

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING PERMITS

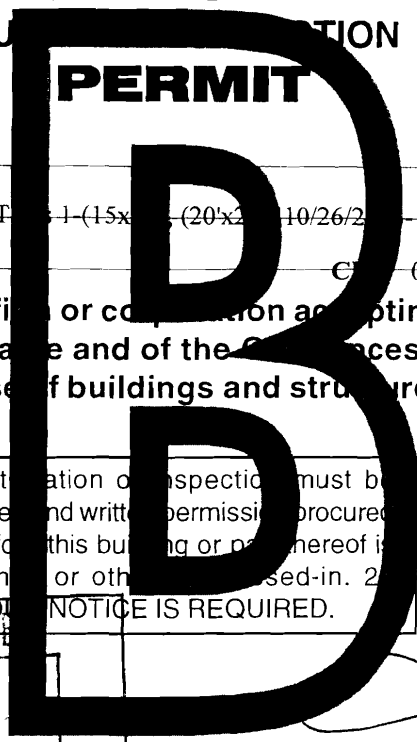
PERMIT

Permit Number: 081301

Please Read Application And Notes, If Any, Attached

This is to certify that CITY OF PORTLAND has permission to National Kidney Foundation T... (15x... (20'x2... 10/26/2... 10/26/2008. 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 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 written permission procured before this building or part thereof is lath... or other... used-in. 2... NOTICE IS REQUIRED.

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

PERMIT ISSUED stamp with date OCT 24 2008 and CITY OF PORTLAND logo.

OTHER REQUIRED APPROVALS: Fire Dept. Greg... Health Dept. Appeal Board Other

Handwritten signature and date 10/24/08. 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: 08-1301	Issue Date:	CBL: 035 1001001
-----------------------	-------------	---------------------

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: Tents	Zone: ROS

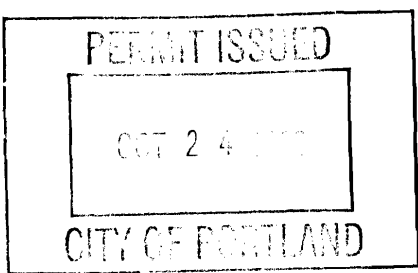
Past Use: ROS Deering Oaks Park	Proposed Use: ROS Deering Oaks Park - National Kidney Foundation Tents 1- (15x15), (20'x20). 10/26/2008-10/26/2008.	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 2
------------------------------------	--	------------------------	-------------------------	--------------------

Proposed Project Description: National Kidney Foundation Tents 1-(15x15), (20'x20). 10/26/2008-10/26/2008.	FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied INSPECTION: Use Group: <input checked="" type="checkbox"/> Type: Tent Temp structure 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: lmd	Date Applied For: 10/10/2008	Zoning Approval
-------------------------	---------------------------------	------------------------

- 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>[Signature]</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

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

Permit No: 08-1301	Date Applied For: 10/10/2008	CBL: 035 1001001
------------------------------	--	----------------------------

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: Tents	

Proposed Use: ROS Deering Oaks Park - National Kidney Foundation Tents 1- (15x15), (20'x20). 10/26/2008-10/26/2008.	Proposed Project Description: National Kidney Foundation Tents 1-(15x15), (20'x20). 10/26/2008-10/26/2008.
---	--

Dept: Zoning	Status: Approved	Reviewer: Marge Schmuckal	Approval Date: 10/15/2008
Note:	Ok to Issue: <input checked="" type="checkbox"/>		
Dept: Building	Status: Approved with Conditions	Reviewer: Tammy Munson	Approval Date: 10/20/2008
Note:	Ok to Issue: <input checked="" type="checkbox"/>		
1) Contruction activity was not applied for or reviewed as a part of this permit. The tent must be removed at the end of the event.			
Dept: Fire	Status: Approved with Conditions	Reviewer: Capt Greg Cass	Approval Date: 10/17/2008
Note:	Ok to Issue: <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 2 A 10 BC extinguisher.			

Comments: 10/15/2008-lmd: I spoke with Jaime Hanks, she is waiting for financial to cut her a check for this permit. I informed her that this could possibly hold up the processing

Submit Application to Room 315, Portland City Hall, 389 Congress Street, Portland, ME 04101
207-874-8703; fax 207-874-8716. Please allow 10 Business Days for processing.

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: Deering Oaks Park - Portland		
Date of Tent setup: October 26 th , 2008		Date of Tent breakdown: October 26 th , 2008
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: One Stop Party Shop	Telephone: 207-767-5966
Lessee/Buyer's Name (If Applicable) National Kidney Foundation Serving Maine	Applicant name, address & telephone: Jaime Hanks 470 Forest Ave. Suite 302 Portland, Me 04101 207-772-7270	Fee: \$ 30.00
<p><u>The following must be included as submissions:</u></p> <ol style="list-style-type: none"> 1. Certificate of Flammability 2. Letter of approval from property owner. If the City is the owner, please contact Ted Musgrave at Parks & Recreation @ 874-8793 3. Plot Plan showing the following: <ol style="list-style-type: none"> i. Property lines ii. Parking iii. Existing Building locations iv. Tent locations, <i>including dimensions of all tents, exits and entrances in tent.</i> 4. If the City is the property owner, Certificate of Insurance listing the City as Additional Insured. Minimum amount of coverage is \$400,000.00 		
<p>Whom should we contact when the permit is ready: <u>Jaime Hanks</u></p> <p>Mailing address: National Kidney Foundation of Maine, 470 Forest Ave. Suite 302 Portland, Me 04101</p> <p>PHONE: <u>772-7270</u></p> <p>We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements with staff before starting any work. A STOP WORK ORDER WILL BE ISSUED AND A \$100.00 FINE LEVIED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP.</p>		
<p>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.</p> <p><i>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.</i></p>		
Signature of applicant: Jaime Hanks		Date: 10/10/08

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

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F63501

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

04/18/05

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 262 MAIN ST

City S. PORTLAND

State ME

Zip 04108

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of Item certified: FRAME 15x15 BLACKOUT WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTEC, INC.

Name of Production Superintendent

MODEL TTF1518105

SERIAL # 262283B

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

TOPTec, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

12/19/06

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 262 MAIN ST

City S PORTLAND

State ME

Zip 04108

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of Item certified: FRAME 20x20 BLACKOUT WHITE

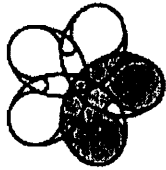
The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTec, INC.


Name of Production Superintendent

MODEL TTF202005

SERIAL # 254801B



National Kidney Foundation[®]

of MAINE

FAX COVER SHEET

To: Lisa From: Jaime Hanks
FAX #: 874-8716 Date: 10/15/08
RE: Additions to Application Pages (including cover): 5

Comments:

Lisa -
Hope this is all you need
except the plot plan I'll get
on Friday from Ted. Thanks.
Jaime

470 Forest Ave.
Suite 302
Portland, ME 04101

Phone: 800-639-7220
207-772-7270
Fax: 207-772-4202



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE APPLICATION (3 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	06/21/2008	ORGANIZATION NAME	National Kidney Foundation of Maine					
ORGANIZATION ADDRESS	470 Forest Ave. Suite 302		CITY	Portland	STATE	Me	ZIP	04101
CONTACT NAME(S)	Jaime Hanks-Program and Patient Services Coordinator or Tammy Atwood—Executive Director							
HOME #	207-854-3090	WORK	207-772-7270	CELL	207-329-4025	FAX	207-772-4202	
EMAIL	jaime@kidneyme.org			EMAIL	tammy@kidneyme.org			

PARK AREA OR PUBLIC SPACE REQUESTED	Deering Oaks Park				
EVENT DAY & DATE(S)	Sunday October 26 th , 2008		RAIN DAY & DATE(S)	N/A	
EVENT START TIME (i.e. set-up start time)	8:30am	EVENT END TIME (i.e. when event cleanup is complete)	2:30pm	ACTUAL START & END TIME OF EVENT	12pm-1:30pm

EVENT NAME	EXPECTED ATTENDANCE
Halloween Kidney Walk 2008	275-300

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail. 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 (as this will need to be approved by City Departments and the Manager's Office).

Deering Oaks Park—Specific land use would be the area surrounding the bandstand. We will have two 20x30 tents to the left of the bandstand on the grassy areas. These tents will harbor registration and a wellness test for the 275-300 walkers that attend the event. Live musicians will also play on the bandstand—weather permitting.

IS THERE A REGISTRATION FEE?	No	
IF YES, HOW MUCH?	FEE	\$
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Approximately 150-200 Parking spaces will be needed. Participants can park along the road within Deering Oaks adjacent to the tennis courts and in surrounding areas.

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: Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Recreation's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Recreation.		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). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s):	X 2 20X30 TENTS-TO LEFT OF THE		

Exact Location(s) of Tent Placement Requested:		BANDSTAND		
In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.				
*	Will you be setting up tables and/or chairs? How many tables: 14 chairs: 18	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: Fire Truck, PD vehicle, media van.	X		
*	Will there be refreshments at the event? YES Do you wish to sell food? NO (If so, you will need approval from Recreation) List food and drink: Bottled Water, Granola Bars, Fruit A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged).	X		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? NO 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:		X	
*	Are you setting up a PA (sound) system? YES Are you planning on having Amplified Music? NO 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). For amplified music, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am - 1:15pm, and 1 hour between 5pm - 8pm).	X		
*	Will your event require electricity? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.	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? YES How many? 2 "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: 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 over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.		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: tvm@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.

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 per 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 (Royal Flush, 883-0884, M-F) to request and pay for a cleaning. Cleanings are \$45.

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

Portland 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 your security deposits.

TOBACCO FREE ZONES

Portland's parks, athletic facilities, playgrounds, and all public space areas are designated as tobacco-free zones. Please pass this information along to your participants. Thank you for your voluntary compliance.

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	JLH	DATE	06/21/2008
---	----------------------	------------	-------------	-------------------

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	JLH	DATE	06/21/2008
---	----------------------	------------	-------------	-------------------

CREDIT CARD INFORMATION

Visa or MasterCard Number	Exp Date (Mon/Yr)
---------------------------	-------------------

CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- Please make out security deposit checks separate from permit fees.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:

- Portland Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: tvm@portlandmaine.gov

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: 6	\$215	Vest, Barricade, Cone Deposit: \$10 per/item	\$30
Electricity: \$5per/hr	\$30	Public Space / Park Security Deposit: \$100	\$100
Key Deposit: \$50 per key	\$50	Other (Porta-Restroom User Fee, etc.)	\$25

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

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	DATE REC'D INSURANCE	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$
PAYMENT TYPE					
VISA	\$	MC	\$	CK #	CK AMOUNT \$
					CASH AMT \$

PRODUCER
**Aon Assn Services, a Division
of Affinity Ins. Services, Inc**
1120 20th St NW
Washington DC 20036
Phone: 800-432-7465 Fax: 202-857-0143

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Great American Insurance Co.
 INSURER B:
 INSURER C:
 INSURER D:
 INSURER E:

National Kidney Foundation
 30 E. 33rd Street
 New York NY 10016

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PAC6364838	07/01/08	07/01/09	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	PAC6364838	07/01/08	07/01/09	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	PAC6364838	07/01/08	07/01/09	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

NKF Affiliate or Division: Maine.
 Event: Annual Halloween Kidney Walk. Event Date: 10/26/08.
 Certificate Holder is included as their interest may appear.

CERTIFICATE HOLDER

CANCELLATION

CTY:PORT
 City of Portland, Recreation & Facilities Management
 Attn: Ted Musgrave
 134 Congress St. Ste 2
 Portland ME 04101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
 Sharon Palmer Fine *Sharon P. Fine*

Submit Application to Room 315, Portland City Hall, 389 Congress Street, Portland, ME 04101
 207-874-8703; fax 207-874-8716. Please allow 10 Business Days for processing.

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: Deering Oaks Park - Portland		
Date of Tent setup: October 26 th , 2008		Date of Tent breakdown: October 26 th , 2008
Tax Assessor's Chart, Block & Lot Chart# <u>049</u> Block# <u>A</u> Lot# <u>001</u>	Property Owner: One Stop Party Shop	Telephone: XXXX <u>207-767-5966</u>
Lessee/Buyer's Name (If Applicable) National Kidney Foundation Serving Maine	Applicant name, address & telephone: Jaime Hanks 470 Forest Ave. Suite 302 Portland, Me 04101 207-772-7270	Fee: \$ 30.00

The following must be included as submissions:

1. Certificate of Flammability
2. Letter of approval from property owner. If the City is the owner, please contact Ted Musgrave at Parks & Recreation @ 874-8793
3. Plot Plan showing the following:
 - i. Property lines
 - ii. Parking
 - iii. Existing Building locations
 - iv. Tent locations, including dimensions of all tents, exits and entrances in tent.
4. If the City is the property owner, Certificate of Insurance listing the City as Additional Insured. Minimum amount of coverage is \$400,000.00

OCT 21 2008

Whom should we contact when the permit is ready: Jaime Hanks

Mailing address: National Kidney Foundation of Maine, 470 Forest Ave. Suite 302 Portland, Me 04101

PHONE: 772-7270

We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements with staff before starting any work. 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: Jaime Hanks	Date: 10/10/08
-------------------------------------	----------------

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

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

TOPTec, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

12/19/05

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 262 MAIN ST

City S PORTLAND

State ME

Zip 04108

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPAI84, ULC109, MVSS302.

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of Item certified: FRAME 20x20 BLACKOUT WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTec, INC.

Name of Production Superintendent

MODEL TTF202005

SERIAL # 254801B

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

TOPTec, INC.

1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

04/18/06

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 262 MAIN ST

City S PORTLAND

State ME

Zip 04108

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of Item certified: FRAME 15x15 BLACKOUT WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTec, INC.

Name of Production Superintendent

MODEL TTF1515105

SERIAL # 262263B

DEERING OAKS PARK

DISCLAIMER:
Some Park roadway names are unofficial
and are used for direction purposes only.

- Basketball
- Sand Volley Ball
- Tennis

Horseshoes

Practice Field

Goodwin Alley

Ball Field

Playground

Soft Ball Field

Tennis Court Road

Handicap Parking

Handicap Parking

Castle

Dirt Parking Lot

MARGINAL WAY

Entrance

EXIT

Farmer's Market Road

Jenny Lane

Band Stand

FOREST AVENUE

KING JR. HIGH

DEERING AVENUE

King Court

Ravine Water Play Area

DUCK POND

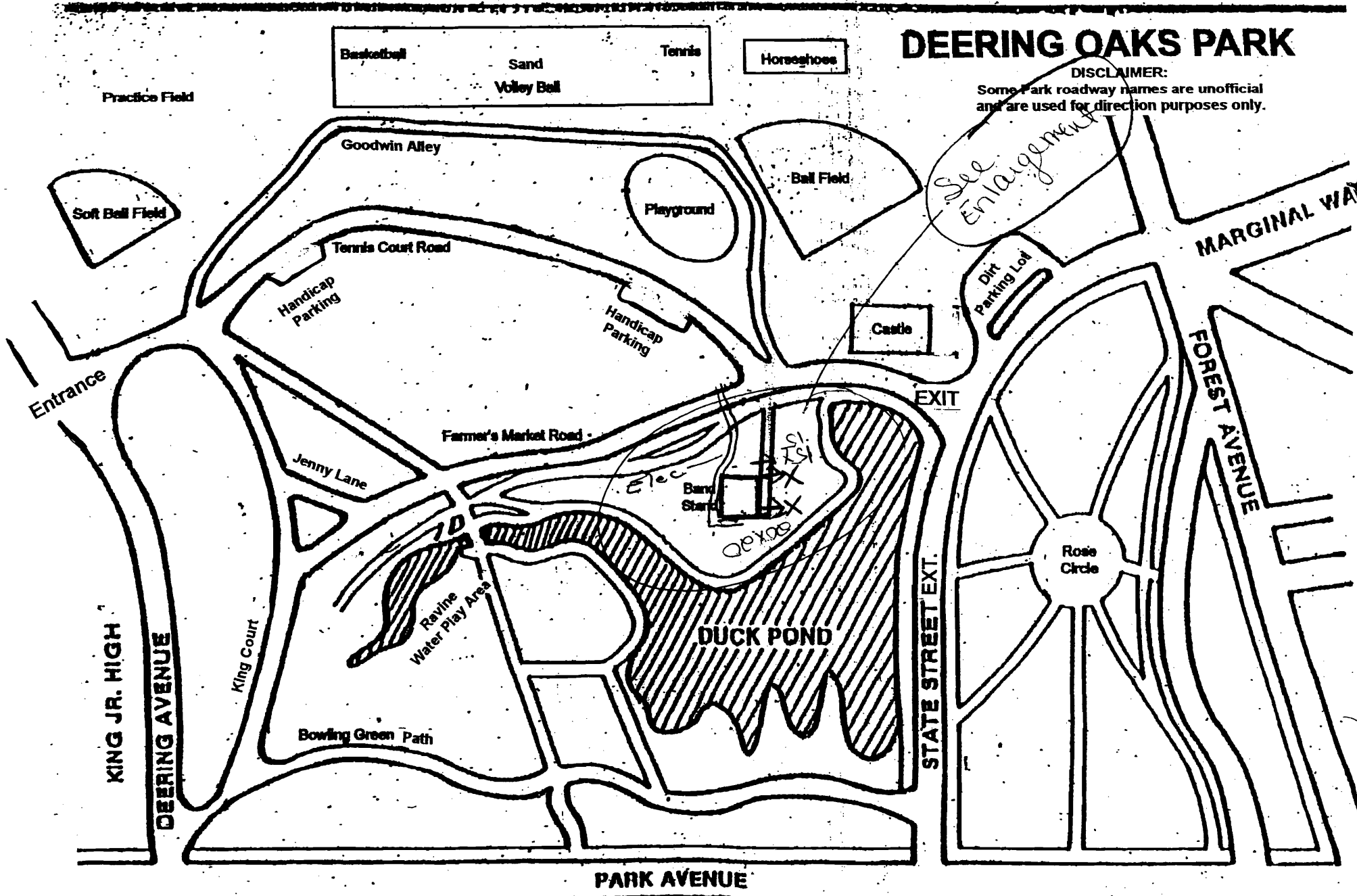
STATE STREET EXT.

Rose Circle

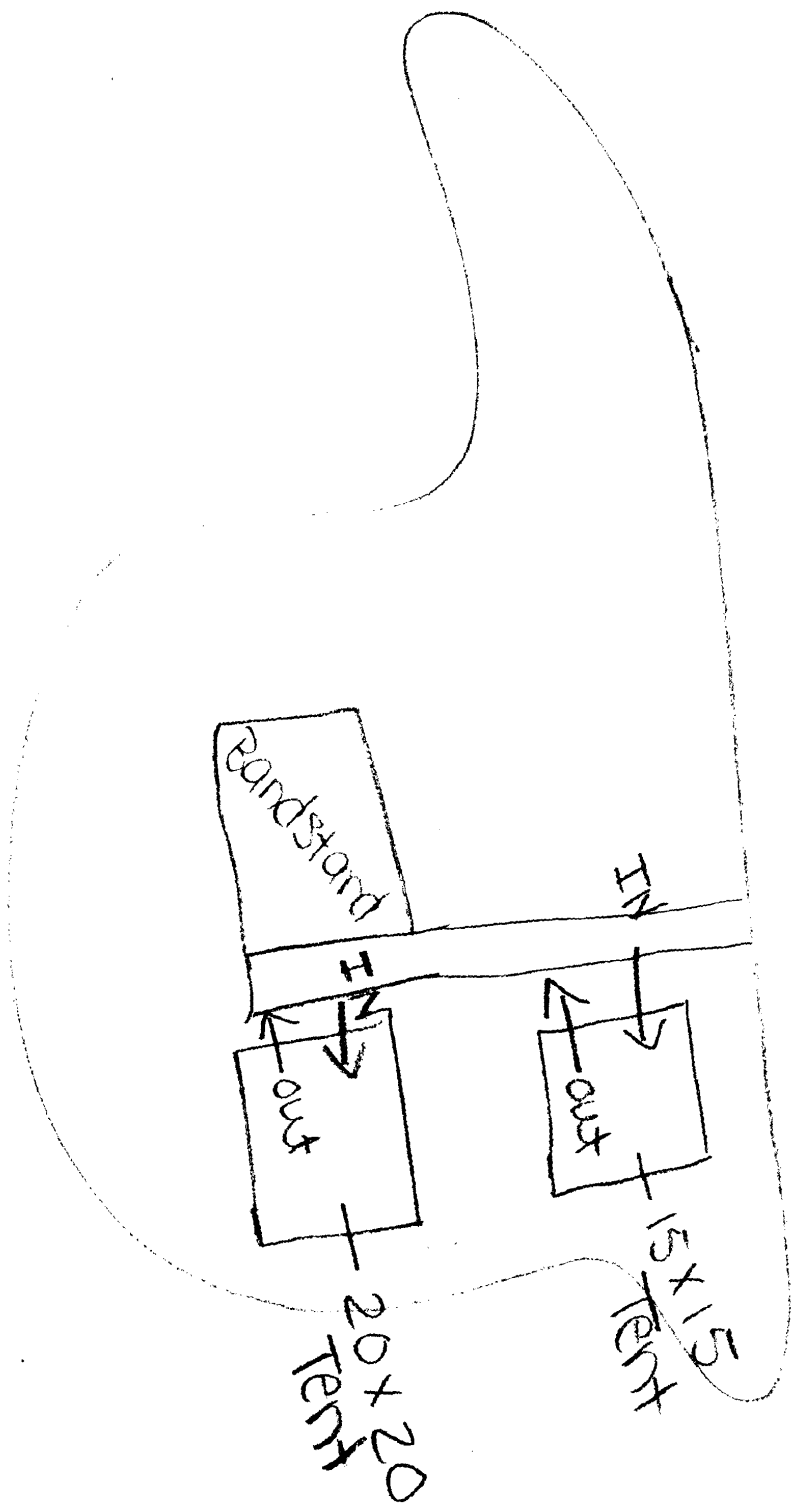
Bowling Green Path

PARK AVENUE

See enlargement



Duck Pond



State Street