

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK  
CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

ERECTOR'S REGISTRATION

Permit Number: 030715

PERMIT

This is to certify that City Of Portland/A-Plus Tent Rental  
has permission to Erect 20' x50' tent on 6/22/2003 for Assn of Consulting Foresters  
AT 595 Congress St 037 E001001

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 closed-in. **HEAVY 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. [Signature]  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

[Signature] 6/20/03  
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: 03-0715	Issue Date:	CBL: 037 E001001
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Location of Construction: 595 Congress St	Owner Name: City Of Portland	Owner Address: 389 Congress St	Phone:
Business Name:	Contractor Name: A-Plus Tent Rental	Contractor Address: 342 U S Route 1 Scarborough	Phone: 2078838497
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: <b>B3</b>

Past Use: Congress Square	Proposed Use: Congress Square w/ 20' x50' tent on 6/22/2003 for Assn. Of Consulting Foresters	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 2
Proposed Project Description: Erect 20' x50' tent on 6/22/2003 for Assn. Of Consulting Foresters		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <b>NA</b> Type: <b>NA</b> <i>TENT 6/22/03</i>	
		Signature: <i>[Signature]</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: kwd	Date Applied For: 06/19/2003	<b>Zoning Approval</b>		
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 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..	<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 checked="" type="checkbox"/> MM	<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	<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: <i>OK 6/19/03</i>	Date: _____	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

# Tent Permit Application

03-0715

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>Congress Square</u>		
Date of Tent setup: <u>6/22/03</u>	Date of Tent breakdown: <u>6/23/03</u>	
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot# <u>037</u> <u>E</u> <u>001</u>	Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Eastland Park Hotel</u> <u>157 High St. 775-5411</u>	Fee: \$ <u>35.00</u>

**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 from the Parks & Recreation @ 874-8793
3. Plot Plan showing the following:
  - i. Property lines
  - ii. Parking
  - iii. Building locations
4. Tent location, including dimensions of tent, exits and entrances in tent. 20'x50' open-sided tent
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

Whom should we contact when the permit is ready: Alison Ross

Mailing address:

PHONE: 347-6523

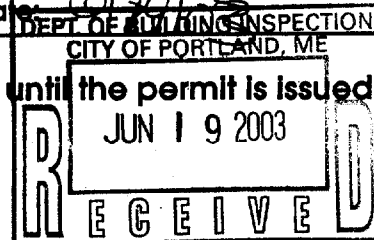
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER WILL BE ISSUED AND A \$100.00 FINE LEVIED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP.

**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.**

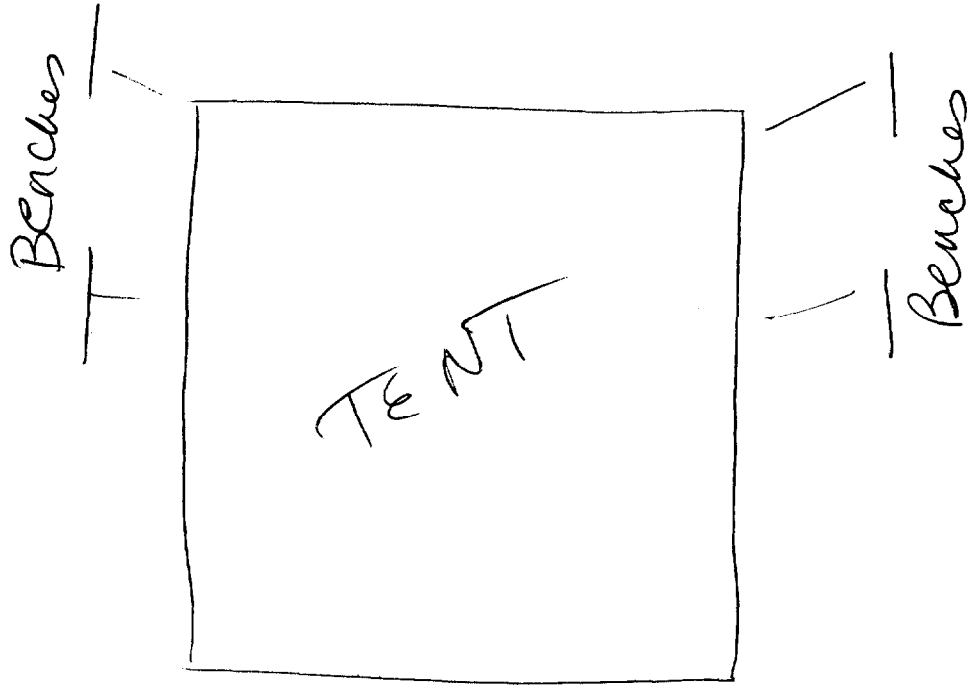
*I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, 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>Alison Ross</u>	Date: <u>6/19/03</u>
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**This is NOT a permit; you may not commence ANY work until the permit is issued.**



CONGRESS ST.



HOTEL

HIGH ST

CERTIFICATE NUMBER:  
ATL-000838756-01

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE POLICY. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED HEREIN.

<b>PRODUCER</b> Marsh 615 Crescent Executive Court Suite 300 Lake Mary, FL 32746		<b>COMPANY</b> AMERICAN GUARANTEE & LIABILITY INSURANCE COMPANY	
S64993-renew-Portl-03/04		<b>LOAN NUMBER</b> 60493500/674808	<b>POLICY NUMBER</b> CPO5842052
<b>INSURED</b> Magna Hospitality Group, LC DBA HOTEL LAWRENCE 302 S. HOUSTON ST. DALLAS, TX 75202		<b>EFFECTIVE DATE (MM/DD/YY)</b> 03/01/03	<b>EXPIRATION DATE (MM/DD/YY)</b> 03/01/04
		<b>COMT. UNTL. TERMINATED IF CHECKED</b>	<input type="checkbox"/>
THIS REPLACES PRIOR EVIDENCE DATED:			

**LOCATION / DESCRIPTION**  
 Re: Eastland Park Hotel  
 157 High Street  
 Portland, ME 04101  
 Banquet function on Sunday June 22, 2003

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

COVERAGES / PERILS / FORMS	AMOUNT OF INSURANCE (\$)	DEDUCTIBLE
BUILDING	21,500,000	
CONTENTS	4,500,000	
BUSINESS INCOME	3,500,000	
VALUATION - REPLACEMENT COST		
PERILS INSURED: "ALL RISK" SPECIAL		
FORM SUBJECT TO STANDARD EXCLUSIONS		
DEDUCTIBLE: ALL PERILS EXCEPT		5,000
BUSINESS INCOME, FLOOD, HURRICANE AND EARTHQUAKE		

SHOULD ANY OF THE POLICIES LISTED HEREIN BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER AFFORDING COVERAGE, ITS AGENTS OR REPRESENTATIVES, OR THE ISSUER OF THIS CERTIFICATE.

<b>NAME AND ADDRESS</b> City of Portland Attn: Karen Dunley City Hall Portland, ME 04101	<b>NATURE OF INTEREST</b> <input checked="" type="checkbox"/> MORTGAGEE <input type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> (OTHER) _____
MARSH USA INC. by Tracey P. Johnson <i>Tracey P. Johnson</i>	
VALID AS OF: 06/19/03	

Denise C. Albert, CPRP, Director  
Parks & Recreation Department  
276 Canco Rd. Portland, Maine 04103  
756-8275 vm211 fax: 756-8279

Joseph E. Gray, Jr.  
City Manager



CITY OF PORTLAND

Ms. Alison Rose  
The Eastland Park  
157 High Street  
Portland, Maine 04101  
775-5411 347-6523 fax: 775-1066 conferencesales@eastlandparkhotel.com

June 17, 2003

Dear Alison:

This will acknowledge receipt of your request to hold a private function at Congress Square Park on Sunday, June 22, 2003, from approx. 6pm – 8pm (set up begins around noon / breakdown could last until 11pm). The event is a catered food event for the Association of Consulting Foresters. 300 people are expected. There would be a large (30x50) tent set up in the sunken plaza of the square, (tables and a few chairs underneath). There would be no vehicles parked on the sidewalk or square areas and no need for any electricity. You may need a few parking spaces reserved. There is no rain date. Thank you for forwarding the permit fee and park security deposit.

Please be advised that you are authorized to use Congress Square Park for your catered food event, subject to the following conditions:

- 1. CERT. OF INSURANCE / PARK SECURITY DEPOSIT:** Please ask your insurance company to fax in a certificate of insurance naming the City of Portland as additional insured in regard to your event (coverage \$400,000 general & product liability). Our fax #: 756-8279. Park security deposit: you will receive the check back if the area is left as was found and no damage to the park.
- 2. CITY CLERK'S LICENSES:** Please contact Brandi Maxwell at the City Clerk's Office, 874-8557, for a temp. food service license. Please call Brandi even if you think the caterer is currently licensed in the city.
- 3. AREA OF USE:** See the introductory paragraph. There should be plenty of sidewalk room along the streets for passersby; the stage area will also probably be accessible to the public. A meeting with city staff was held April 30. At this meeting guidelines for the tent installation were discussed: tie off to the poles, no stakes, no trees, etc. Please abide by these conditions. The tent can be installed on Saturday evening or early Sunday if need be. The city takes no responsibility for personal/private items on city property. If the tent is going up early – please revise the certificate of insurance to state that. Please do not interfere with vehicular traffic flow.
- 4. TENT PERMIT:** Please procure a tent permit from Inspections Div., Karen Dunfey, 874-8701, ASAP. You will need to supply her with a plot plan (map – location of tent) and a certificate of flammability. You do not need to arrange for a DIG SAFE as no stakes will be placed in the ground.
- 5. ELECTRICITY:** If electricity is needed (from the stage area) please call this office for a 2697 key which unlocks the electrical box. There is a \$50 security deposit required. Cords in the public way need to be covered to alleviate the tripping hazard to the public. Please note that the PrideLights may be plugged in (and strung in the trees of the park). You may unplug these if necessary.
- 6. PARKING:** Vehicles should not park on the sidewalks or the square. To reserve a few parking meters on High Street or Congress Street, please call Carol Merritt at Public Works, 874-8822. There will be a minimal fee for this service. She can issue you "no parking" signs which you would then label and attach to meters the evening before.
- 7. TRASH:** Please make sure that the area is left as was found. Please bring along trash bags and haul away any trash (carry in / carry out policy).
- 8. POLICE ISSUES:** If you have any police needs, please call in advance - Sgt. Gary Rogers, 874-8554, Lt. Vernon Malloch, 874-8569, or (day of) Police Dispatch: 874-8574. By this letter, I am asking that they give your event special attention.
- 9. SAFETY:** Please make sure that necessary measures are taken to ensure a safe and accident-free event.

Good luck with the Congress Square function. If I may be of further assistance, please call me: 756-8275 vm211. In anticipation of City Clerk's Office issuing you licenses, the Inspections Div. issuing you a tent permit, and the certificate of insurance arriving shortly, this letter will act as your formal permit for use. Please bring it with you to the event.

cc: Sally DeLuca / Phil Labbe / Don Brewer / Jeff Tarling, P&R Managers  
Marie Sweatt, P&R Park Ranger Program  
Sgt. Gary Rogers / Lt. Vernon Malloch / Pam McNally, Police  
Karen Dunfey / Mike Nugent / Marge Schmuckal, Inspections  
Carol Merritt / Peter DeWitt, PW's  
Brandi Maxwell, City Clerk's Office  
Tom Higgins, P&R Downtown Div.  
Fred LaMontagne / Terry Walsh / John Brady, EMS / Fire  
John Peverada, Parking Control Dir. Rena Masten / Keely Cameron, PDD

Yours truly,

Ted Musgrave  
Special Activities

Richard Lawlor, Congress Square Events

No. 8709 P. 3

# Certificate of Flame Resistance

REGISTERED  
FABRIC  
NUMBER

F-140 01

ISSUED BY  
JOHNSON OUTDOORS INC.  
SINGHAMTON, NEW YORK 13802  
*Manufacturers of the Forest  
Tent Products Described Herein*

Date of Manufacture

Dec. 1997

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

NAME: A PLUS PARTY RENTAL

CITY: SCARBOROUGH STATE: ME

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

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

Description of item certified: 30x50 2pc EUREKA FRAME SYSTEM

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

**Snyder Manufacturing, Inc.**

Manufacturers of Flame Retardant Vinyl Laminates

  
TENT DEPARTMENT, JOHNSON OUTDOORS INC.

\*Large Scale

Jun. 19. 2003 8:35AM