

August 30th, 2016

Inspections Office

City Hall

504 Congress Street

Portland, ME 04101

To Whom It May Concern:

This letter serves as official written approval of the owners of Maine Medical Center to have the 30'x30' tent owned and operated by A Plus Party to set up on our hospital grounds for the date of Thursday, September 15th, for our special employee event, which will take place from 4:30 PM to 7 PM. The tent is approved to be set up on concrete blocks on our property in the best possible location(s) deemed fit by its owner(s) and has permission to do so any time(s) during the day on this date. The vendor has our full permission to set up this tent wherever necessary and to utilize our grounds for catering this private event on our property.

Please do not hesitate to reach out to me with any questions concerning this event.

Thank you,



Nicole Galletta, Event Coordinator

Administrative Specialist II

Patient Care Support Services

MMC

22 Bramhall Street

Portland, ME 04102