*

Parking will on the parking lots and street.

**SECTION II**

PLEASE READ CAREFULLY AND ANSWER THE FOLLOWING QUESTIONS. IF YOU ANSWER YES, PLEASE REFER TO CONTACT INFORMATION & FEES.		X YES	X NO	X- NOT SURE
<b>1A.</b>	Are you setting up a <b>PA Sound System for Amplified Music</b> ? <ul style="list-style-type: none"> <li>If you answered yes, your event requires a concert license from the City Clerk's Office.</li> <li>There are time restrictions for amplified music in Downtown Parks &amp; Squares                             <ul style="list-style-type: none"> <li>A. 11:45am – 1:15pm</li> <li>B. 1 hour between the hours of 5:00pm – 8:00pm</li> </ul> </li> </ul>	X		
<b>1B.</b>	Are you setting up a <b>PA Sound System for Voice Only</b> ? <ul style="list-style-type: none"> <li>Voice Only ~ i.e. Press Conference, does not require a concert license from the City Clerk's Office</li> </ul>	X		
<b>2.</b>	Will your event require <b>electricity</b> ? <ul style="list-style-type: none"> <li>Electricity is available at some of the parks &amp; squares (Monument Square, Congress Square, Deering Oaks Park Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Many of these electrical boxes require a key for access.</li> </ul>	X		
<b>3.</b>	Are you planning on <b>BBQ'ing or grilling</b> ? <ul style="list-style-type: none"> <li>Only Gas Grills are allowed in the parks (NO CHARCOAL).</li> <li>Grilling is subject to weather conditions and possible Fire Department review.</li> </ul>	X		
<b>4.</b>	Will your event require <b>Police</b> assistance? <ul style="list-style-type: none"> <li>An event such as a road race, march in the street, or parade will typically require police assistance.</li> </ul>		X	
<b>5.</b>	Will your event require <b>Fire/EMS</b> assistance?		X	
<b>6.</b>	Do you wish to have a <b>banner hang over the street</b> to advertise your event? <ul style="list-style-type: none"> <li>Banners hang over Congress Street or Baxter Blvd</li> <li>For more information, please contact Vicki Allen at 207-756-8275 or email @ <a href="mailto:via@portlandmaine.gov">via@portlandmaine.gov</a></li> </ul>	X		
<b>7.</b>	Will your event require <b>porta-restroom</b> rental(s) or need existing porta-restrooms cleaned? <ul style="list-style-type: none"> <li>Event participants may use porta-restrooms already located in our parks</li> <li>A \$25 fee is assessed for events where attendance is 150 or more.</li> <li>Porta-restrooms are automatically cleaned on Mondays, Wednesday &amp; Fridays.</li> <li>If you would like to have the porta-restroom cleaned for your event, please contact Royal Flush at 207-883-0884.</li> <li>Porta-Restrooms are required for large events and events where food is being served. Existing porta-restrooms restrooms are located in the following areas:                             <ul style="list-style-type: none"> <li>Preble Street Parking Lot (across from Hannaford Brother's)</li> <li>Payson Park (dirt lot off first entrance)</li> <li>Deering Oaks Park (across from the playground)</li> <li>East End Beach</li> </ul> </li> </ul>	X		

**SECTION III**

<b>1.</b>	<p><b>If you are setting up canopies for your event, please state how many, the size, and exact location(s) of placement?</b></p> <ul style="list-style-type: none"> <li>Canopies must be <b>no larger than 10 ft X 10 ft in size</b></li> <li>Canopies in large areas such as Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area, etc., do not require Recreation's review and permission.</li> <li>Smaller parks and squares such as Congress Square, Tommy's Park, Post Office Park, etc. do require Recreation review and permission.</li> </ul>
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How many?	15	Size?	10x10	Location (Please be specific.)	Deering oaks park		
2.	<b>If you are requesting to set up a tent(s) for your event, please state how many, the size, and exact location(s) of placement?</b>						
	<ul style="list-style-type: none"> <li>• Canopies or tents <b>larger than 10 ft x 10 ft</b> need to be approved by Recreation</li> <li>• A Tent Permit is issued from Inspections Division.</li> <li>• Please call Inspections for information on their application process.</li> <li>• Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward.</li> <li>• In order to drive tent stakes into the ground, DIG SAFE must be contacted @ 1-888-344-7233.</li> </ul>						
How many?	2	Size?	20X20	Location (Please be specific.)	Deering oaks (bandstand area)		
3.	<b>If you are setting up tables, how many?</b>			20	<b>If you are setting up chairs, how many?</b>		20
4.	<b>If you are placing other items or equipment on City property, please list them:</b>						
	<ul style="list-style-type: none"> <li>• For example... Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.</li> </ul>						
	none						
5.	<b>If your event requires a street closure, please list the street(s) and time frame below:</b>						
	Road inside the park (Tennis Court Rd)						
6.	<b>If your event requires safety vests, signs, barricades and/or cones, please list how many below</b>						
	<ul style="list-style-type: none"> <li>• A limited number of orange vests and cones may be borrowed from Recreation when available.</li> <li>• Barricades and signs are borrowed from Public Services, Customer Service.</li> </ul>						
Number of Vests:	0	Number of Barricades:	2	Number of Cones:	5	Number of Signs:	15
7.	<b>If you would like to reserve parking spaces for your event, how many spaces will you require?</b>						15
	<ul style="list-style-type: none"> <li>• "No Parking" signs may be purchased at Public Services.</li> </ul>						
8.	<b>If you are serving or selling food at your event, please list food and drink below:</b>						
	<ul style="list-style-type: none"> <li>• If you are serving or selling food, you will need approval from Recreation</li> <li>• A Temporary Food Service License from the City Clerk's Office is needed, <b>even if food is given away or pre-packaged.</b></li> <li>• A Temporary Food Service License is not required if only sealed bottled water is <b>given away.</b></li> <li>• If this is a "Potluck" type event, a Temporary Food Service License from the City Clerk's Office is <b>not</b> required.</li> </ul>						
	Lots of vendors with a variety of foods.						
9.	<b>If you are selling non-food items (i.e. t-shirts, crafts, cd's, etc.), please list any items below:</b>						
	<ul style="list-style-type: none"> <li>• If you are, you will need approval from Recreation.</li> <li>• If you are, you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office.</li> </ul>						
	Lots of different items, from t-shirts/clothing to arts & crafts.						

**SECTION IV  
INSURANCE**

**INSURANCE CERTIFICATES INFORMATION**

*Fax or e-mail at least 30 days in advance to: 207-756-8279 or [vla@portlandmaine.gov](mailto:vla@portlandmaine.gov)*

1.	<ul style="list-style-type: none"> <li>• For an event such as a walkathon, race, festival, press conference, concert, etc., the City requires general liability insurance coverage</li> <li>• Please have "City of Portland, Maine" listed as additional insured (minimum of \$400,000) general liability in regards to said event and activities on that date.</li> <li>• If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.</li> </ul>
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**SECTION V  
EVENT POLICIES**

**ELECTRICITY POLICY**

All cords in public way must be covered by rugs, mats or orange cones to avoid public hazard.

- If weather is intermittent (drizzle, rain, snow, etc.) you may **not use** electricity.
- Many times a \$50.00 key deposit may be required for access to electrical box.

**BBQ's ~ GAS GRILL POLICY**

- Only gas grills are allowed in any parks/public spaces.
- Grills must be set up away from all children's activities.
- Barbecuing must first be approved by Recreation and possible further review by the Fire Department and is subject to weather conditions.
- We require that you have a fire extinguisher with you.

**TRASH POLICY**

- All groups/organizations must abide by our Carry-In/ Carry-Out Policy.
- Please bring extra trash bags and/or trash receptacles and remove all of your trash from area once event is over.
- You will need to remove all of your trash out of park/public space area **or forfeit the security deposit.**

*Thank you in advance!*

**TOBACCO FREE ZONES POLICY**

- Portland parks, athletic facilities, playgrounds, and all public space areas are designated as tobacco-free zones.
- Please pass this information along to your participants.

**NOTIFICATION POLICY**

- Please keep a copy of this permit on site at all times. City staff may require proof of permit.
- If there are members of the public in your space upon arrival, please present your permit for proof of reservation and use.
- If there is someone you would rather not approach, please contact the Police Department at 207-874-8574, for assistance.

**REVOCABLE PERMIT POLICY**

- 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.

**CANCELLATION POLICY**

- \$40 Recreation & Facilities Department permit processing fee is non-refundable.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>SO</b>	<b>DATE</b>	<b>5/4/08</b>
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**ASSUMPTION OF RISK & LIABILITY**

User of park/public space area accepts 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 and agree to the Assumption of Risk & Liability	<b>TYPE INITIALS</b>	so	<b>DATE</b>	5/4/08
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## CONDITIONS FOR USE

### RECREATION FEES / INSURANCE:

City Council has declared your event a festival, and as such, you have jurisdiction over the park area (including the abutting sidewalks) from State Street Ext. to Deering Ave., to Park Avenue, to the Field areas and Tennis Courts, etc. This area is the Festival Zone.

**Fees:** Permit fees and other license fees (as well as the electricity fee) have been waived by City Council. (license applications still need to be completed and turned in to the Clerk's Office and Inspections Office) City staff assistance will also be in-kind (organizers still need to follow up with city departments to schedule and discuss city staff assistance).

**Security Deposits:** Please forward a \$1000 park security deposit to the Rec. Office (you will receive this back if the area is left as was found and conditions for use adhered to). Also needed is \$50 key sec. dep. - the \$1000 + \$50 can be combined for one check: \$1050. Also, if you are borrowing orange vests, there is a \$10 security deposit per vest required.

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

## **FARMERS MARKET – ENDING EARLY AT @ 11:30AM on SATURDAY, JULY 26**

Farmers Market Vendors – who park their vehicles on Farmers Market Roadway (from the bandstand to Deering Ave.) will be ending sales at the park @ 11:30am; they will then exit the park @ Noon. Please make sure that your setup in the park at the bandstand area does not block them in or interfere with their morning sales. So as not to interfere with Farmer's Market sales, the PA gear must not be turned on and tested for music until 11:30am.

Festival organizers must post large signs at the beginning of Farmers Market Roadway on Saturday, July 12, 19 and 26, to alert the public to the early closing (Farmers Market closing early – 11:30am - on June 26 – for the Festival of Nations).

## **USE OF DEERING OAKS PARK**

**Deering Oaks Park** – If we have rain, (and grass areas are wet and soggy), Recreation may require that you keep activities to the tarred areas of the park (i.e. Bandstand driveway, tarred area in front of the bandstand, and a portion of Farmers Market Roadway). I will follow back up with you on July 24 or 25, if that is the case.

**Some of the low lying areas of the Oaks may be wet & mushy regardless; PLEASE stay clear of these areas.**

If grass areas can be used:

You have permission to use the Deering Oaks Park Bandstand area and the grass areas around the park.

You have permission to close down the Park completely to traffic (starting at Noon) with appropriate city personnel and your volunteer at the entrance. **Farmer's Market is on the bandstand roadway (starting at approximately 6am and lasting until 11:30am, when they shut down. They will be exiting the park @ Noon). Do not position vehicles, booths, or exhibits in the roadway (where they would hinder the market, or block farmers in). Setup before Noon should be at the stage and on the grass areas near the bandstand.** You should plan on starting to set up at 11am (for booths & tables on the grass area / and at the bandstand). When you first arrive at the park, please approach Larry Bruns, Hansen Field Flower Farm, to touch base with him. Remind him to alert Farmers to exit the roadway via the Deering Avenue side.

You have permission to sell food and goods at your event (and to play music over a PA system).

You may place vendors on the roadway (or if there are booths or 10x10 canopies – they may be placed on the grass areas abutting the roadway/sidewalk area).

You have permission to set up children's games and activities on the grass.

You have permission to use electricity at the park.

You also have permission to reserve a few parking spaces along the park roadway (on Friday night).

All participating vehicles must stay off the grass areas (and stay to the tarred roadway areas).

### **Deering Oaks and Bandstand and surrounding grass areas – DETAILS –**

There are to be no vehicles driven or parked on grass areas (even for unloading purposes). Tables, chairs, equipment, etc. must be walked over from the roadway or the bandstand driveway. **For each vehicle parked on the grass, \$10 will be deducted from your park security deposit.** Recreation and Facilities Management staff will be on site during set up and break down to document any violations of this stipulation. The bandstand driveway is available to park vehicles on. The bandstand roadway, also known as Farmer's Market Road, is off limits to your vehicles (because farmers will be set up in that area). Once farmers leave - Noonish, then vendors with vehicles, etc. may be parked on that roadway. You may reserve spots on Tennis Court Road by installing barricades in the parking spots and labeling them. You may also put up "emergency no parking" signs along Tennis Court Rd. Additional parking may be available at King Middle School and the Marginal Way Parking Lots. (There is no Sea Dogs home game that day.) There may be events taking place at the Expo. And there may be games taking place at Fitzpatrick Stadium.

You may borrow an AB1 key from Recreation to gain access to the back of the bandstand for electricity. The breaker box is in the back room, as well as a broom and squeegee, in case you need to squeegee water off the bandstand floor. The bandstand door must be locked at all times. You may pick up the key during the week of July 21. Please return the key on Monday July 28. There is a \$50 security deposit required.

Please make sure that the bandstand area is left as was found. If it is drizzly or rainy out, we require that you not use electricity.



## **ELECTRICITY / LIGHTS at DEERING OAKS BANDSTAND (and in Park)**

There is a key which unlocks the storage room at the back of the bandstand (a \$50 security deposit is required). You will want to use the electrical outlets in this room as well as the outlets on the exterior of the bandstand - as sometimes the exterior outlets short out easily (bring along a 100 foot 'heavy duty extension cord). The cord fits underneath the door so that the door may be closed (and locked) at all times. FYI – the outlets on the front of the bandstand do not work.

If Dan, your sound man from previous years, is running sound at the bandstand, he may want to use the (already existing) twist-lock plugs there at the breaker box (tied directly to the breaker box). If Dan plans on using these, he must first be ok'ed by our City Electrician - through his supervisor: Bob Leeman: 874-8892 / 332-0350. Please call to get the ok to use these.

For additional electricity: there are also outlets (2) located on the exterior of the green transformer box (hidden behind evergreens) across the road from the bandstand. You may use those as well (these will come in handy for food or other vendors set up on the roadway or grass area away from the bandstand). These outlets are ground fault protected.

Breakers #3 + #5 control the outlets to the exterior outlets on the back wall.

As night draws near, you may need light on the stage. There are 2 lights above the bandstand stage. The switches are located beside the breaker box (make sure these are turned off at the end of the night).

All cords in the public way must be covered by rugs or orange cones so as 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.

If it is raining or drizzly out, we require that you not use the outlets.

## **PORTABLE RESTROOMS AT THE OAKS**

We require that you rent portable restrooms/toilets (at least 4) for the Deering Oaks event. The restrooms should be positioned in the handicap parking inlet – where the existing 1 porta-restroom is currently situated. The restrooms should be dropped off on Saturday morning and removed Saturday early evening, right after the festival concludes. Recreation staff will position signs at the lot (on Friday night) to reserve those spaces. The city currently contracts with Royal Flush (though you do not have to use that company).

## **TENTS / CANOPIES AT THE OAKS - INSPECTION SERVICES 874-8693 / 8701 / 8703**

One large (20x30) tent is scheduled to go over to the left of the bandstand driveway (same as last year). Another large (20x20) tent is schedule to be placed on the grass area in front of the bandstand (same as last year). Please make sure that tent stakes stay clear of tree roots near the base of trees. These areas have been ok'ed by Park Managers.

Other grass areas will have 10x10 canopies (these small canopies do not need a tent permit).

These 2 large tents must be permitted by Inspection Services (phone numbers above) – thank you for already starting this process. Inspections will need a site map and certificates of flammability.

To make sure those grass areas have no utilities underground, you must call DIG SAFE: 1-888-344-7233 – preferably July 22. You'll need to mark out the tent areas prior to that call (please use spray-on chalk or pound small signs into the grass).

Tent set up must take place on Saturday morning. Tents must be removed on Saturday night. Please make sure that all tent ropes (and the stakes) are clearly marked so the public does not run into them.

The tent truck has permission to drive on the bandstand driveway (for that tent location). This truck should not be driving or parking on the grass area.

An inspector will be on site in the early afternoon hours to inspect the food vendors. If you have any questions pertaining to food service, please call Inspections in advance.

## **TRASH - RENTING A DUMPSTER - PUBLIC SERVICES ASSISTANCE**

You will be responsible for gathering and bagging any trash generated at your event.

You are also expected to rent a covered dumpster (to be parked in the dirt lot near the Castle or in the Handicap parking area where the porta-restrooms are). Please make sure this dumpster is delivered on Friday night or early Saturday morning (and removed Saturday night). This should alleviate trash being spread around throughout the park during the overnight hours.

Similar to last year, Public Services Staff will supply trash barrels: 8 – 10 (please confer with Ron Kelton, PS's Supervisor for the Oaks area: 874-8969, or his supervisor, Marc Spiller, 756-8162) regarding the details for this assistance. Barrels will be dropped off either Friday afternoon or Saturday morning in the vicinity of the bandstand. You will need to roll them to wherever you need them.

Garbage bags: you will need to supply your own bags this year – they must be the large, 55 gallon, heavy duty bags. You must change the bags, collect them, and bring them over to the dumpster.

Please also roll out the trash barrels to the edge of Farmers Market Rd. (turning them upside down so that the public does not start to put trash in them).

You may decorate the park and bandstand as you wish (do not nail signs to trees) but please make sure that the area is left as was found.

## **POLICE ASSISTANCE**

We are not requiring that you hire a police officer. If you wish to, that is fine. If your attendance exceeds the 3000 mark, then the Police Dept. may require that you have an officer on site for the day. (That is a public safety call that the Police Dept. would make.)

Please call Sgt. Gary Hutcheson, 874-8554, or Lt. William Preis, 874-8569, well in advance to hire an officer. If you see a need for police assistance on the day of the event, you may call Police Dispatch, 874-8574, or Police Shift Command, 874-8555 (911 for emergencies).

Since police services were not mentioned in the City Council Order, you may be required to cover those costs.

## **PARKING CONTROL OFFICERS for DEERING OAKS PARK ENTRANCE**

You will need to schedule 2 Parking Control Officers for the Festival at the Oaks. Time frame: 8am – 8:30pm for one PCO; 8am – Noon for the second. **(YOU WILL NEED TO POSITION A QUALIFIED ADULT VOLUNTEER with the PCO – starting at 10am - TO LET THE PUBLIC KNOW WHY THE PARK ROAD IS SHUT OFF TO TRAFFIC and to assist the PCO in letting your volunteers through the barricades.) This volunteer should have a map of the park and know exactly where vendors and participants are setting up so that they may direct them to their location. PLEASE CONTACT THE PARKING CONTROL OFFICE, 874-8444, TO SCHEDULE THE PCO's.**

**Barricades are to be placed at Deering Ave., From 8am – 11:30am, people shopping at Farmer's Market can be let through; at 10am, Festival of Nations Volunteers, sound company, and vendors setting up on the grass area and at the stage may be let through to access Tennis Court Rd. At 11:30am, only Festival volunteers, vendors, and others associated with the festival have access through the barricades to Tennis Court Rd.**

## **PUBLIC SERVICES - BARRICADES**

By copy of this permit, I am asking Public Services to drop off 6 barricades at the Deering Ave. entrance into the Park .

## **"NO PARKING" SIGNS**

Recreation can give you some "No Parking" signs to reserve spaces along Tennis Court Rd. Please arrange this by calling the Rec. Office: 756-8275.

## **RECREATION & FACILITIES MANAGEMENT STAFF**

Park Rangers are not available to work the festival this year. Instead, Facilities Management staff will be on site to oversee the vendor setup and use of the park. Please contact the Facilities Management Office: 874-8200 x0, to discuss this and arrange for staff to be on site. It is expected that 1 staff person will be on site from approx. 10am – 8:30pm.

## **CITY CLERK'S OFFICE / LICENSES 874-8557**

You will need to contact Alexandra Murphy at the Clerk's Office (874-8557) for the temporary food service licenses, the outdoor concert licenses, and the street goods vendors licenses. Only licensed vendors (vendors that are approved by the Festival Organizer) are permitted to vend at the park.

An inspector will show up @ Noon to inspect the food service area at the Oaks. If you have questions about food service requirements, please call Inspections (see block below).

Remember, a license to hold a concert does not give you permission to create a noise disturbance. If the Police Department receives complaints, they will respond accordingly.

You may also want to update them on your food vendors and to receive a list of requirements that your food vendors will have to meet prior to an inspector issuing them the license to vend at the dance and festival.

You have permission to sell food items and crafts, t-shirts, etc. at Deering Oaks Park.

## **FIRE / EMS ASSISTANCE**

Should you have a need for Fire Department / EMS assistance, please call Fire Chief Fred LaMontagne or Dept. Chief Terry Walsh, 874-8400, prior to the event. In case of emergencies, please dial 911.

## **PARKING:**

See above language in Use of Deering Oaks Park.

For delivery of items, please park on the street or park roadways and walk items in.

**TOBACCO FREE ZONES**

The city's athletic facilities, playgrounds and assembly areas are designated as tobacco-free zones. Please pass this information along to your participants and thank you for your voluntary compliance.

**NO ALCOHOL ALLOWED**

There is to be no alcohol permitted on city property for the festival.

**RAIN / CANCELLATIONS**

Please make sure that you have a phone list of all city staff assisting with the events.

By this permit, I am asking that city staff assisting in the Festival of Nations call you with their phone numbers. If inclement weather necessitates canceling this festival, you need to call staff before the work is done or staff arrives for their shift. Please remember, electricity must not be used outdoors if there is rain.

**NOTIFICATION**

Please ask Portland Newspapers to run an article alerting the public to your festival at the Oaks.

I have sent a copy of this permit to the CVB Castle Staff, but upon arrival to the Oaks, please stop in at the Castle to brief them on your event.

Festival organizers must post large signs at the beginning of Farmers Market Roadway on Saturday, July 12, 19 and 26, to alert the public to the early closing (Farmers Market closing early – 11:30am - on June 26 – for the Festival of Nations).

**REVOKABLE PERMIT**

The City reserves the unconditional right to control or cancel events to protect public safety.

The City reserves the unconditional right to control or cancel events to prohibit damage to public property.

The City reserves the right to revoke or revise an issued permit.

**SECTION VI  
PAYMENT INFORMATION**

<b>PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"</b>
<ul style="list-style-type: none"> <li>Please make out any and all security deposit checks separate from permit fees.</li> </ul>

<b>PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:</b>
<ul style="list-style-type: none"> <li>Parks &amp; Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a></li> </ul>

TOTAL AMOUNTS DUE TO RECREATION & FACILITIES DEPARTMENT				
TOTAL NUMBER OF HOURS OF USE REQUESTED IN PUBLIC SPACE OR PARK FOR THIS EVENT				
Public Space Permit Fee Amount Due \$40 first hour plus \$35 each additional hour (I.e. 3-hour event totals \$110.00)	\$	<b>SECURITY DEPOSIT \$10 PER ITEM</b> <i>(Please make all security deposit checks out separately.)</i>		<b>TOTALS DUE</b>
Electricity \$5.00 /hour	\$	Safety Vest Deposit	Amt requested	\$
Key Deposit \$50.00 /key	\$	Barricade Deposit	Amt requested	\$
Rain Date (50% of Permit Fee)	\$	Cone Deposit	Amt requested	\$
Other Miscellaneous Costs	\$	Park Security Deposit	Amt requested	\$
		Sign Deposit	Amt requested	\$

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	5-5-08	DATE REC'D INSURANCE	5-2-08	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT			\$ Needed
PAYMENT TYPE									
VISA PAYMENT	\$	MC PAYMENT	\$	CK #	CK AMT	\$	CASH AMOUNT	\$	
	\$		\$	CK #	CK AMT	\$	CASH AMOUNT	\$	

**Please take all necessary safety precautions to ensure a safe and accident-free event. Thank you!**

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

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

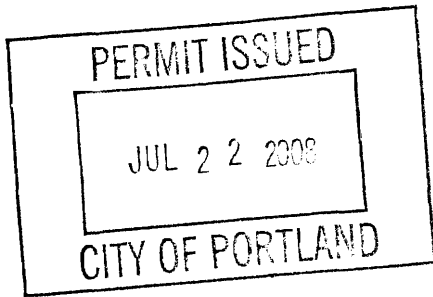
Permit No: 08-0840	Issue Date:	CBL: 035 I001001
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Location of Construction: 356 STATE ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Special Events	Zone: ROS

Past Use: ROS - Festival of Nations	Proposed Use: ROS - Festival of Nations Tent Set-up Deering Oaks Park Set up July 26, 2008 down July 26, 2008	Permit Fee: \$30.00	Cost of Work: \$30.00	CEO District: 2
Proposed Project Description: ROS - Festival of Nations Tent Set-up Deering Oaks Park Set up July 26, 2008 down July 26, 2008		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>v</i> Type: <i>Temp Structure</i>	
		Signature: <i>Green Cass</i>		Signature: <i>[Signature]</i>
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)				
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied				
Signature: _____ Date: _____				

Permit Taken By: Idobson	Date Applied For: 07/09/2008	<b>Zoning Approval</b>		
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..



Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input type="checkbox"/> Not in District or Landmark
<input type="checkbox"/> Wetland	<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
Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>OK 7/10/08</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	PHONE

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

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

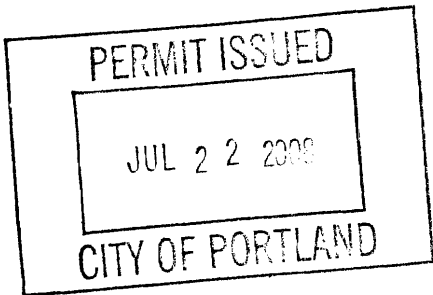
Permit No: 08-0840	Issue Date:	CBL: 035 1001001
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Location of Construction: 356 STATE ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Special Events	Zone: ROS

Past Use: ROS - Festival of Nations	Proposed Use: ROS - Festival of Nations Tent Set-up Deering Oaks Park Set up July 26, 2008 down July 26, 2008	Permit Fee: \$30.00	Cost of Work: \$30.00	CEO District: 2
Proposed Project Description: ROS - Festival of Nations Tent Set-up Deering Oaks Park Set up July 26, 2008 down July 26, 2008		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>v</i> Type: <i>Temp Structure</i>	
		Signature: <i>Greg Cass</i>		Signature: <i>[Signature]</i>
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)				
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied				
Signature: _____ Date: _____				

Permit Taken By: Idobson	Date Applied For: 07/09/2008	<b>Zoning Approval</b>		
-----------------------------	---------------------------------	------------------------	--	--

<ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</li> </ol>	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>OK 7/10/08</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> <input type="checkbox"/> Not in District 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: _____
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**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	PHONE

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

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

<b>Permit No:</b> 08-0840	<b>Date Applied For:</b> 07/09/2008	<b>CBL:</b> 035 1001001
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<b>Location of Construction:</b> 356 STATE ST	<b>Owner Name:</b> CITY OF PORTLAND	<b>Owner Address:</b> 389 CONGRESS ST	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b>	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Special Events	

<b>Proposed Use:</b> ROS - Festival of Nations Tent Set-up Deering Oaks Park Set up July 26, 2008 down July 26, 2008	<b>Proposed Project Description:</b> ROS - Festival of Nations Tent Set-up Deering Oaks Park Set up July 26, 2008 down July 26, 2008
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<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Marge Schmuckal	<b>Approval Date:</b> 07/10/2008
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Dept:</b> Building	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Tammy Munson	<b>Approval Date:</b> 07/22/2008
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
1) Construction activity was not applied for or reviewed as a part of this permit. This tent must be removed after the event.			
<b>Dept:</b> Fire	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Capt Greg Cass	<b>Approval Date:</b> 07/10/2008
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
1) Tents shall have an approved fire resistant rating, Maintain 10' between stake lines, No smoking or open flame within 10', Provide at least 1 10 lb. ABC extinguisher.			

874-8716

# Tent 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 of Construction: <u>Deering Oak Park</u>		
Date of Tent setup: <u>July 26, 2008</u>	Date of Tent breakdown: <u>July 26, 2008</u>	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Owner: <u>At Party Rental</u>	Telephone: <u>883-4472</u>
Lessee/Buyer's Name (if Applicable) <u>Women In Need, Inc</u>	Applicant name, address & telephone: <u>Women In Need, Inc 477 Congress St, Suite Portland, ME 04101</u>	<u>deferred</u>
<p><b>The following must be included as submissions:</b></p> <ol style="list-style-type: none"> <li>1. Certificate of Flammability</li> <li>2. Letter of approval from property owner. If the City is the owner, please contact Ted Musgrave from the Parks &amp; Recreation @ 874-8793</li> <li>3. Plot Plan showing the following:             <ol style="list-style-type: none"> <li>i. Property lines</li> <li>ii. Parking</li> <li>iii. Building locations</li> </ol> </li> <li>4. Tent location, including dimensions of tent, exits and entrances in tent.</li> <li>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</li> </ol>		
Whom should we contact when the permit is ready: <u>Shalom OdoKara</u> Mailing address: <u>477 Congress Street \$401 Portland, ME 04101</u> PHONE: <u>761-9464</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 FINE LEVIED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP.		

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 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>Shalom OdoKara</u>	Date: <u>7/8/08</u>
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This is NOT a permit; you may not commence ANY work until the permit is issued.

JUL 09 21 12:31P WOMEN IN NEED INC (207) 761-1113  
JUL-29-2004 10:27 AM A PLUS PARTY RENTAL 883 4352

P.2  
P.02

# Certificate of Flame Resistance

REGISTERED  
FABRIC  
NUMBER

F-140.01

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

Date of Manufacture

January 1998

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: 12oz Vinyl White

Description of item certified: 20x20 Party Canopy Top

**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 WORLDWIDE ASSOCIATES, INC.

\* Large Scale



(X) tents  
20x30

Sand  
Volley Ball

Horseshoes

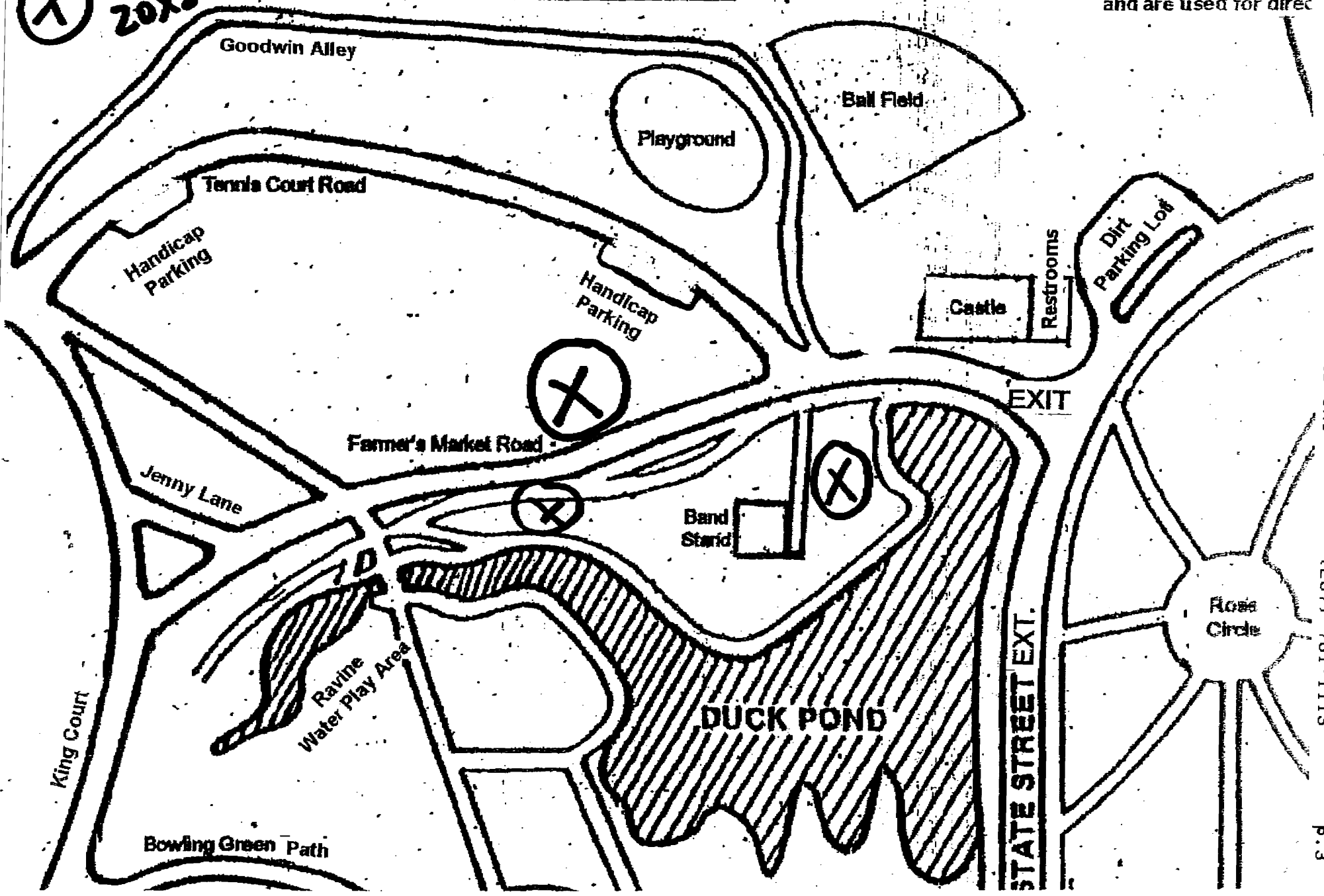
DISCLA  
Some Park roadway r  
and are used for direc

JUL 09 21 12:31P

WOMEN IN NEED INC

(207) 761-1113

P.3



King Court

Bowling Green Path

Ravine  
Water Play Area

DUCK POND

Band  
Stand

STATE STREET EXT.

Rose  
Circle

EXIT

Castle

Restrooms

Dirt  
Parking Lot

Ball Field

Playground

Goodwin Alley

Tennis Court Road

Handicap  
Parking

Handicap  
Parking

Farmer's Market Road

Jenny Lane

Sand  
Volley Ball

Horseshoes

DISCLA  
Some Park roadway r  
and are used for direc

JUL 09 21 12:31P

WOMEN IN NEED INC

(207) 761-1113

P.3

(X) tents  
20x30