

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING DEPARTMENT PERMIT

Permit Number: 090835

Please Read Application And Notes, If Any, Attached

This is to certify that CITY OF PORTLAND

has permission to Tent Permit, National Kidney Foundation, Irving M. ... 10/25/09-10/25/2009 - One 20'x20', One 15'x15'

AT 165 PARK AVE CP 049 A001001

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 altered or otherwise changed-in. 24 HOURS NOTICE IS REQUIRED.

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

PERMIT ISSUED
OTHER REQUIRED APPROVALS

Fire Dept. CAPT. R. Foutreau

Health Dept. AUG 13 2009

Appeal Board _____

Other _____

CITY OF PORTLAND

[Signature] 8/11/09

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: 09-0835	Issue Date:	CBL: 049 A001001
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Location of Construction: 165 PARK AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone: 207-767-5966
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: ROS

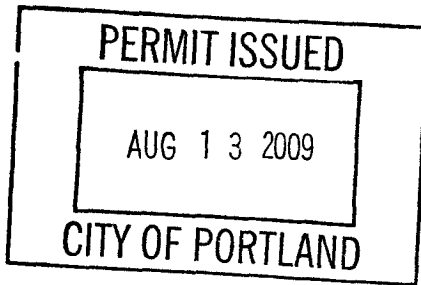
Past Use: Deering Oaks Park	Proposed Use: Deering Oaks Park - Tent Permit, National Kidney Foundation, Serving Maine 10/25/2009- 10/25/2009 - One 20'x20, One 15'x15'	Permit Fee: 30.00 \$60.00	Cost of Work: \$0.00	CEO District: 2
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied * See Conditions	INSPECTION: Use Group: U Type: Tent Temp Structure	

Proposed Project Description: Tent Permit, National Kidney Foundation, Serving Maine 10/25/2009- 10/25/2009 - One 20'x20, One 15'x15'	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: lmd	Date Applied For: 07/22/2009	Zoning Approval
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input type="checkbox"/> Not in District or Landmark
<input type="checkbox"/> Wetland	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does Not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>(Signature)</i> 8/6/09	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/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: DEERING OAKS PARK - PORTLAND		
Date of Set up/Event : October, 25th, 2009		Date of Breakdown/ End of Event : October, 25th, 2009
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: One Stop Party Shop 262 Main Street South Portland, ME 04106 207-767-5966 (F) 207-767-5310	Telephone: 207-767-5966
Lessee/Buyer's Name (If Applicable) National Kidney Foundation, Serving Maine	Applicant name, address & telephone: Mufalo Chitam 470 Forest Avenue, Suite 302 Portland, ME 04101 207-772-7270	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> <ol style="list-style-type: none"> 1. Certificate of Flammability 2. Letter of approval from property owner. <p>If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275).</p> <ol style="list-style-type: none"> 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 <p>Who should we contact when permit is ready: MUFALO CHITAM Address: National Kidney Foundation, Serving Maine 470 Forest Avenue, Suite 302, Portland, ME 04101 Telephone: 207-772-7270 Fax: 207-772-4202</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, 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: 7/22/09
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Mufalo Chitam

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

BUILDING PERMIT INSPECTION PROCEDURES

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

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

 X **Final inspection required at completion of work.**

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

Signature of Applicant/Designee

Date

Signature of Inspections Official

Date

City of Portland, Maine - Building or Use Permit

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

Permit No: 09-0835	Date Applied For: 07/22/2009	CBL: 049 A001001
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Location of Construction: 165 PARK AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone: 207-767-5966
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: Deering Oaks Park - Tent Permit, National Kidney Foundation, Serving Maine 10/25/2009-10/25/2009 - One 20'x20, One 15'x15'	Proposed Project Description: Tent Permit, National Kidney Foundation, Serving Maine 10/25/2009-10/25/2009 - One 20'x20, One 15'x15'
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Dept: Zoning	Status: Approved	Reviewer: Marge Schmuckal	Approval Date: 08/06/2009	Note:	Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved with Conditions	Reviewer: Tammy Munson	Approval Date: 08/11/2009	Note:	Ok to Issue: <input checked="" type="checkbox"/>
1) This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.					
Dept: Fire	Status: Approved with Conditions	Reviewer: Capt Keith Gautreau	Approval Date: 08/07/2009	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:

8/6/2009-lmd: Mailed invoice to Mufalo Chitam. Received application via fax, mailed invoice.

CITY OF PORTLAND
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT

389 Congress Street
 Portland, Maine 04101

INVOICE FOR PERMIT FEES

Application No: 9-0835	Applicant: CITY OF PORTLAND
Project Name: Tent Permit, National Kidney Foun	Location: 165 PARK AVE
CBL: 049 A001001	Development Type:
Invoice Date: 08/06/2009	

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due	Payment Due Date
\$0.00		\$0.00		\$60.00					On Receipt

Previous Balance **\$0.00**

Fee Description	Qty	Fee/Deposit Charge
Tent Use	2	\$60.00
		<u>\$60.00</u>
	Total Current Fees:	+ \$60.00
	Total Current Payments:	-
	Amount Due Now:	_____

 Detach and remit with payment

Bill to: CITY OF PORTLAND
 389 CONGRESS ST
 PORTLAND, ME 04101

CBL 049 A001001
Application No: 9-0835
Invoice Date: 08/06/2009
Invoice No: 35215
Total Amt Due:
Payment Amount:

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.

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, 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



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	12/10/2008	ORGANIZATION NAME	National Kidney Foundation Serving Maine				
ORGANIZATION ADDRESS	470 Forest Ave., Suite 302	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	1. Mufalo Chitam - Regional Program & Events Manager 2. Tammy Atwood - Regional Vice President						
HOME #	(207-842-4050 please use work #)	CELL	207-776-8138	FAX	207-772-4202		
WORK	207-772-7270						
EMAIL	Mufalo.chitam@kidney.org	EMAIL	Tammy.Atwood@kidney.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Deering Oaks Park					
EVENT DAY & DATE(S)	Sunday, October 25, 2009		RAIN DAY & DATE(S)	N/A		
EVENT START TIME (i.e. set-up start time)	8:30 a.m.	EVENT END TIME (i.e. when event cleanup is complete)	2:30 p.m.	ACTUAL START & END TIME OF EVENT	12:00 p.m.-1:30 p.m.	

EVENT NAME	EXPECTED ATTENDANCE
Halloween Kidney Walk 2009	~ 300

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail

Deering Oaks Park, specifically the area surrounding bandshell. We anticipate having two 20x30 tents to the left of the bandshell (from perspective of standing in front of and facing bandshell), on the grassy area beyond the road. These tents will house registration and wellness information vendors. We will utilize stage/bandshell for emcee (costume contest, sharing information, etc.) and have back ground music playing from a boom box/stereo. We have included a map of last year's Walk route/s, but are hoping to revise this somewhat to reflect a more handicap accessible route (suggestions appreciated).

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

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 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:		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 / PLEASE give them at least a 2-week notice). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 2 20x30' Exact Location(s) of Tent Placement Requested: left of the bandstand In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		

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, Hallow 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, hot chocolate, Subs 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). PLEASE give the Clerk's Office at least a 2-week notice.	X		
Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?		X	
Are you setting up a PA (sound) system? YES Are you planning on having Amplified Music? YES (Band)	X		
Will your event require electricity? Electricity is available at some of the parks & squares	X		
Are you planning on bringing a Grill for a Barbecue?		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, parking signs, a few cones 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		
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♦ 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: tvn@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.

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	MC	DATE	07/09/2009
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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	MC	DATE	07/09/2009
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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: tvn@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	Vest, Barricade, Cone Deposit: \$10 per/item
Electricity: \$5per/hr	Public Space / Park Security Deposit: \$250
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	DATE REC'D INSURANCE	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$
PAYMENT TYPE					
VISA	\$	MC	\$	CK #	CK AMOUNT \$
				CASH AMT	\$

5

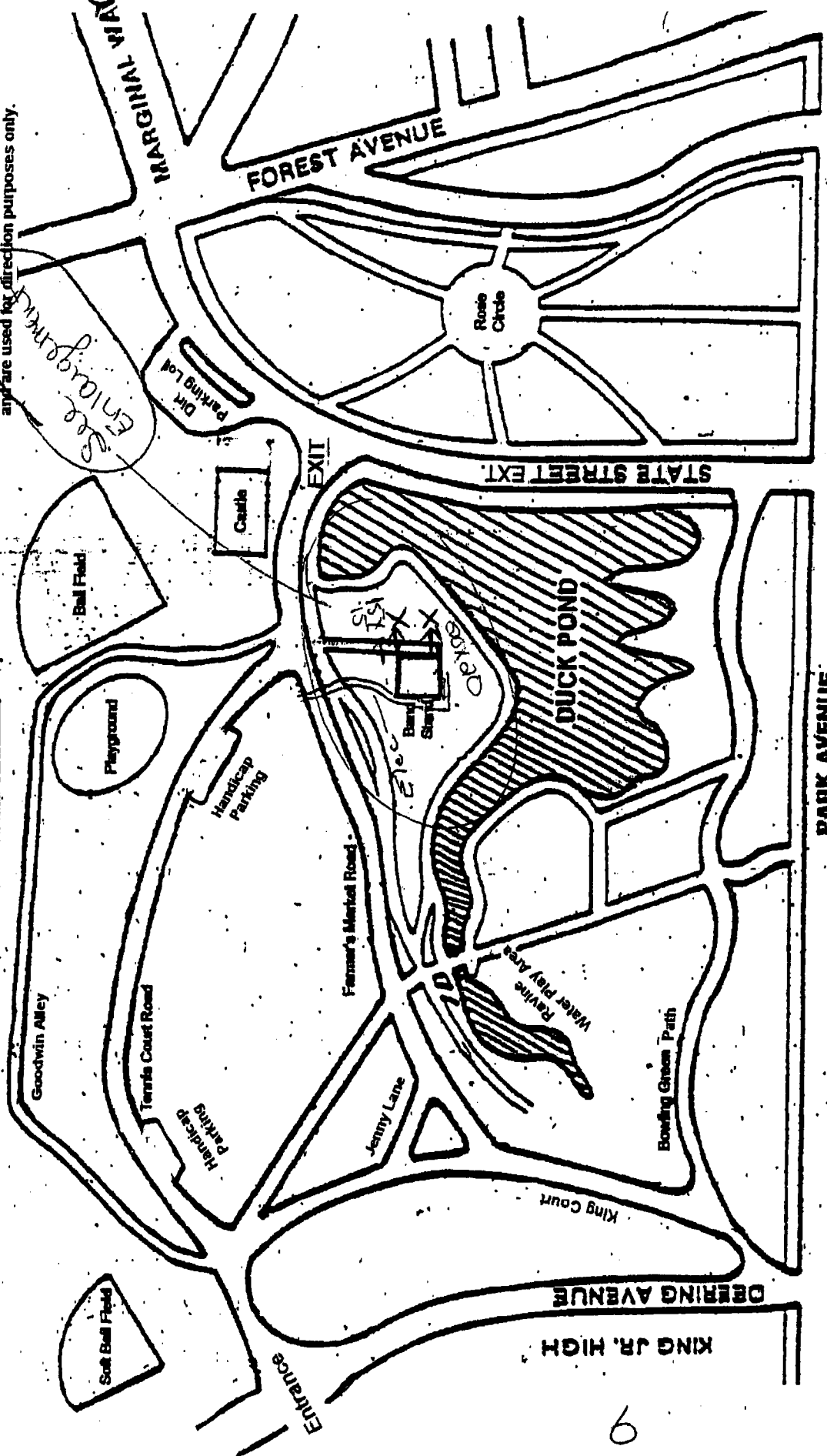
DEERING OAKS PARK

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

See Enlargement

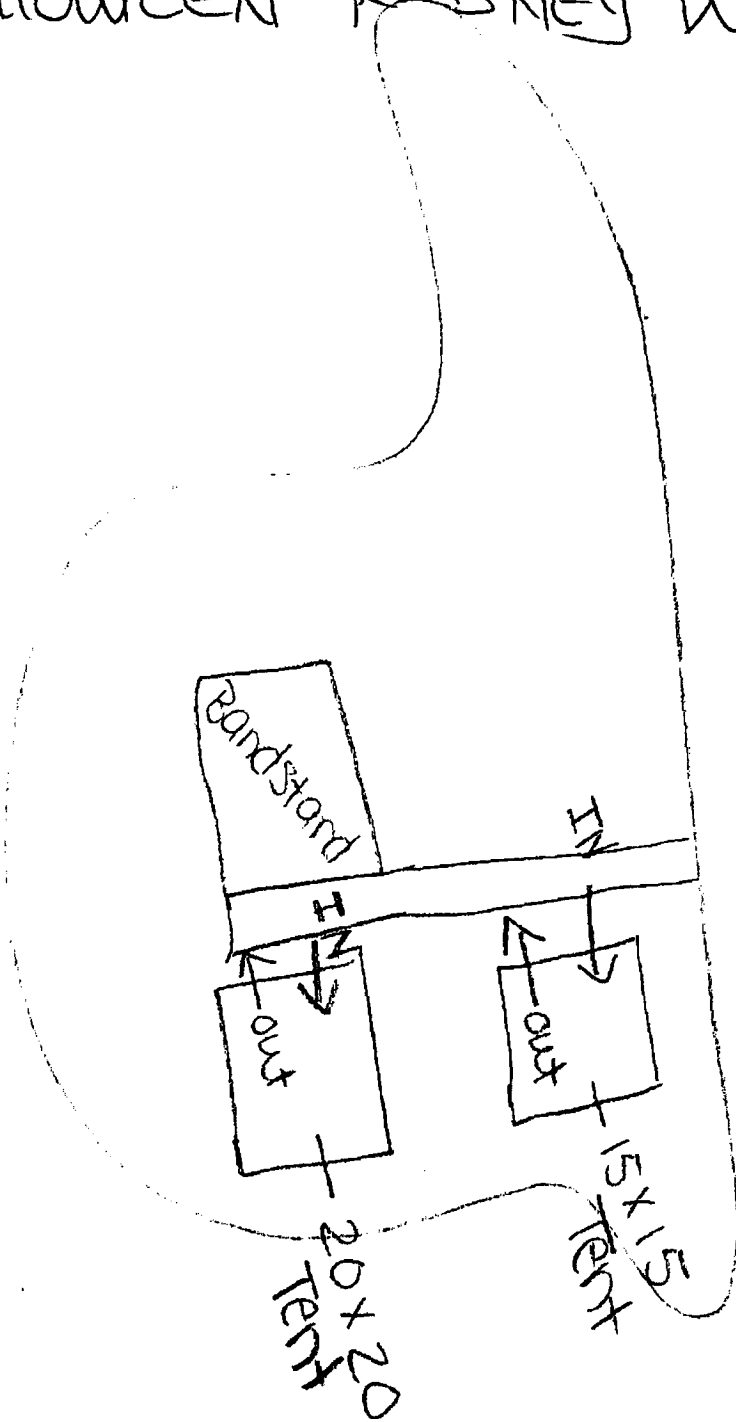
- Baseball
- Tennis
- Sand
- Volley Ball
- Homes

Practice Field



HALLOWEEN KIDNEY WALK 2009 SITE

Duck Pond



State Street

1-8-07

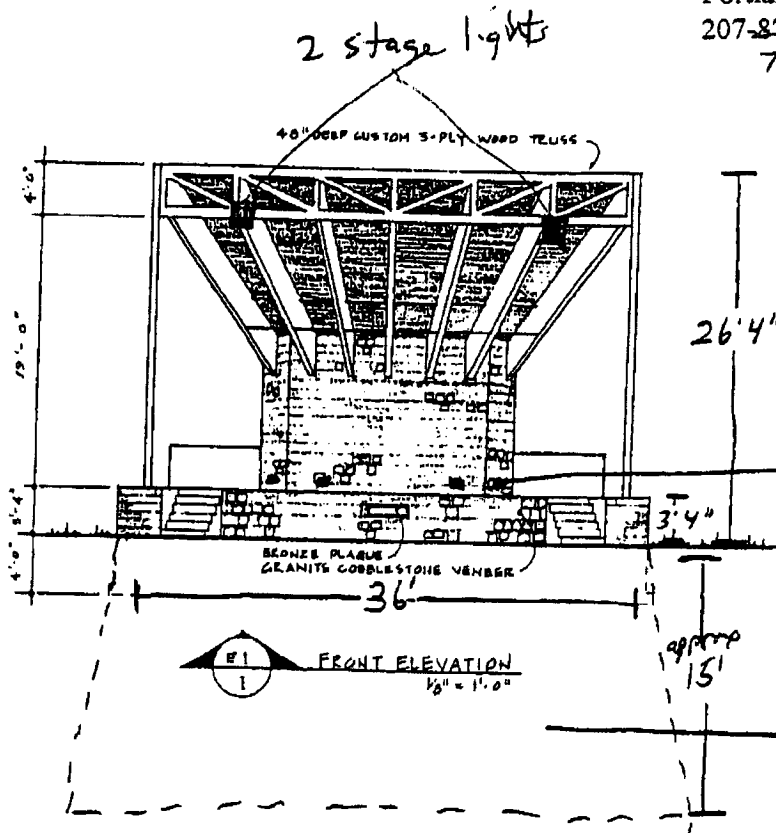
2 page fig

JL - Ted Green 523 4003

from - Ted M.

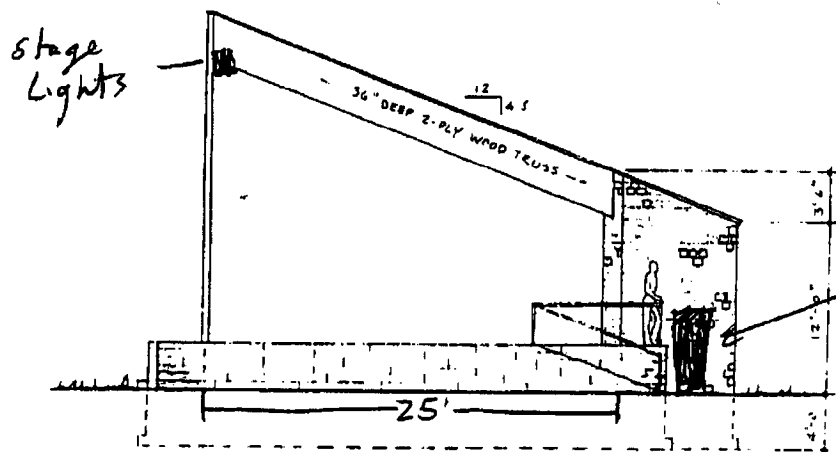
DEERING OAKS PARK BANDSTAND PORTLAND, MAINE

Portland Parks & Recreation
17 Arbor Street 134 Congress
Portland, Maine 04103
207-874-8793 fax: 756-8390
756-6275 8279



Elec.
outlets on
Back
wall

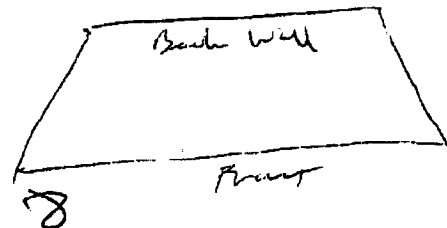
Asphalt
Area in
Front of
Bandstand
surrounded
by grass

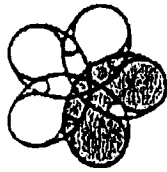


outlets also
available on
inside of
back room.

E2
SIDE ELEVATION
1/8" = 1'-0"

Floor of Bandstand tapered lower





National Kidney Foundation

of MAINE

FAX COVER SHEET

To: Portland City Hall

FM: Mufalo dlem

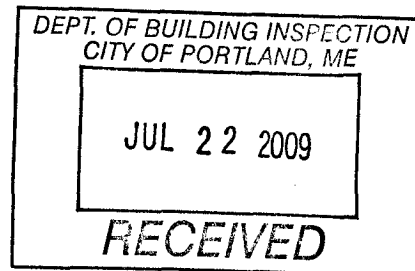
FAX #: 874-8716

Date: 7/22/09

RE: Leak Permit Application

Pages (including cover): 9

Comments:



470 Forest Ave.
Suite 302
Portland, ME 04101

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