

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that Portland Museum of Art

Job ID: 2011-09-2195-SE

Located At 148 FREE (lot at the corner of Spring and Oak Streets).

CBL: 039 - - B - 013 - 001 - - - -

has permission to Portland Museum of Art Auction

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

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Bjanes (58)

Fire Prevention Officer

for *JMB*

Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-09-2195-SE

Located At: 148 FREE (lot at the corner of Spring and Oak Streets) CBL: 039 - - B - 013 - 001 - - - -

Conditions of Approval:

1. Emergency lighting and approved illuminated EXIT signs are required for events held outside of day light hours. A back up generator with transfer switch shall meet this requirement if the following is met:
 - a. All lighting is powered from the generator circuit.
 - b. The lighting illuminates the face of the EXIT signs.
 - c. An auto transfer and start shall be provided or dedicated staff shall be provided for that purpose.
2. EXITS
 - a. The main entrance shall have minimum clear width of 10 feet.
 - b. The divider in the main tent shall maintain an exit opening of 6 feet.
 - c. A main corridor for the main tent shall be maintained a minimum of 50 inches. Where a chair is placed between a table and the corridor the measurement shall be made from the table and add 19 inches for each chair (ie. Chair at both sides 38" + 50"= 88").
 - d. An exit from the main tent to the outside directly across from the main entrance shall be provided. Minimum clear width shall be 6 feet.
 - e. The auction tent shall have 2 exits perpendicular from the main tent. Minimum clear width shall be 36".
 - f. The catering tent shall have one additional exit across from the main tent. Minimum clear width shall be 36".
3. A minimum of 3 trained crowd managers shall be provided and on duty inside of the occupied tents during the event.
4. A minimum 1 radio equipped firefighter shall be hired.
5. Fuel-fired heating equipment and propane tanks shall be installed outside of the tents an not with 5 feet of the tents or an exit discharge.
6. Fire extinguishers will be required per NFPA 10 as follows:
 - a. Main tent: 1 at each exit and one at the center divider
 - b. 1 in the auction tent
 - c. 2 in the caterers tent
7. The fire department shall inspect the premise prior to the event.
8. The cooking equipment arrangement and type shall be evaluated at the inspection.

City of Portland, Maine - Building or Use Permit Application

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

| | | | |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Job No: 2011-09-2195-SE | Date Applied: 9/9/2011 | CBL: 039 - - B - 013 - 001 - - - - | |
| Location of Construction: 148 FREE – museum parking lot on Spring St. | Owner Name: Portland Museum of Art | Owner Address: 7 CONGRESS ST PORTLAND, ME 04101 | Phone: 207-775-6148 |
| Business Name: | Contractor Name: Maine Bay Canvas - Dan Gauvin | Contractor Address: 53 Industrial Way, Portland, ME 04103 | Phone: 207-878-8888 |
| Lessee/Buyer's Name: | Phone: | Permit Type: Building – Tent/temporary event | Zone: B-3 |
| Past Use: Portland Museum of Art Parking Lot | Proposed Use: Same - PMA parking lot- set up 1- 40' x 160', 2- 30' x 40' & 3 - 20' x 20" tents for event on 9/17/11 - set up 9/15/11 & break down 9/18/11 | Cost of Work: | CEO District: |
| | | Fire Dept: <input checked="" type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>[Signature]</i> | Inspection: Use Group: A Type: temp tent per Signature: <i>[Signature]</i> |
| Proposed Project Description: PMA Tent Set-up 9/15/2011 breakdown 9/18/2011 | | Pedestrian Activities District (P.A.D.) | |

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Permit Taken By: | Zoning Approval | | |
| <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 informatin may invalidate a building permit and stop all work.</p> | Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK 9/12/11 [Signature]</i> | Zoning Appeal <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: | Historic Preservation <input checked="" type="checkbox"/> Not in Dist 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: |
| | 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 |



B-3

Tent/Canopy or Temporary Event Staging Permit Application

Location/Address/Park of Installation: Portland Museum of Art, 7 Congress Street, Portland, ME 04101-Spring & Oak parking lot 148 Free St

Set-up Date Thursday, September 15, 2011 Break-Down Date Sunday September 18, 2011

| | | |
|--------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------|
| Tax Assessor's Chart, Block & Lot Chart# 039 Block# B-015 Lot# 001 (<u>Put under 39-B-015</u>) | Property Owner: Portland Museum of Art | Telephone: 207-775-6148 |
|--------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------|

| | | |
|-------------------------------------|------------------------------------------------------------------------------------------------|-------------|
| Lessee/Buyer's Name (If Applicable) | Applicant name, address & telephone: Portland Museum of Art, 7 Congress St. Portland, ME 04140 | Fee: 530.00 |
|-------------------------------------|------------------------------------------------------------------------------------------------|-------------|

1. Certificate of Flammability
2. Letter of approval from property owner.

3. Company name of installer (contact info).
4. 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 & Recreation for maps of Portland's Parks @ 756-8275).

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

Who should we contact when permit is ready: Kate Martin

Address 177 Belle Marsh Rd, South Berwick, ME

039083 Telephone: 207-384-4703

11.9.8

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, stop by the Building Inspection Department, 111 City Hall (3rd fl) 207-874-870

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:

9/5/11

K. MARTIN for Paul's measure of this

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

From: Kate Martin <kate@beautifuldaysevents.com>
Subject: Permit for PMA sept 17 event
Date: September 6, 2011 11:40:26 AM EDT
To: ldobson@portlandmaine.gov
Cc: Wendy Freedman <wendy@beautifuldaysevents.com>
5 Attachments, 2.6 MB



Dear Ms. Dobson,

I am submitting the stage permit application along with the additional requested information for a Saturday September 17, 2011 event being held on the Portland Museum of Art's grounds.

The hard copies of the permit application, layout, letter of approval, certificate of flammability and the \$30- fee are in the mail to you today.

Event Location:

Portland Museum of Art, 8 Congress street, Portland - Parking lot on the corner of Spring & Oak

Event date:

Saturday September 17, 2011, 5-10 pm.

Tent install:

Thursday September 15, 2011

Tent breakdown:

Sunday September 18, 2011

Tent provider:

Maine Bay Canvas, Dan Gauvin
53 Industrial Way
Portland, ME 04103
207-878-8888

Parking:

Attendants to the event will be parking at the Maine Health parking lot on Free Street.
Vendors will be parking on Spring and Oak Streets. We will be getting temporary no parking signs for those meters for vendor set up and event parking.

Please call or email if you need additional information or if you have any questions. Please advise of the steps to take once the permit is approved. I'll call you shortly after you receive this email to make sure all is in order so this can move along as quickly as possible given that it is already September 6 - yup the days ran away from me!

Best,

Kate

Wendy Freedman & Creative Director

Beautiful

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

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

Date Manufactured

05/12/05

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

Name MAINE BAY CANVAS

Address 53 INDUSTRIAL WAY

City PORTLAND

State ME

Zip 04103

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: EXPO END 40x40 BLACKOUT WHITE

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

TOPTEC, INC.


Name of Production Superintendent

MODEL TTE4040205

SERIAL # 252535BG

Certificate of Flame Resistance

REGISTERED
FABRIC
NUMBER

F-140.01

ISSUED BY

JOHNSON OUTDOORS INC.
BINGHAMTON, NEW YORK 13902
*Manufacturers of the Finest
Tent Products Described Herein*

Date of Manufacture

MAY 2009

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: MAINE BAY CANVAS

CITY: PORTLAND, 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 13 OZ. WBO

Description of item certifies VISTA 20 X 20 WBO

**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 OUTDOORS INC.

*Large Scale



Portland Museum of Art

September 6, 2011

City of Portland
Planning and Development Department
City Hall
389 Congress Street
Portland, Maine 04101

Dear City of Portland:

The Portland Museum of Art is the property owner of 89 Spring Street, currently being used as a parking lot. I would like to authorize permission for Maine Bay Canvas to install tents on this property from Thursday, September 15 through Sunday, September, 18, 2011 for the purposes of a special event on Saturday, September 17.

Please find the enclosed *Tent/Canopy or Temporary Event Staging Permit Application*.

Cordially,

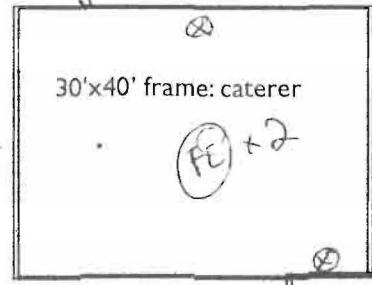
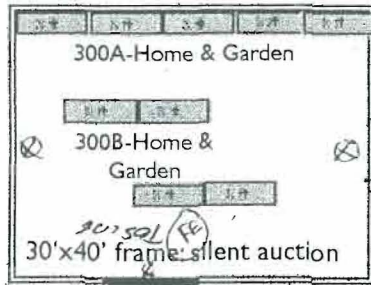


Marilyn Lalumiere
Director of Development

Portland Museum of Art, 2011 Auction

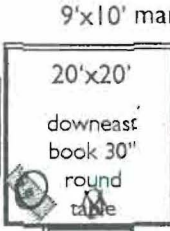
Loading dock/PMA building

Will need 2 PMA (6') folding tables & 5 PMA chairs for Judy



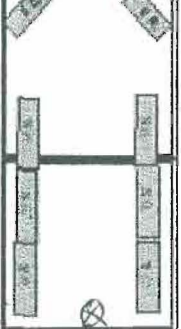
Restroom trailer

9'x30' marquee-no sides-will only be used if weather looks questionable & will be put up Saturday 9/17 if needed.



9'x10' marquee

coat check Raffle

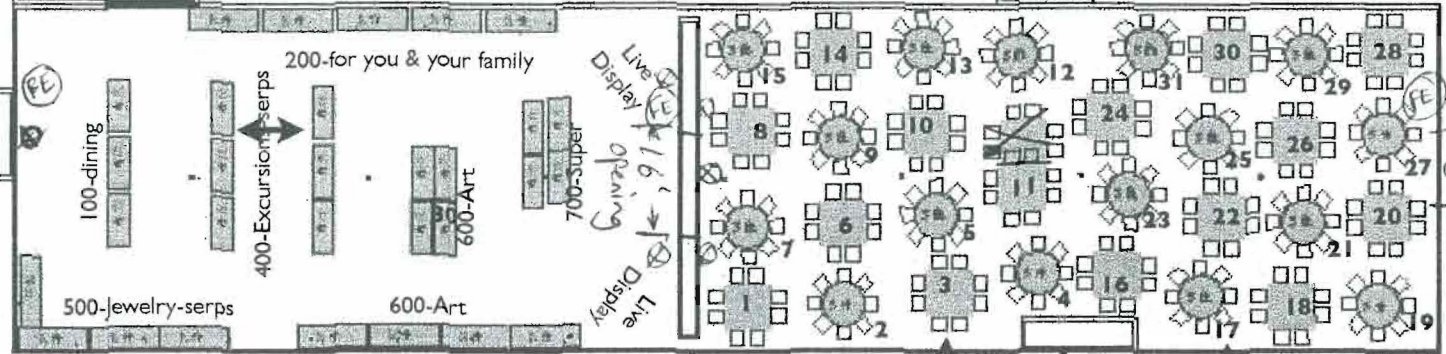


Main Guest Entrance

(2) 9'x10' marquees

9'x10' marquee

6' table for headlight



Transformant fabric divider with pass thru for guests & caterer

Monitor

Monitor

8' x 12' stage/riser

(2) 20'x20' flying center pole tents :

Birch tree lawn

PMA loading dock/ parking lot entrance

Main tent: 40' x 160' pole tent: split into 2 sections: silent auction & cocktails to the left and live auction & dinner to the right. Sides are clear vinyl and can be rolled up as needed. There will be 2 heaters available which we will probably set up for the dinner side only.

2 exit signs/open exit locations will need to be created following walk thru with Fire Dept. These will be created by keeping tent side/s permanently rolled up.

Dinner seats 252 total including the larger 12 top. 8 guests can sit comfortably at the 60" rounds. 9 if needed.

Spring Street