

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

## CITY OF PORTLAND

Please Read  
Application And  
Notes, If Any,  
Attached

### BUILDING INSPECTION

## PERMIT

Permit Number: 030878

### PERMIT ISSUED

This is to certify that City Of Portland/Maine Bay Canvas/Women In Needhas permission to 30' x 30' tent from 7/26/03-7/27/03: FestivalAT 165 Park Ave

049 A001001

JUL 24 2003

provided that the person or persons, firm or corporation accepting this permit shall be bound by 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 in progress before this building or part thereof is leased or otherwise used-in. **HOURS NOT REQUIRED.**

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

#### OTHER REQUIRED APPROVALS

Fire Dept. W.H.M. 8

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_

Department Name

*[Signature]*  
Director, Building & Inspection Services

### 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: 03-0878	Issue Date: JUL 24 2003	CBL: 049 A001001
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Location of Construction: 165 Park Ave	Owner Name: City Of Portland	Owner Address: 389 Congress St <b>CITY OF PORTLAND</b>	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: RAS

Past Use: Deering Oaks Park	Proposed Use: Deering Oaks Park w/30'x30' tent from 7/26/03-7/27/03 for 1st Annual Festival of Nations	Permit Fee: \$0.00	Cost of Work: \$0.00	CEO District: 3
Proposed Project Description: 30' x 30' tent from 7/26/03-7/27/03: Festival of Nations		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>U</i> Type: <i>NA</i>	
		Signature: <i>[Signature]</i> Signature: <i>[Signature]</i>		
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____		

Permit Taken By: kwd	Date Applied For: 07/23/2003	<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"/> Date: <i>7/23/03</i>	<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 Date: _____	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: _____

## CERTIFICATION

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

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

# Tent Permit Application 03-0878

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>Left of Stage (see map) in Deering Oaks Park</u>		
Date of Tent setup: <u>7/26/03 (9 am)</u>	Date of Tent breakdown: <u>7/27/03 (8:30 am)</u>	
Tax Assessor's Chart, Block & Lot Chart#                      Block#                      Lot#	Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (if Applicable) <u>Women In Need, Inc.</u>	Applicant name, address & telephone: <u>192 Deering Ave. Portland, ME</u>	Fee: \$35.00 <u>(waived)</u>

**The following must be included as submissions:**

- ✓ 1. Certificate of Flammability
- ✓ 2. Letter of approval from property owner. If the City is the owner, please contact Ted Musgrave from the Parks & Recreation @ 874-8793
3. Plot Plan showing the following:
  - i. Property lines
  - ii. Parking
  - iii. Building locations
- ✓ 4. Tent location, including dimensions of tent, exits and entrances in tent.
- ✓ 5. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00

Whom should we contact when the permit is ready: Shalom Odakara  
 Mailing address: P.O. Box 2519 / So. Portland, ME 04116  
 PHONE: 761-9464

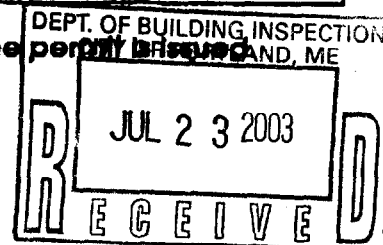
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER WILL BE ISSUED AND A \$100.00 FINE LEVIED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP.

**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: Shalom Odakara Date: 7/23/03

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



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

Joseph E. Gray, Jr.  
City Manager



## CITY OF PORTLAND

Ms. Shalom Odokara, Executive Dir. (Laura Limoge / Kris Clark / Chriss Hayden)  
Women In Need, Inc.  
P.O. Box 2519  
So. Portland, Maine 04106  
761-9464 fax: 761-1113 [WOMENINNEEDINC@aol.com](mailto:WOMENINNEEDINC@aol.com)  
[Llimoge@maine.rr.com](mailto:Llimoge@maine.rr.com) / [CAH@ci.portland.me.us](mailto:CAH@ci.portland.me.us) / [kris@gwi.net](mailto:kris@gwi.net)

July 22, 2003

Dear Shalom, Laura, Chriss and Kris:

(Sorry for getting this out to you so late... I know that you have been working on many of the items below.)

This will acknowledge receipt of your proposal requesting permission to hold the 1<sup>st</sup> Annual Festival of Nations (a festival showcasing Maine's ethnic diversity) on Saturday, July 26, 2003, at Deering Oaks Park, 2pm - 8:30pm (set up for the event starts at 9am / clean up ends at 10pm). There will be music, dance, games, facepainting, food vendors, crafts and clothing vendors, cultural exhibits, a health fair, and booths from participating organizations. The festival will be centered around the bandstand area. Tables and chairs will be set up, a number of booths, and 2 large tents set up on the grass. For the stage: musical instruments and a pa system will be set up (electricity is needed). There will be no alcohol or beer sales/drinking at the park. Attendance is expected at 200 - 500 people (all ages). There is no rain date.

Portland Parks & Recreation is a co-sponsor of the festival (there is no park permit fee being charged) and Parks & Recreation staff will be assisting on some levels. Friends of Deering Oaks has also agreed to co-sponsor the event.

Please be advised that you are authorized to hold the 1<sup>st</sup> Annual Festival of Nations at Deering Oaks Park, subject to the following conditions:

1. **CERT. OF INSURANCE / PARK SECURITY DEPOSIT:** Please ask your insurance company to fax P&R a certificate of insurance naming the City of Portland as additional insured in regards to your event (coverage at least \$400,000 general liability). The P&R fax #: 756-8279. Please forward a \$250 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 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 policy.

2. **CITY CLERKS LICENSES:** You have permission to invited food vendors into the park. 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. All food vendors must be licensed. Please procure a concert license from her as well (for the music at the stage). 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. AG Ice Cream currently has a contract with Parks & Recreation and their ice cream trucks are allowed into the park (they will probably park on Tennis Ct. Road or somewhere near the old Barking Squirrel). For arts & crafts, t-shirts, cd's, etc. to be sold at the park, please procure a street goods vendors license from Brandi.

3. **USE OF THE BANDSTAND / PARKING OF VEHICLES:** 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. (The only vehicle that has permission to drive across the grass is the truck which has the pa gear inside. It can drive down the Bandstand driveway and then cross over the grass to park on the tarred area in front of the bandstand - to unload and

(continued)

load only. Once finished, the truck must legally park eastward on the park road, facing the bandstand driveway to unload (and load). 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 old Barking Squirrel Restaurant and parking may be available at King Middle School, across the street from Deering Oaks.

4. **FARMERS MARKET:** As you know, Farmers Market will be in the Oaks until around 1pm - 2pm. If it's a nice day, they take up pretty much all of Farmers Market Roadway - almost down to the Bandstand. Please do not interfere with their sales or setup/exit. The park road parallel to Deering Ave. (where people visiting the farmers sometimes park) will be locked and closed to the public at 1pm. If you setup vendors on the Farmers Market roadway (near the bandstand), make sure their displays/booths, etc. are only on one side of the road - keep most of the roadway clear, as sometimes farmers will exit the park in this direction. Hopefully, you have spoken to many of the farmers yourself to let them know about your festival and how it might impact them on Saturday.

5. **BOOTH SET UP / EMERGENCY ACCESS:** Please make sure that booths (if setting up in the roadway) leave an emergency access lane of at least 15 feet wide. For vendors setting up their booths and tables, etc., they must not drive on the grass. They can park on the roadway (or bandstand driveway) and walk tables over to their site.

6. **RESERVING PARKING SPACES (FOR VENDORS, ETC.):** Please speak with the park ranger on duty in the morning hours when you arrive to let them know what you are doing regarding the following: You may (if you wish) reserve the Tennis Court Rd. for your volunteers, vendors, band members, etc.. This would be accomplished by putting up barricades across the main entrance to the park (at Deering Ave.). You would need 6 barricades to do this. And this could only be done after 1pm (after farmers market closes and the farmers market vendors have exited the park). You could leave the park road parallel to Deering Ave. open - until the left side of that road filled up with vehicles, then you would close that off as well. If you decide to go this route, you will need to position a qualified adult from your organization at the Deering Ave. barricades - this person would be needed to let those folks through that were part of your event. Park Rangers will drop off the barricades in the morning hours and will assist your volunteer at the barricades.

If you don't want to go this route, you also have permission to reserve some parking spaces in the park. You can do this 2 ways: with barricades and yellow caution tape (spread out on Tennis Court Road).... Or you may want to set aside all of the dirt parking lot beside the old Barking Squirrel (you can do this with barricades as well). If you reserve the lot, you should consider posting an adult volunteer at the entrances to let only "Festival of Nations" volunteers/vendors in there.

Please call up Marie Sweatt, 756-8275 vm204, at Parks & Recreation, to inform her of what you'd like to do and to request the number of barricades you need (and where they should be dropped). If you need caution tape, I can give you some. Please let me know (and also remember to speak with the park ranger on duty that morning to brief them on what route you're taking to reserve spots in the park).

7. **ELECTRICITY / CITY ELECTRICIAN / KEY DEPOSIT / LIGHTS:** There is a key which unlocks the storage room at the back of the old bandstand (Kris Clark has already picked up this key and left a \$50 security deposit). You will want to use the electrical outlets in this room as well as the outlets on the exterior of the 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 security deposit is required for the key - which I already have). The key needs to be returned to the P&R Office, 276 Canco Rd., on Monday, July 28. I met Dan from AV Advantage a few days ago at the bandstand and we checked out electricity. There are already existing twist-lock plugs there at the breaker box (and they are tied directly to the breaker box). If Dan is planning on using these, he must first be ok'd by our City Electrician (Mike Menario) through his supervisors: Emmett Mead or Bob Leeman: 874-8892 or 8895. Please call to arrange a time to meet him there to go over this. There will be no charge if he is just talking to you about what's required by code, etc.

For additional electricity: there are also outlets (4) located on the exterior of the green transformer box (hidden behind evergreens) across the road from the bandstand. You may use those as well (these will come in handy for food or other vendors set up on the roadway or grass area away from the bandstand). These outlets are ground fault protected. As night draws near, you may need light on the stage. There are 2 lights above the bandstand stage. The switches are located beside the breaker box (make sure these are turned off at the end of the night).

All cords in the public way must be covered by rugs or other materials so as to alleviate the tripping hazard to the public. If it were raining or drizzly out, we 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).

8. **TENTS:** Laura and I have talked about the placement of the 2 large tents (one will go over to the left of the bandstand driveway and the other is slated for the far right of the bandstand in amongst the trees). (If you only go with one tent at either of these locations - that's fine). These 2 tents must be permitted by Inspection Services, Karen Dunfey, 874-8701. Karen will need a site map. To make sure those grass areas have no utilities underground, you must call DIG SAFE: 1-888-344-7233. You'll need to mark out the tent areas in the near future (please use spray-on chalk). You may place small 10x10 canopies anywhere on the grass areas. These small canopies do not need a tent permit. Please make sure that all tent ropes (and the stakes) are clearly marked so the public does not run into them. As WPOR is holding their event at the park on Sunday (setup early Sunday morning), all tents, canopies, etc., must be removed from the park on Saturday night, (or before 10am on Sunday - if Lara Seaver from WPOR (774-4561) ok's the Sunday removal). Remember, on

(continued)

# 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**

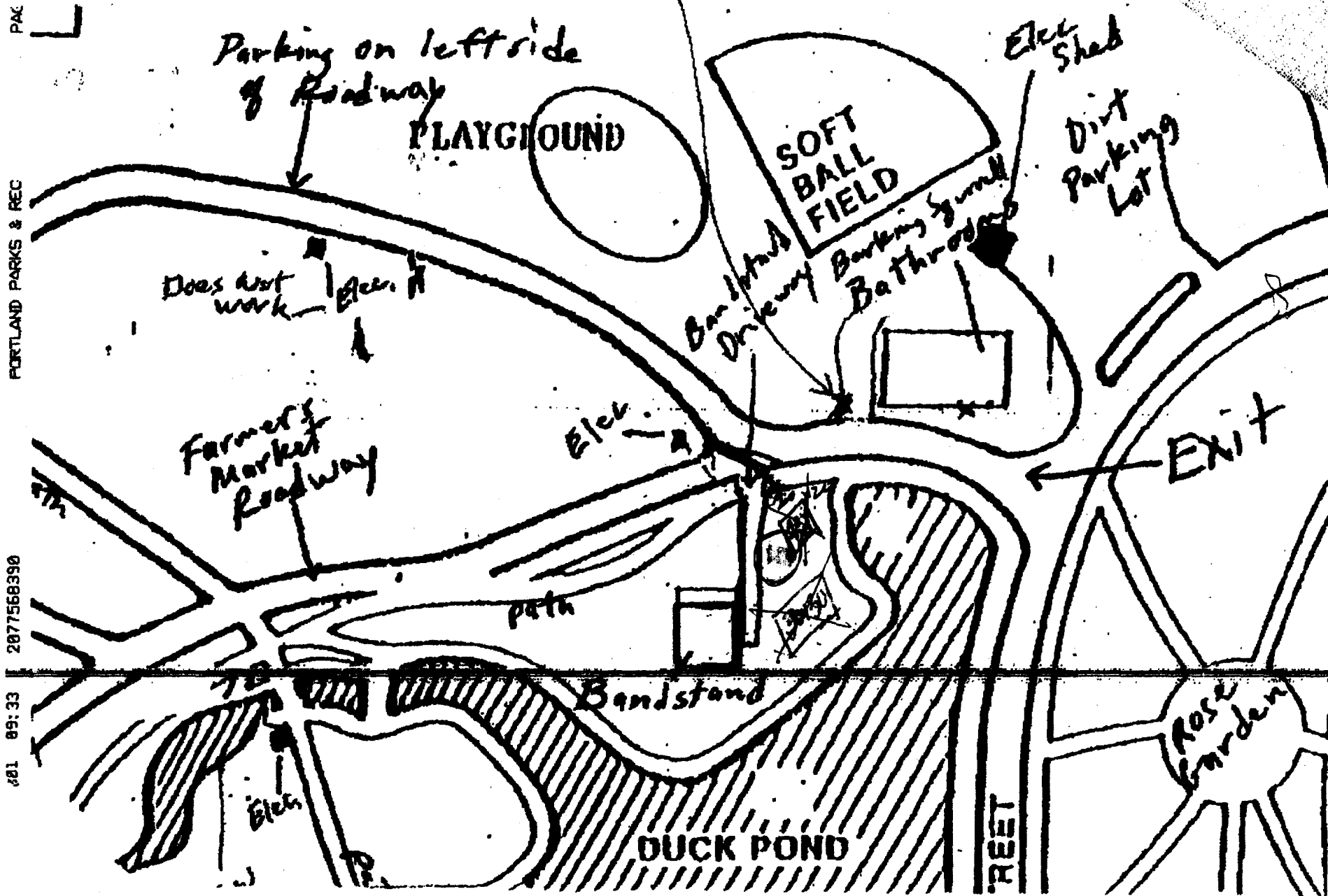
TOPTEC, INC.

Name of Production Superintendent

MODEL TEM3015M00 ( 30' x 70' vinyl Top )

SERIAL# 950112

# ADDITIONAL



PAC

PORTLAND PARKS & REC

2877568390

81 89:33

<b>ACORD 101 - BINDER</b>		DATE (Revised) 07/21/03	
THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.			
PRODUCER <b>C. E. CARLL AGENCY</b> 8 SCHOOL STREET P. O. BOX 10 GORHAM ME 04038-0010		COMPANY <b>NAUTILUS INS. CO.</b>	
CODE: 1816571      SUB-CODE: 00		DATE EFFECTIVE TIME 07/26/03      12:01 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	
CUSTOMER ID: <b>WOMEN IN NEED, INC</b> 192 DEERING AVE. PORTLAND ME 04102		DATE EXPIRATION TIME 07/27/03 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	
		THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPENSE POLICY #	
		DESCRIPTION OF OPERATION/VEHICLE/PROPERTY (Including Location) 1ST ANNUAL GREATER PORTLAND, MAINE FESTIVAL OF NATIONS HELD AT DEERING OAKS PARK, PORTLAND, MAINE	

TYPE OF INSURANCE	COVERAGE FORMS	AMOUNT	DEDUCTIBLE	COINS %
<b>PROPERTY</b> <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIM MADE <input checked="" type="checkbox"/> OCCUR OWNER'S & CONTRACTOR'S PROT		GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EMPLOY (any person) \$ 1,000		
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ MEDICAL PAYMENTS \$ PERSONAL INJURY PROT \$ UNINSURED MOTORIST \$		
<b>AUTO PHYSICAL DAMAGE</b> DEDUCTIBLE <input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES <input type="checkbox"/> COLLISION <input type="checkbox"/> OTHER THAN COL		ACTUAL CASH VALUE STATED AMOUNT OTHER \$		
<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO		AUTO ONLY - BR ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$		
<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM		EACH OCCURRENCE \$ AGGREGATE \$ SELF-INSURED RETENTION \$ STATUTORY LIMITS		
<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>		EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$		

SPECIAL CONDITIONS/OTHER COVERAGES: **BINDER ISSUED TO PROVIDE PROOF OF COVERAGE.**

CITY OF PORTLAND 389 CONGRESS ST. PORTLAND ME 04101	MORTGAGE LOSS PAYEE LOAN # AUTHORIZED SIGNATURE 
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FAX TRANSMITTAL 2 of Pages 2  
TO: LAURA Limoge FROM: DAK  
MAINE BAY CANVAS INC.

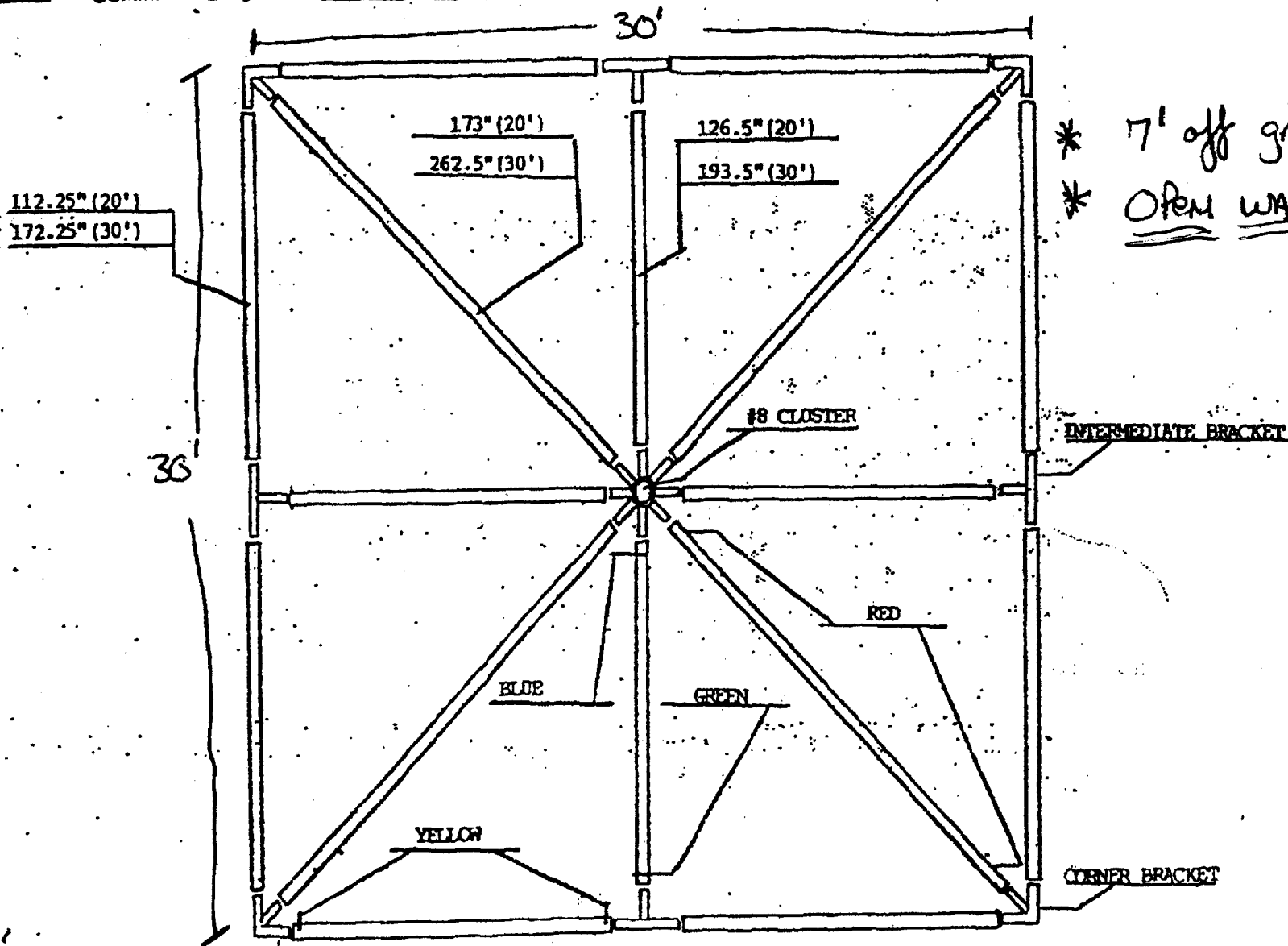
PHONE: (207) 878-5119 FAX: (207) 878-5119

WEBSITE: mainebaycanvas.com

FIG 2A

COMMENTS: FR Cert. + Diagram 30x20 OR 30x30 EXPANDABLE

w/o hip pole brace kit



\* 7' off ground

\* Open Wall Canopy