

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read
Application And
Notes, If Any,
Attached

BUILDING INSPECTION

PERMIT

Permit Number: 030386

This is to certify that City Of Portland/Maine Bay was
has permission to Deering Oaks: Tent for Nat'l. Alliance for the Elderly III (NAE) May 10th Walkathon. Setup/breakdown 5/10/03
AT 165 Park Ave 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.

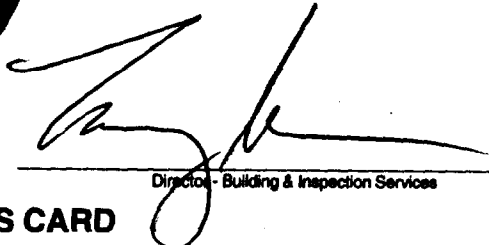
Notification of inspection must be given and work on permit must be completed before this building or part thereof is occupied or otherwise used-in. HOUR NOTICES ARE REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. 031
Health Dept. _____
Appeal Board _____
Other MAY 07 2003

Department Name



Director - Building & Inspection Services

CITY OF PORTLAND PENALTY FOR REMOVING THIS CARD

PERMIT ISSUED

City of Portland, Maine - Building or Use Permit Application
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 03-0386	Issue Date: MAY 07 2003	CBL: 049 A001001
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Location of Construction: 165 Park Ave	Owner Name: City Of Portland	Owner Address: 389 Congress St CITY OF PORTLAND	Phone:
Business Name:	Contractor Name: Maine Bay Canvas	Contractor Address: 53 Industrial Way Portland	Phone: 2078788888
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: ROS

Past Use: Deering Oaks Park: recreational space	Proposed Use: Tent at Deering Oaks for National Alliance for the Mentally Ill (NAMI) May 10th Walkathon. Setup and breakdown on 5/10/03	Permit Fee: \$35.00	Cost of Work: \$0.00	CEO District: 3
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: U Type: Tent BOCA 99	

Proposed Project Description: Tent at Deering Oaks for National Alliance for the Mentally Ill (NAMI) May 10th Walkathon. Setup and breakdown on 5/10/03	Signature: 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: kwd	Date Applied For: 04/24/2003	Zoning Approval
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<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 information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>Date: </p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>	<p>Historic Preservation</p> <p><input type="checkbox"/> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>
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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

Apr 24 03 09:58a

City of Portland

(207)874-8716

P.2

Tent Permit Application

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

Location/Address of Construction: <u>Deering Oaks park</u>		
Date of Tent setup: <u>5/10/03</u>	Date of Tent breakdown: <u>5/10/03</u>	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Owner:	Telephone: <u>622-5767</u>
Lessee/Buyer's Name (If Applicable) <u>Nami Maine</u>	Applicant name, address & telephone: <u>1 Barger St. Augusta ME 04330</u> <u>207-622-5767</u>	Fee: \$35.00
<p>The following must be included as submissions:</p> <ol style="list-style-type: none"> Certificate of Flammability Letter of approval from property owner. If the City is the owner, please contact Ted Musgrave from the Parks & Recreation @ 874-8793 Plot Plan showing the following: <ul style="list-style-type: none"> i. Property lines ii. Parking iii. Building locations Tent location, including dimensions of tent, exits and entrances in tent. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00 <u>Attached.</u> <p style="text-align: right;"><u>Rented from maine Bay Canvas. See attached.</u> <u>20' x 20'</u></p>		
Whom should we contact when the permit is ready: <u>Sue Lellair or Melissa Gagne</u> Mailing address: <u>1 Barger St. Augusta ME 04330</u> PHONE: <u>622-5767</u>		
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.		

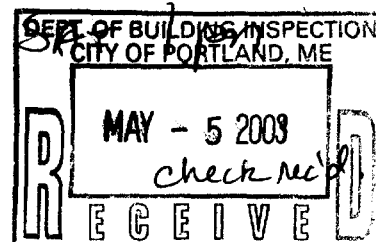
IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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>Sue Lellair</u>	Date: <u>4/24/03</u>
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This is NOT a permit; you may not commence ANY work until the permit is issued.

Set-up Sat AM, breakdown

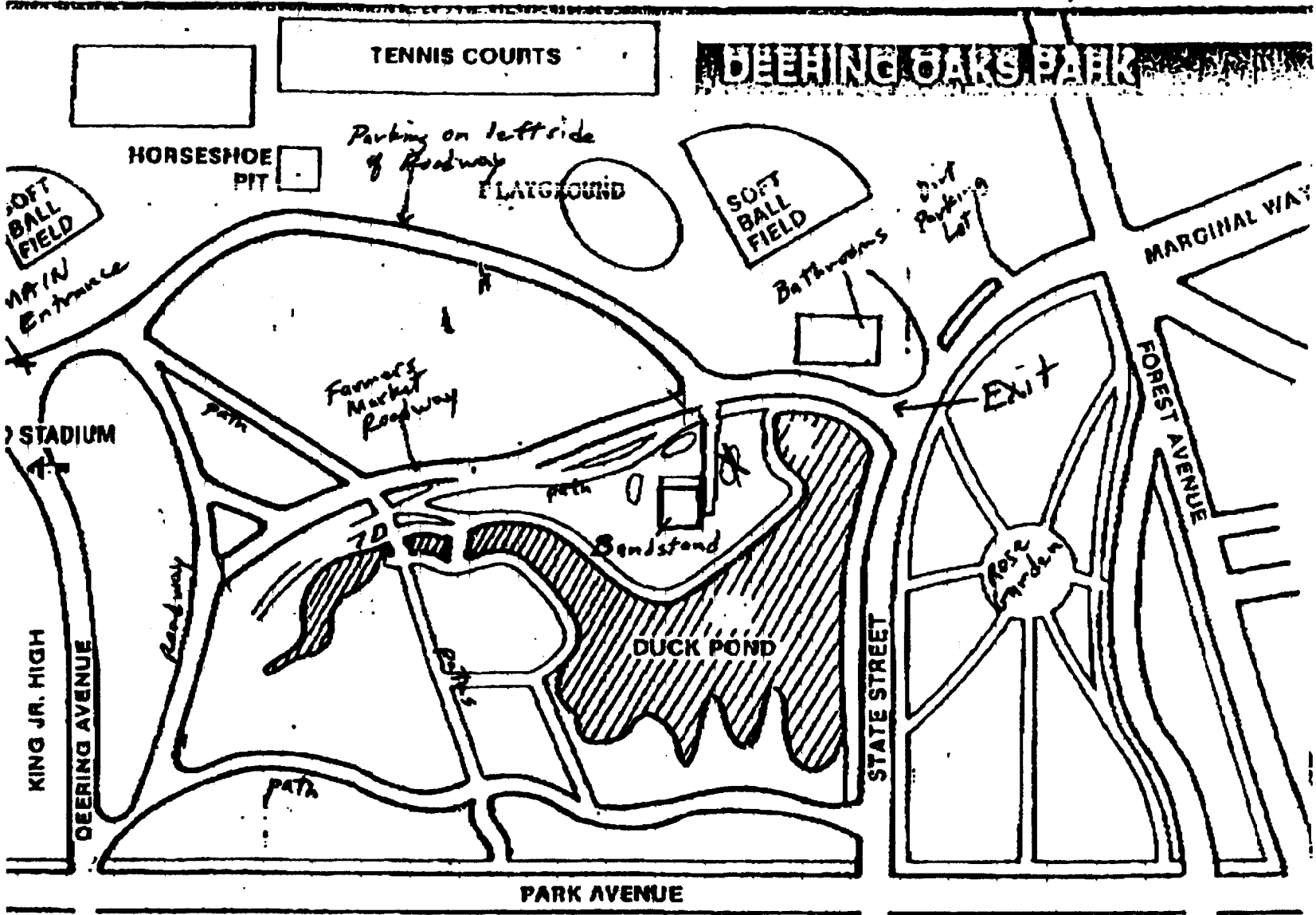


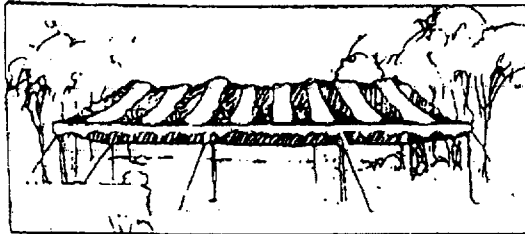
FROM :

FAX NO. :

JAN. 05 2003 11:39PM PT

I-295
Entrance + Exit Ramps : 6A - 6B





Maine Bay Canvas

53 Industrial Way, Portland, Maine 04103
207-878-8888

FAX # : (207) 878-5119

FAX COVER SHEET #
#####

DATE: 4-24-03

TIME: 3:30 PM

THIS SHEET IS PAGE # 1 OF 2 PAGES IN TOTAL

TO: KAREN DUNN

FROM THE DESK OF:

Party Tent Rentals • Custom Awnings • General Canvas Work



Dan Gauvin

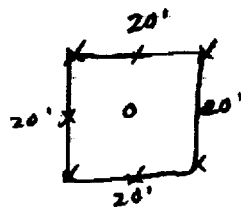
Maine Bay Canvas, Inc.

53 Industrial Way • Portland, Maine 04103
207-878-8888 • 1-800-287-8887 • Fax: 207-878-5119

PHONE: FAX 874-8716

MEMO:

KAREN - SUE FROM NAMI MAINE ASKED TO SEND YOU AN F.R. CERTIFICATE AND A LAYOUT FOR THE TENT WE ARE RENTING THEM.



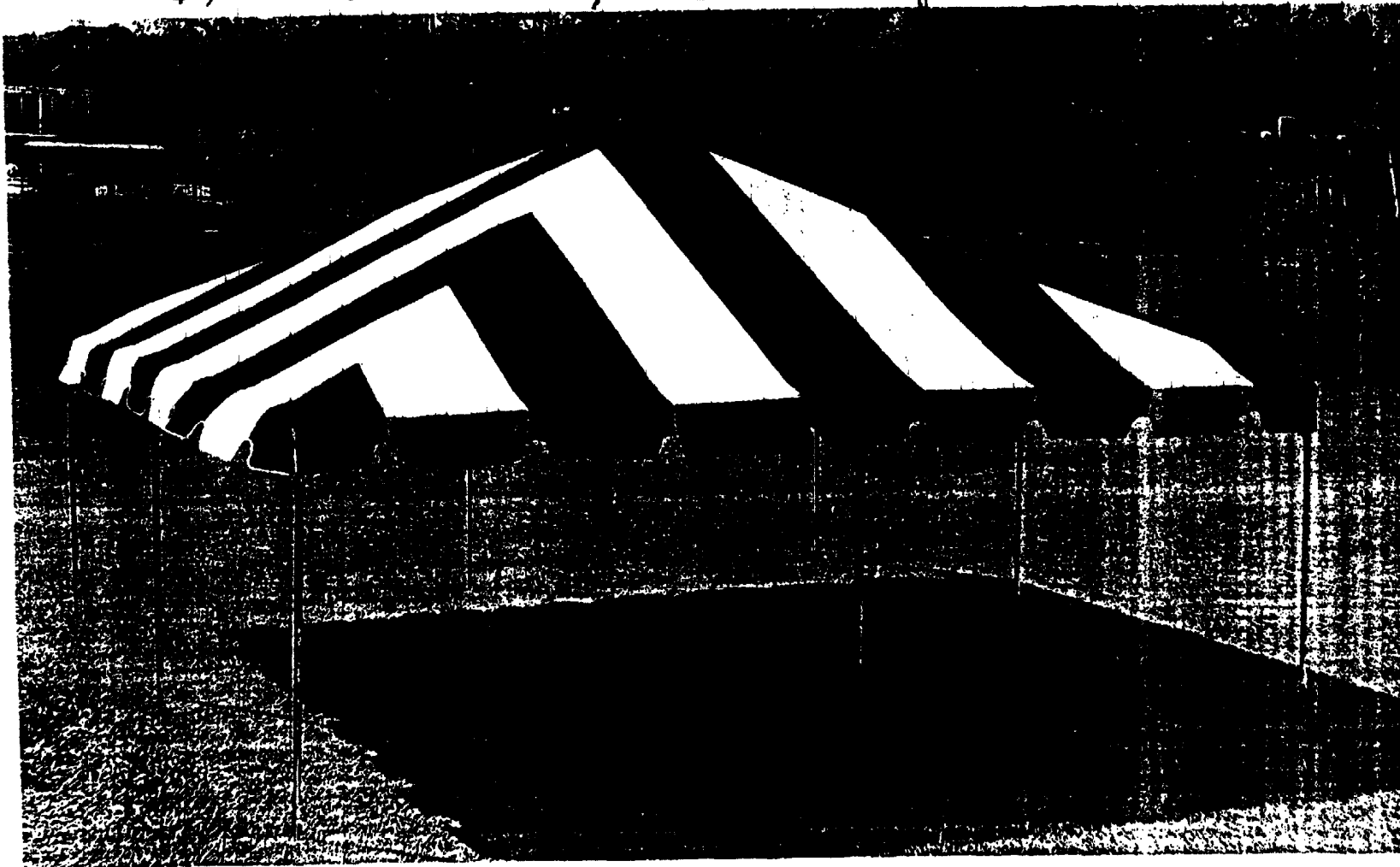
O = CENTER POLE
X = SIDEPOLES

NAME MAINE Tent

Deering OAKS

20x20 FRAME/NO WALLS

If walls are attached/Doors can be anywhere.



Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

140.01

ISSUED BY

TOPTec, INC.
1905 N.E. MAIN ST.
SIMPSONVILLE, S.C. 29681

Date
manufactured

1/8/95

This is to certify that the materials described on the obverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR MAINE BAY CANVAS ADDRESS 53 INDUSTRIAL WAY
CITY PORTLAND STATE ME 04103

Certification is hereby made that: (Check "a" or "b")



- (a) The articles described on the obverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used.....Chem. Reg. No.....

Method of application.....



- (b) The articles described on the obverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

The Flame Retardant Process Used WILL NOT Be Removed By Washing

TOPTec, INC.

Name of Production Superintendent

MODEL TEM3015M00 4- 20x20 WHITE TENTS

SERIAL# 950116

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
04/09/2003

PRODUCER (703)770-3700 FAX (703)770-3720
Lighthouse Underwriters, LLC
Suite 200
7630 Little River Turnpike
Annandale, VA 22003

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

INSURERS AFFORDING COVERAGE

INSURED National Alliance for the Mentally III
2107 Wilson Boulevard
Suite 300
Arlington, VA 22201

INSURER A: Alliance of Nonprofits of Ins.
INSURER B: St. Paul Insurance Co.
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.

INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	2003-12724	01/23/2003	01/23/2004	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	2003-12724	01/23/2003	01/23/2004	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	2003-12724-LMB	01/23/2003	01/23/2004	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WVA7703969	07/28/2002	07/28/2003	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	OTHER Business Personal Property	CK07702502	07/28/2002	07/28/2003	AS SCHEDULED

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS
Certificate holder is added as additional insured as respects the NAMI St. Louis Walk being held on May 10, 2003.

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

City of Portland
Parks and Recreation
276 Canco Road
Portland, ME 04103

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Arthur Seifert/SUPJ

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

From: "Ted Musgrave " <tvm@ci.portland.me.us>
To: Portland.CityHall(KWD)
Date: Wed, Apr 23, 2003 3:19 PM
Subject: tent permit for NAMI walk at oaks, may 10

karen -

meg lane from NAMI Maine left a message on my voice mail today.

their group is holding a walkathon at deering oaks park on may 10.. they want to set up a tent near the bandstand.

would you please call their office (800-464-5767) and talk to sue or mellissa about the tent permit process. their fax line is: 621-8430, so you could fax off an application to them.

i'm faxing them off a map of the oaks so they can X in where they want the tent. it's ok'ed for either of the 3 locations circled on the map.

i've cc'ed namime on this e-mail..... thanks karen.

*done 4/24/03
9 am kwd*

CC: Portland.gwgwia("namime@gwi.net")

Denise C. Albert, CPRP, Director
Parks & Recreation Department
276 Canco Rd. Portland, Maine 04103
207-756-8275 fax: 207-756-8279

Joseph E. Gray, Jr.
City Manager



CITY OF PORTLAND

Ms. Meg Lane / Ms. Melissa Gattine
NAMI Maine
1 Bangor Street
Augusta, ME 04330
622-5767 1-800-464-5767 fax: 621-8430 fax: 397-4999
email: namime@gwi.net roymeg@somtel.com mgattine@hotmail.com

May 6, 2003

Dear Meg and Melissa:

This will acknowledge receipt of your letter requesting permission to hold the NAMIWALK for the Mind of America on Saturday, May 10, 2003, at Deering Oaks Park (the walk starts at 10am - set up for the event starts at 8am / clean up ends at 2pm). The walk will start and end at the Bandstand at Deering Oaks Park. The route of the walk will take participants in and around Deering Oaks Park. It is expected that 275 people will participate in this walk. There will be refreshments, helium balloons, face painting, music - a small pa system will be set up on the stage, and perhaps Oakie, the Oakhurst Dairy mascot, will make an appearance. There is no rain date.

Thank you for forwarding the certificate of insurance and permit fee.

Please be advised that you are authorized to hold the NAMIWALK "Mind of America" at Deering Oaks Park, subject to the following conditions:

1. **PARK SECURITY DEPOSIT:** Please forward a \$100 park security deposit (**check payable** to City of Portland) to this office. Please remember that you will get back your security deposit only if the area is left as was found. Monies may be deducted from the security deposit for clean up, repair of grounds, non-compliance with the conditions for use, etc. **Please make sure that all vehicles stay off grass areas and park only in designated parking areas. Parks & Recreation has a strict policy now that prohibits vehicles parking on the grass areas. For each vehicle parked on grass, \$10 will be deducted from your security deposits. Please make sure you adhere to this new policy.**

2. **CITY CLERKS LICENSES:** For refreshments and food at the site, please call Brandi Maxwell (874-8557) at the City Clerks Office to receive a temporary food service license. Please procure a concert license from her as well (for the music at the stage) and please procure a "street goods" vending license for the selling of t-shirts and face painting, etc. Vendors must be licensed by the city. Please remember to keep volume levels of your pa system down to a minimum. If the police department receives noise complaints they will respond accordingly.

3. **USE OF THE BANDSTAND:** There is a driveway which leads down to the bandstand. We require that all vehicles stay to tarred areas and not drive or park on any of the grass portions. Once items are dropped off at the bandstand, we require that vehicles move out again on to the park roadway (parking available on one side of Tennis Court Road); there should be no vehicles parking on the Bandstand Roadway/Farmer's Market Roadway. There is also a dirt parking lot located near the Barking Squirrel Restaurant and parking may be available at Fitzpatrick Stadium Parking Lot, across the street from Deering Oaks.

4. **ELECTRICITY / KEY DEPOSIT:** There is a key which unlocks the storage room at the back of the bandstand. You may want to use the electrical outlets in this room rather than the outlets on the exterior of the

(continued)

bandstand as sometimes the exterior outlets short out easily (bring along a 100 foot 'heavy duty extension cord). The cord fits underneath the door so that the door may be closed (and locked) at all times. The breaker box is also located in the storage room. (A \$50.00 security deposit is required for the key. You may pick the key up from the P&R Office, 276 Canco Rd., on Friday, May 9th). If it were raining or drizzly out, we would require that you not use the outlets. There is a broom and a squeegee in the back of the bandstand (in case you need to sweep up or push water off the floor of the bandstand).

5. **FARMER'S MARKET:** Please remember that Farmers Market vendors are in the park until around 1pm. Please do not interfere with their set up or block the roadways so they can not get exit.

6. **TENT PERMITS:** For your tent setup: (please make sure tent are set up and take down happen on May 10. We ask that the truck delivering the tent stay to the tarred areas.) Your 20x20 tent may only be set up in the vicinity of the bandstand (as positioned on your map) and away from tree roots. Please call the Inspections Division, Karen Dunfey, for a Tent Permit: 874-8701. There is a \$35 permit fee required and they will need a certificate of flammability, as well as your site plan. I will make out the utility lines with spray chalk. Make sure tent stakes are not inside these lines.

7. **SAFETY:** Please take all necessary safety measures to insure a safe and accident-free event. If it were rainy or drizzly out we would require that you not use electricity.

8. **TRASH:** You will be responsible for any trash generated at your event. We ask that you bring along trash bags (and garbage cans) as the trash receptacles in the park fill up very quickly. Please make sure that you remove your trash from the park (carry in / carry out policy). You may decorate the park and bandstand as you wish (do not nail signs to trees) but please make sure that the area is left as was found.

9. **BATHROOMS:** Bathrooms at the Barking Squirrel should be open and available for your use. It is advisable that one of your staff periodically check in on them.

10. **PARK RANGER:** A Park Ranger should be on duty until 5pm but because there is only one ranger on duty, they may only stop in once to check in on your setup. I will ask that they check in on your group more often if possible.

11. **OTHER ACTIVITIES IN THE PARK:** There may also be baseball games taking place in the park during your event. Farmers Market will run from 6am – 1pm (approx.). The Rose Society will be selling roses on Farmers Market roadway, closest to the bandstand side.

Good luck with the NAMI Maine Walkathon. If I may be of further assistance, please call me: 756-8275, ext. 211. (I will be on vacation May 8 – May 20: during my absence, please call Marie Sweatt or Sally DeLuca at the Recreation Office: 756-8275). As I anticipate the park security deposit arriving shortly, and City Clerks Office and Inspection Services issuing you licenses, this letter will act as your formal permit to use the park. Please bring it with you to the event.

Sincerely,

Ted Musgrave
Special Activities

cc: Sally DeLuca / Jeff Tarling / Don Brewer / Phil Labbe, P&R Managers
Sgt. Gary Rogers / Lt. Vernon Malloch / Susan Burns, Police
Joel St. Pierre, P&R Field Coordinator
John Peverada / Paul Willey, Parking Control
Fred LaMontagne / Terry Walsh / John Brady, Fire / EMS
Brandi Maxwell, City Clerk's Office
Carol Merritt / Peter DeWitt, PW's
Mike Nugent / Marge Schmuckal, Inspection Services
Marie Sweatt, P&R Park Ranger Program
Anne Pringle, Friends of Deering Oaks



CITY OF PORTLAND, MAINE

Department of Building Inspections

_____ 5/5 _____ 20 03 _____

Received from NAMI, MAINE

Location of Work 1165 Deering Ave, Deering Oaks

Cost of Construction \$ _____

Permit Fee \$ 35.00

Building (I1) Plumbing (I5) _____ Electrical (I2) _____ Site Plan (U2) _____

Other tent _____ permit # 03-0386

CBL: 049-A-001

Check #: 2065 Total Collected \$ 35.00

THIS IS NOT A PERMIT

No work is to be started until PERMIT CARD is actually posted upon the premises. Acceptance of fee is no guarantee that permit will be granted. PRESERVE THIS RECEIPT. In case permit cannot be granted the amount of the fee will be refunded upon return of the receipt less \$10.00 or 10% whichever is greater.

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