

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

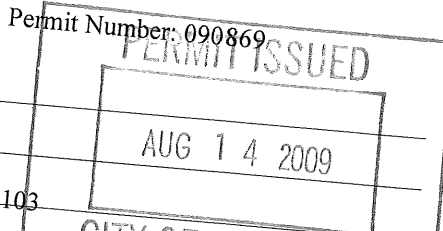
## BUILDING INSPECTION

# PERMIT

Please Read Application And Notes, If Any, Attached

This is to certify that Three Crows Inc /n/a  
has permission to Erect 8' x 4' x 2' staging, setup on 8/15/09 and breakdown on 8/15/09  
AT 15 Brown St

Permit Number: 090869



CBL 037 1002103

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 lathed or otherwise 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. \_\_\_\_\_
- Health Dept. \_\_\_\_\_
- Appeal Board \_\_\_\_\_
- Other \_\_\_\_\_

Department Name

*[Signature]*  
8/14/07  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

\_\_\_\_\_ 20\_\_

Received from \_\_\_\_\_

Location of Work \_\_\_\_\_

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

**Total:** \_\_\_\_\_

Building (IL) \_\_\_ Plumbing (I5) \_\_\_ Electrical (I2) \_\_\_ Site Plan (U2) \_\_\_

Other \_\_\_\_\_

CBL: \_\_\_\_\_

Check #: \_\_\_\_\_ **Total Collected \$** \_\_\_\_\_

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: \_\_\_\_\_

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

# CITY OF PORTLAND

## BUILDING INSPECTION

# PERMIT

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PERMIT ISSUED  
AUG 14 2009  
CITY OF PORTLAND

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

*[Signature]*  
8/14/09  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

SCANNED

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

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

Permit No: 09-0869	Issue Date:	CBL: 037 I002103
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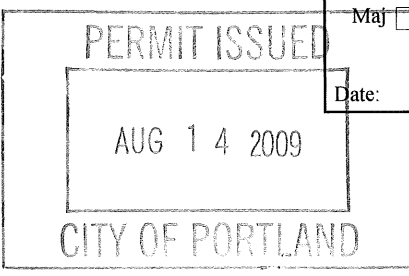
Location of Construction: 15 Brown St	Owner Name: Three Crows Inc	Owner Address: 31 Forest Rd	Phone:
Business Name:	Contractor Name: n/a	Contractor Address: n/a Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone:

Past Use: Museum of African Culture	Proposed Use: Museum of African Culture / Erect 8' x 4' x 2' staging, setup on 8/15/09 and breakdown on 8/15/09.	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 1
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Proposed Project Description: Erect 8' x 4' x 2' staging, setup on 8/15/09 and breakdown on 8/15/09.	FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <i>N/A</i> Signature:	INSPECTION: Use Group: <i>J</i> Type: <i>Test</i> <i>IBC 2003</i> <i>Temp Structure</i> Signature:
	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: gg	Date Applied For: 08/12/2009	<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"/>	<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 checked="" 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>8/14/09</i>	Date: _____	Date: <i>8/14/09</i>



**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: 09-0869	Issue Date:	CBL: 037 1002103
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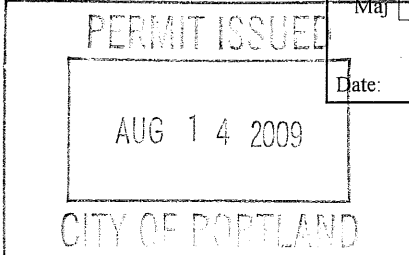
Location of Construction: 15 Brown St	Owner Name: Three Crows Inc	Owner Address: 31 Forest Rd	Phone:
Business Name:	Contractor Name: n/a	Contractor Address: n/a Portland	Phone
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone:

Past Use: Museum of African Culture	Proposed Use: Museum of African Culture / Erect 8' x 4' x 2' staging, setup on 8/15/09 and breakdown on 8/15/09.	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 1
		FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <i>N/A</i>	INSPECTION: Use Group: <i>J</i> Type: <i>Tent</i> <i>IBC 2003</i> <i>Temp Structure</i>	

Proposed Project Description: Erect 8' x 4' x 2' staging, setup on 8/15/09 and breakdown on 8/15/09.	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: gg	Date Applied For: 08/12/2009	<b>Zoning Approval</b>
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<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 <input type="checkbox"/> Major <input type="checkbox"/> Minor <input 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 checked="" 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>8/14/09</i>	Date: <i>8/14/09</i>	Date: <i>8/14/09</i>



### 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/Canopy or Temporary Event Staging Permit Application

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

Location/Address/Park of Installation: <sup>15</sup> <b>BROWN STREET, PORTLAND ME</b>		
Date of Set up/Event: <b>8/15/09</b>		Date of Breakdown/ End of Event: <b>8/15/09</b>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <b>037      1002      103</b>	Property Owner: <b>Three crows Jimmy Klazko</b>	Telephone: <b>871-7188</b>
Lessee/Buyer's Name (If Applicable) <b>MUSEUM OF AFRICAN CULTURE</b>	Applicant name, address & telephone: <b>13 BROWN ST 871-7188 PORTLAND ME 04101</b>	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Certificate of Flammability <sup>411</sup></li> <li><input checked="" type="checkbox"/> Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</li> <li><input checked="" type="checkbox"/> Company name of installer (contact info). <b>museum of African culture</b></li> <li><input checked="" type="checkbox"/> Plot Plan showing the following: Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li><input checked="" type="checkbox"/> 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> </ul> <p>Who should we contact when permit is ready: <b>OSCAR MOKEMÉ</b> Call: <b>899-7128</b> Address: <b>13 BROWN ST</b> Telephone: <b>871-7188</b> or <b>899-7128</b></p>		
<p>Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.</p>		

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant:	Date: <b>8/11/09</b>
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**This is not a permit; you may not commence ANY work until the permit is issued.**



**CITY OF PORTLAND, RECREATION and FACILITIES  
MANAGEMENT**

**PUBLIC PARK & SPACE PERMIT (4 pages)**

134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101  
207-756-8275 ~ Fax 207-756-8279  
tvm@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)

<b>TODAY'S DATE</b>	8/4/08	<b>ORGANIZATION NAME</b>	Museum of African Culture					
<b>ORGANIZATION ADDRESS</b>	13 Brown Street		<b>CITY</b>	Portland	<b>STATE</b>	ME	<b>ZIP</b>	04101
<b>CONTACT NAME(S)</b>	Gail Edgerly							
<b>HOME #</b>	761-3765	<b>CELL</b>	322-3336		<b>FAX</b>			
<b>EMAIL</b>	galedge@maine.rr.com		<b>EMAIL</b>	africart@museumafricanculture.org				

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Brown Street (Congress Street to Free Street)						
<b>EVENT DAY &amp; DATE(S)</b>	August 9, 2008 (Saturday)			<b>RAIN DAY &amp; DATE(S)</b>			
<b>EVENT START TIME</b> (i.e. set-up start time)	11 am	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	5:30 pm	<b>ACTUAL START &amp; END TIME OF EVENT</b>	1-5 pm		

EVENT NAME		EXPECTED ATTENDANCE
Museum of African Culture 10 <sup>th</sup> Anniversary and Celebration of Diversity		200- 400
<b>DESCRIPTION OF EVENT:</b> Please be specific regarding area of public space/park and describe Event in detail.  THE MUSEUM OF AFRICAN CULTURE WOULD LIKE TO HOST A DIVERSITY CELEBRATION ON BROWN STREET IN HONOR OF THE MUSEUM'S 10 <sup>TH</sup> ANNIVERSARY. THIS WILL INCLUDE MULTICULTURAL MUSICAL PERFORMERS, DANCERS, AND FOOD VENDORS REPRESENTING FOODS FROM AROUND THE WORLD. THERE WILL BE TABLES PROVIDING INFORMATION FROM OUR CORPORATE SPONSORS. PHYSICAL SET UP WILL INCLUDE A STAGE WITH A TENT, SOUND SYSTEM, A BANNER OVER CONGRESS STREET AND TABLES AND CHAIRS FOR SITTING AND EATING.  OUR NEIGHBORS: MARGARITA'S RESTURANT, THE STADIUM AND KIMBALL COURT HAVE AGREED TO THE CLOSURE OF BROWN STREET. LETTERS ATTACHED.		
<b>IS THERE A REGISTRATION FEE?</b>	NO Free admission to the event	
<b>IF YES, HOW MUCH?</b>	<b>FEE</b>	\$ NA
	<b>STUDENT FEE</b>	\$ NA

<b>WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?</b>
---

**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		X	

**PARKING SPACES:**

To reserve parking meters and to make sure that no cars are parked along Brown Street, please contact Carol Merritt at Public Services, 874-8822. There is a \$10 fee per "no parking" sign.

**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 license, and the street goods vendors licenses (if non-food items are being sold).

An inspector will show up at Noon to inspect the food service area. 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 have permission to sell food items and crafts, t-shirts, etc. at your event.

**INSPECTION SERVICES 874-8693 / 8701 / 8703**

The tent originally proposed for the street is not going up. Just a 8'x16 stage is being erected in the street.

The stage must be approved and permitted by Inspection Services (phone numbers above).

The stage is to be setup in the street at 11am, removed by 5:30pm.

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

**TRASH / BATHROOM FACILITIES**

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

Bathrooms at the museum will be available.

**ELECTRICITY:**

You will need to access power from one of the nearby businesses. Please make sure that all cords in the public way are covered by rugs, mats, or orange cones to alleviate the tripping hazard to the public.

**NO ALCOHOL ALLOWED**

There is to be no alcohol permitted on city property.

**NOTIFICATION:**

Please stop in at the area stores and restaurants to alert them to your event.

Please ask area newspapers to publicize the event. Please notify residents in the area of the street closing.

CREDIT CARD INFORMATION			
Visa or MasterCard Number		Exp Date (Mon/Yr)	
<b>CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED</b>			

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: <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a>

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 1/2 hours	<b>\$ 232.50</b>	Vest, Barricade, Cone Deposit: \$10 per/item  4 barricades to block street	\$
Electricity: \$5per/hr 4 hours	\$	Public Space / Park Security Deposit: \$100	<b>\$ 100</b>
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

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

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	6-17-2008	DATE REC'D INSURANCE	6-23-08	PERMIT FEE AMT REC'D	<b>\$ needed</b>	SECURITY DEPOSIT	<b>\$ needed</b>
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT



	forward. State size(s): Exact Location(s) of Tent Placement Requested:  In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up <b>tables and/or chairs</b> ? How many tables: 5-10 chairs: 25-50	YES		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: STAGE	YES STAGE		
*	Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? (If so, you will need approval from Recreation) List food and drink: 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).	YES		
*	Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell:			NOT SURE
*	Are you setting up a <b>PA (sound) system</b> ? Are you planning on having <b>Amplified Music</b> ? 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).	YES		
*	Will your event require <b>electricity</b> ? 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.	YES		
*	Are you planning on bringing a <b>Grill for a Barbecue</b> ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.			NOT SURE
*	Will the event require <b>reserved parking spaces / parking meters</b> ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	STREET WILL BE CLOSED		
*	Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: BARRIERS TO CLOSE STREET A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	YES		
*	Will your event require <b>street closures</b> ? (Please be specific under "Description of Event")	YES		
*	Will your event require <b>Police</b> assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		NO	
*	Will your event require <b>Fire/EMS</b> assistance?		NO	
*	Will your event require <b>porta-restroom</b> 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.)		NO	
*	Do you wish to have a <b>banner over the street</b> to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.		NO	

#### 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.	YES		
♦ 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: <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a>				

### 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 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (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	GE	DATE	8/4/08
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#### 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	GE	DATE	8/4/08
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## CONDITIONS FOR USE

### RECREATION FEES / INSURANCE:

**Fees:** Please forward the permit fee (\$232.50 – based on 6.5 hours use), check payable to: City of Portland, to the Recreation Office. A credit card may also be used for payment.

**Security Deposits:** Please forward a \$100 security deposit for use of the street.

**Insurance:** Insurance Certificate was faxed to the Rec. Office already.

### USE OF THE STREET / BARRICADES:

You have permission to barricade off Brown Street (Congress to Free) to traffic.

You do not need to staff the intersections with Police personnel, however, adults – wearing orange safety vests - should be positioned near the barricades to inform and assist the public. If you need vests, you may borrow a couple from Recreation. Please call in advance to reserve (there is a \$10 per vest security deposit required).

Please do not set up any items near fire hydrants (leave a 15' clearance).

Prior to set up and as a reminder, please approach the storefronts, businesses, and restaurants on Brown Street to inform them of your event and the street closure.

For needed barricades (a set at Congress and a set at Free Street), please contact Public Services Customer Service, 874-8493. You may need to pick these barricades up.

### CLOSING BROWN STREET:

Please contact Shift Command: 874-8555 and Police Dispatch: 874-8574 or 8575, on the morning of the closure to remind them of your event and the street closure.

**PARKING SPACES:**

To reserve parking meters and to make sure that no cars are parked along Brown Street, please contact Carol Merritt at Public Services, 874-8822. There is a \$10 fee per "no parking" sign.

**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 license, and the street goods vendors licenses (if non-food items are being sold).

An inspector will show up at Noon to inspect the food service area. 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 have permission to sell food items and crafts, t-shirts, etc. at your event.

**INSPECTION SERVICES 874-8693 / 8701 / 8703**

The tent originally proposed for the street is not going up. Just a 8'x16 stage is being erected in the street.

The stage must be approved and permitted by Inspection Services (phone numbers above).

The stage is to be setup in the street at 11am, removed by 5:30pm.

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

**TRASH / BATHROOM FACILITIES**

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

Bathrooms at the museum will be available.

**ELECTRICITY:**

You will need to access power from one of the nearby businesses. Please make sure that all cords in the public way are covered by rugs, mats, or orange cones to alleviate the tripping hazard to the public.

**NO ALCOHOL ALLOWED**

There is to be no alcohol permitted on city property.

**NOTIFICATION:**

Please stop in at the area stores and restaurants to alert them to your event.

Please ask area newspapers to publicize the event. Please notify residents in the area of the street closing.

**CREDIT CARD INFORMATION**

Visa or MasterCard Number				Exp Date (Mon/Yr)		
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**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](mailto: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 hour (if over 2 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 1/2 hours	<b>\$ 232.50</b>	Vest, Barricade, Cone Deposit: \$10 per/item 4 BARRICADES TO BLOCK STREET	\$
Electricity: \$5per/hr 4 hours	\$	Public Space / Park Security Deposit: \$100	<b>\$ 100</b>
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

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

**FOR OFFICE USE ONLY**

DATE REC'D APPLICATION	6-17-2008	DATE REC'D INSURANCE	6-23-08	PERMIT FEE AMT REC'D	\$ needed	SECURITY DEPOSIT	\$ needed	
<b>PAYMENT TYPE</b>								
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$

**City of Portland, Maine**  
**Office of the City Clerk**

**License No. 07202009**

**Issue Date July 20, 2009**

**To all Whom These Presents May Concern:**

**This is to certify that the Municipal Officers have granted a license to**  
VANGA INANGA

**Doing business as MUSEUM OF AFRICAN CULTURE 11TH ANNIVERSARY**  
**at 13 BROWN STREET**

**for STREET GOODS VENDOR LICENSE**

**and at that place only on the following conditions:**

STREET GOODS VENDOR LICENSE TO EXPIRE AFTER EVENT  
ON AUGUST 15, 2009.

**This license is granted subject to strict observance of all laws, ordinances and regulations enacted for the protection of the City of Portland so far as they may apply and is to continue in force until 08/15/2009 unless sooner revoked.**



*Gunda C. Coler*

City Clerk

**THIS LICENSE IS NOT TRANSFERABLE**  
**PLEASE POST IN A CONSPICUOUS PLACE**

*Inspection  
Records*

**From:** Jean Fraser  
**To:** PMerfeld@maineturnpike.com  
**Date:** 8/12/2009 1:31:04 PM  
**Subject:** Re: MTA Headquarters Administration Building

Peter:

I am writing to confirm that the proposed amendments, as shown in the plans provided by Mark Johnson and listed below, to the approved site plan and landscape plan for this project (#2006-0090 in our records) are approved as diminimus amendments.

The approved amendments are:

1. Detention Pond nearest to Congress Street: install rip rap and repair other aspects as per SMRT Plan C-1 (SI-144) entitled "riprap protection @pond #1 forebay" and dated 8.7.09.
2. Smoking Shelter: install small aluminum and glass shelter on pad 12ft X7 ft with metal roof (Handi-hut inc Model #S4-2R), with landscaping- as described in your letter & attachments of 8.3.2009 and SMRT Plan L-1 (amend to LP101) entitled "Smoking Shelter Plan" and dated 8.7.09.

Please note that the concrete pad may need a building permit as I outlined in my e-mail of 8.5.2009.

This approval is based on the documentation received from Mark Johnson today that indicates the MDEP have approved these plans as diminimus amendments regarding their permit for this site.

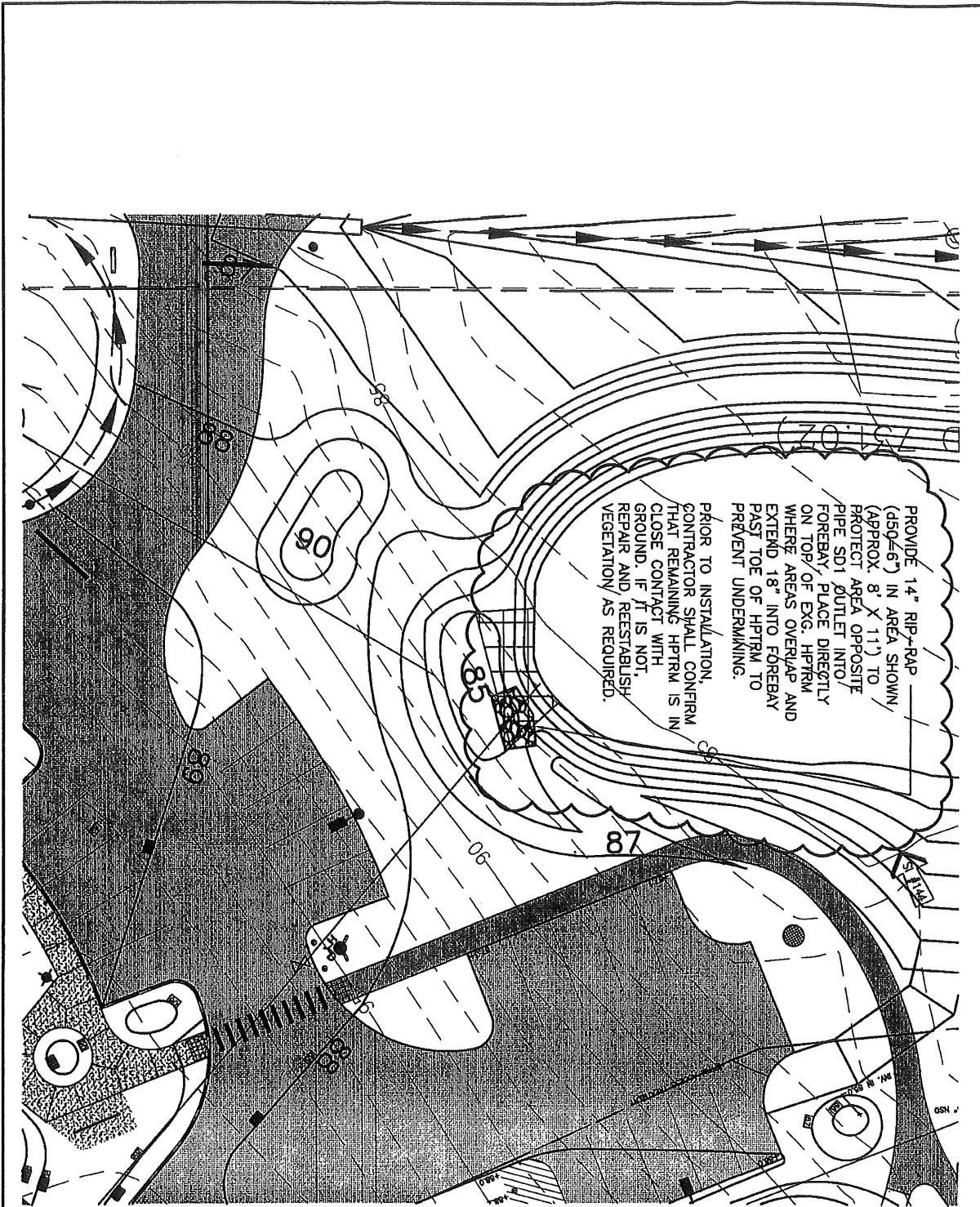
This e-mail is adequate for our records but please let me know if you require a more formal letter of confirmation.

Jean

Jean Fraser, Planner  
City of Portland  
874 8728

**CC:** Johnson, Mark

*TD:*  
Inspection  
for your records  
#2006-0090  
approved plans  
of diminimus  
amendments  
(new shelter)



CITY OF PORTLAND  
 APPROVED SITE PLAN  
 Subject to Dept. Conditions  
 Date of Approval: 5-8-2007 on 8

PROJECT NO.	06016
DATE	8-7-09
SUPPLEMENTAL INSTRUCTION:	SI-144
SCALE	1" = 20'
PROJECT MANAGER	SLB
REF. SHEET	CG202
AGE OF RECORD	NGI
QAD FILE	CG202-06016
PROJECT NO.	06016
DATE	8-7-09
SUPPLEMENTAL INSTRUCTION:	SI-144
SKETCH NO.	C-1

SUBJECT:  
 RIP-RAP PROTECTION  
 @ POND #1 FOREBAY

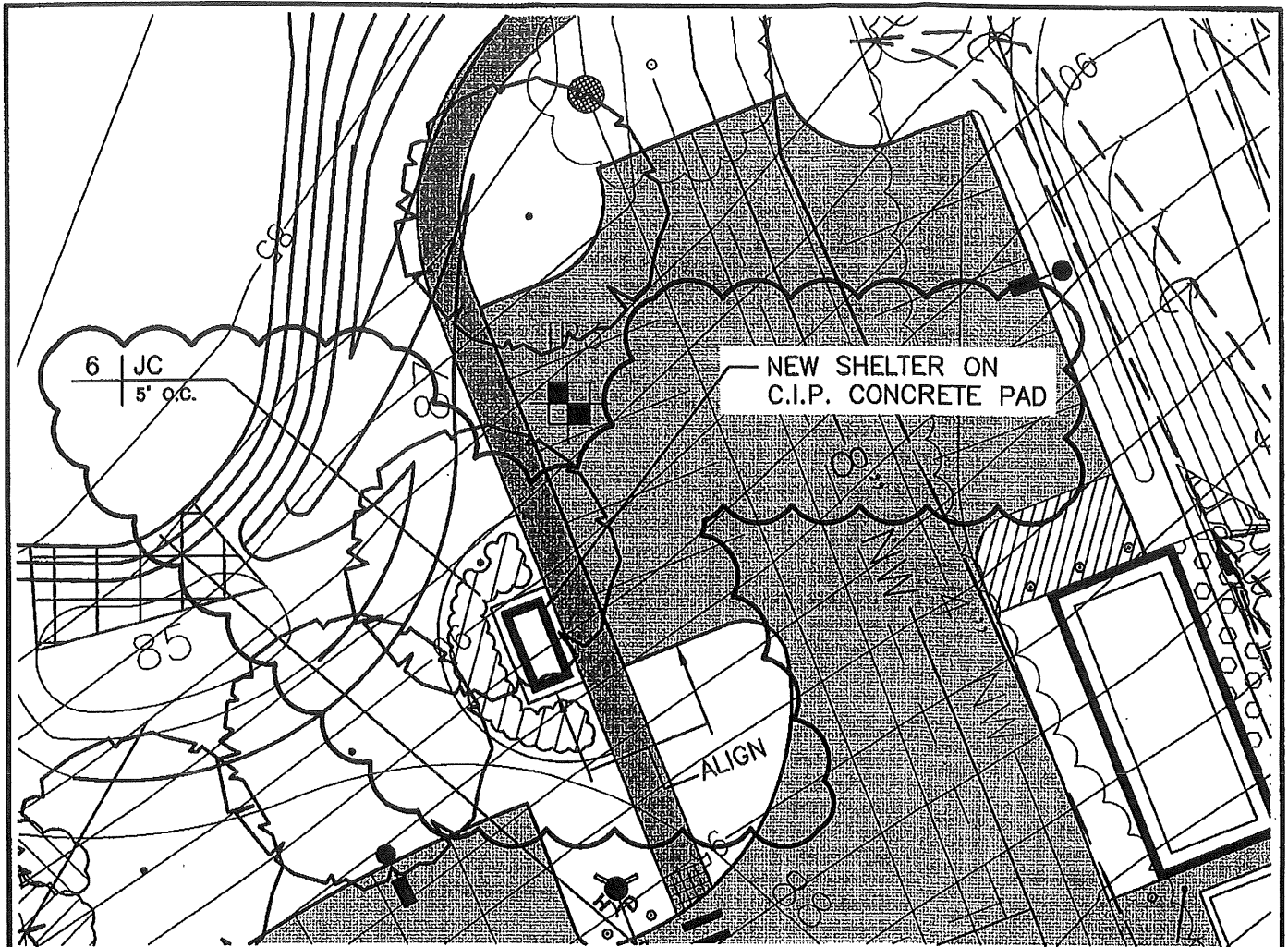
MAINE TURNPIKE AUTHORITY  
 ADMINISTRATION BUILDING  
 PORTLAND, MAINE

**SM RT**

ARCHITECTURE *thus*  
 ENGINEERING  
 PLANNING *diminimus*  
 INTERIOR DESIGN  
 COMMISSIONING *emendron*

144 Fore Street/P.O. Box 618  
 Portland, Maine 04104  
 tel. (207) 772-3846  
 fax. (207) 772-1070  
 www.smrtinc.com

8-12-2009



**NOTES:**

1. Shelter to be Model #S4-2R by Handi-Hut, Inc., Clifton, NJ.
2. Strip topsoil and excavate subgrade to depth required. Compact subgrade.
3. Place 12" MDOT Type 'A' gravel base and compact to 95% maximum dry density.
4. Slab to be 7'-0" x 12'-0" x 6" cast-in-place concrete (4,000 psi at 28 days).
5. Haunch outside 12" of slab to 12" depth, sloping up to 6" slab thickness at a 45-degree angle.
6. Place #3 bars at 18" O.C.E.W. at mid depth in the slab utilizing chairs for support, and (2) #5 bars continuous around the perimeter haunch, stacked with one 6" over the other (3" clear from concrete surfaces) and 18" splice.
7. Chamfer perimeter top edge 1/2", and finish concrete surface with a light broom finish perpendicular to the long axis of the slab.
8. Finished grade of the pad to be 1/2" above existing walk at the shelter opening.
9. Install shelter on slab per manufacturer's instructions.
10. Prepare planting bed and install shrubs per specifications.

**SM  
RT**

ARCHITECTURE ENGINEERING PLANNING

SMRT

144 Fore Street/P.O.Box 618 PORTLAND, MAINE 04104  
tel. (207) 772-3846 / fax. (207) 772-1070

PROJECT:

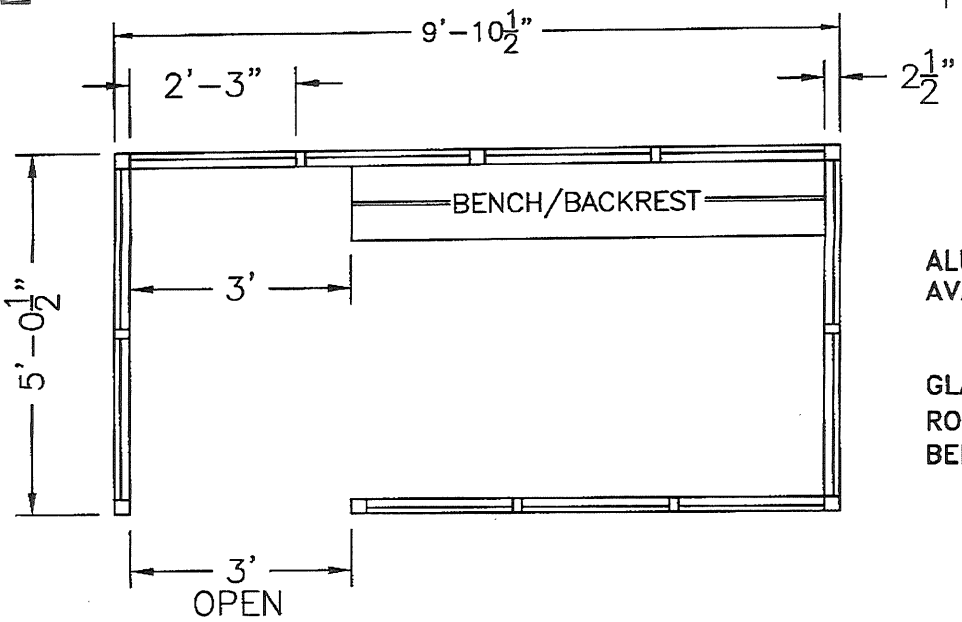
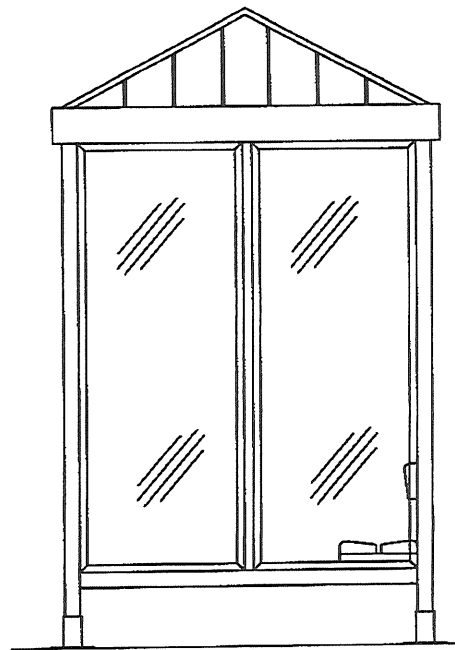
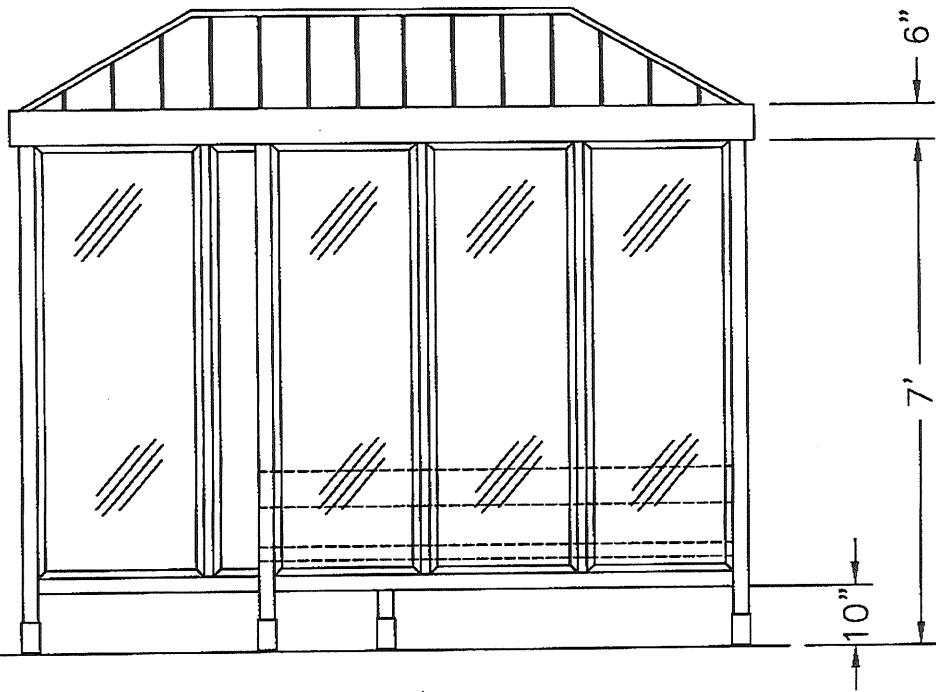
**MAINE TURNPIKE AUTHORITY  
ADMINISTRATION BUILDING**

SUBJECT:

**SMOKING SHELTER PLAN**

CITY OF PORTLAND  
 APPROVED SITE PLAN  
 Subject to Dept. Condition  
 Date of Approval: 5-2-09  
 Dimensioned as shown

SCALE:	1" = 20'
CAD FILE:	LP101-06016
PROJECT No.	06016
REF. SHEET:	LP101
PM:	SLB
A/E:	MGJ
DATE:	8-07-09
SUPPLEMENTAL INSTRUCTION SKETCH No. <b>L-1</b> © COPYRIGHT 2007 SMRT INC.	



**MODEL #S4-2R**  
**ACCOMODATES 5-6**

**ALUMINUM: 6063-T52**  
**AVAILABLE FINISHES: DARK BRONZE ANODIZE**  
**CLEAR ANODIZE**  
**CUSTOM COLOR POWDER-COAT**  
**GLAZING: 1/4" CLEAR TEMPERED GLASS**  
**ROOF PANELS: 1" X 8" X 1" ALUMINUM DECKING**  
**BENCH/BACKREST: EXTRUDED ALUMINUM**

**STANDING SEAM HIP ROOF**  
**SMOKING SHELTER**



**handi-hut inc.**

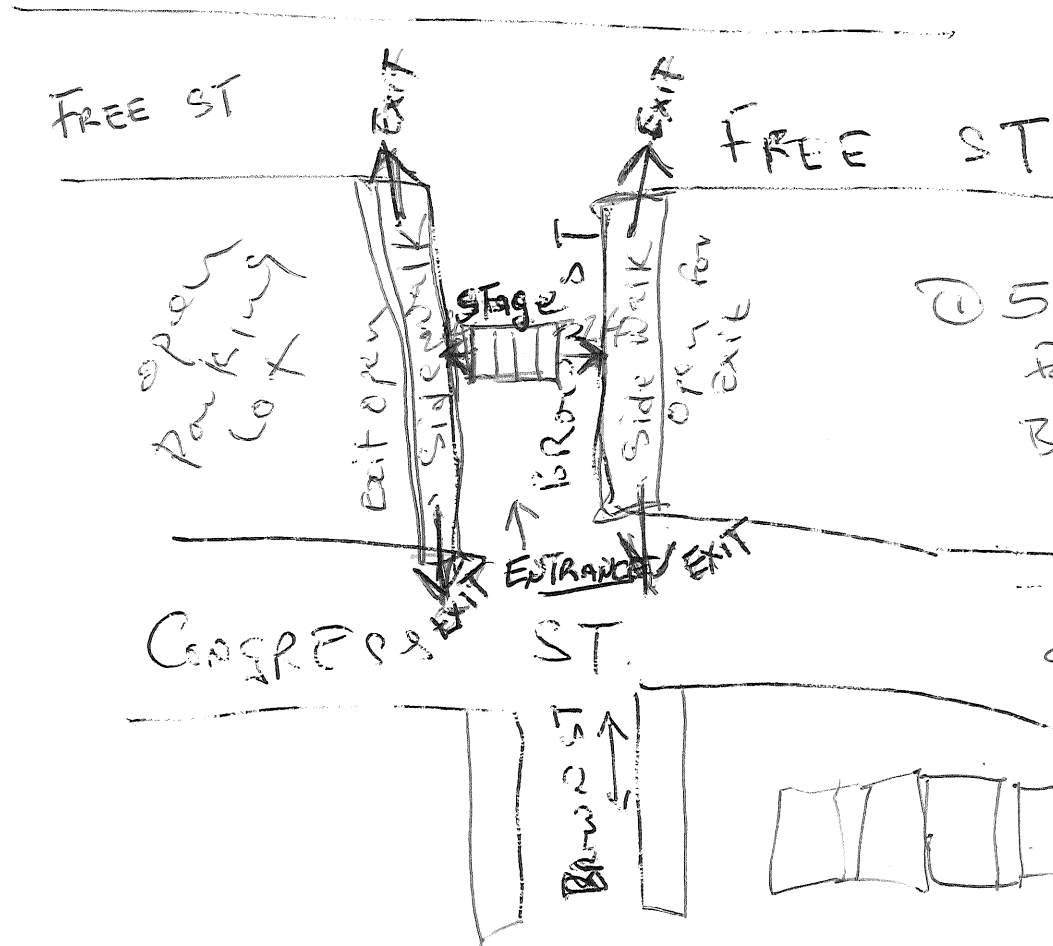
3 GRUNWALD ST. CLIFTON, NJ 07013  
 973-614-1800 FAX: 973-614-8011

**RECCOMENDED PAD SIZE-12'-0" X 7'-0" X 6" THICK MINIMUM**

**CITY OF PORTLAND**  
**APPROVED SITE PLAN**  
 Subject to Dept. Conditions  
 Date of Approval: 5-8-2007 original  
 diminished amend 8-12-2009

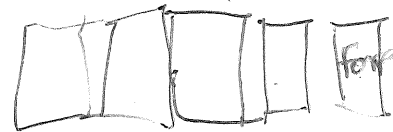


# PLOT PLAN for Staging for MofAC Event 8/16/09

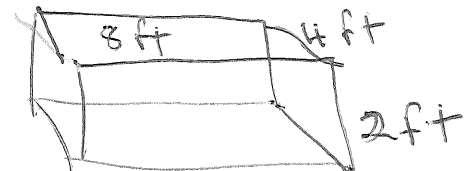


① 5 pieces of Boxes  
for stage. 20 X 6 <sup>ft</sup>  
Built with solid  
plywood. painted  
Black.  
Stacked together  
and elevated about

2 ft high. with  
a platform base  
for stability



EACH BOX is 8 X 4 X 2



EACH AND 5 PIECES

# ACORD<sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE

DATE  
03-03-2009

<b>PRODUCER</b> HUNTINGTON T BLOCK INS AGENCY/PHS 620137 P: (866)467-8730 F: (877)538-8526 PO BOX 29611 CHARLOTTE NC 28229	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.
<b>INSURED</b> MUSEUM OF AFRICAN CULTURE 13 BROWN ST. PORTLAND ME 04101	<b>INSURERS AFFORDING COVERAGE</b> INSURER A: Hartford Casualty Ins Co INSURER B: INSURER C: INSURER D: INSURER E:

**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 LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b>	42 SBA TY1263	04/15/09	04/15/10	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$10,000
	<input checked="" type="checkbox"/> General Liab				PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS - COMP/OP AGG	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC					
A	<b>AUTOMOBILE LIABILITY</b>	42 SBA TY1263	04/15/09	04/15/10	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident)	\$
<input checked="" type="checkbox"/> NON-OWNED AUTOS						
	<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				WC STATUTORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
	<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 Those usual to the Insured's Operations. City of Portland is listed as Additional Insured per the Business Liability Coverage Form SS0008.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: <u>A</u>	<b>CANCELLATION</b>
City of Portland 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 30 DAYS WRITTEN NOTICE (10 DAYS FOR NON-PAYMENT) 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 <i>Jac Taylor</i>