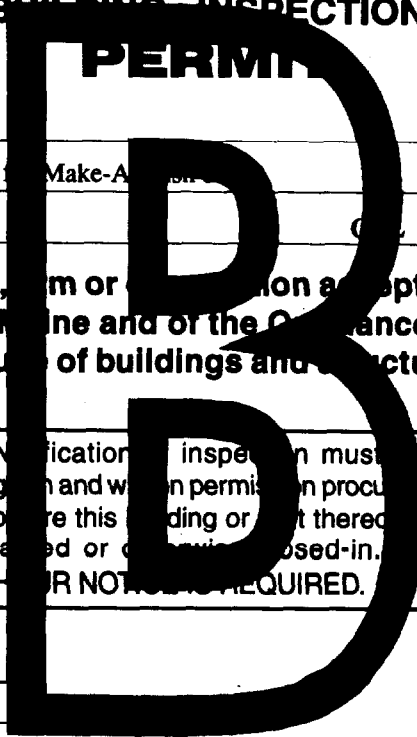


DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION

Permit Number: 030407

Please Read
Application And
Notes, If Any,
Attached



This is to certify that City Of Portland

has permission to 20'x20' tent on May 3, 2003 Make-A

AT 30 Baxter Blvd 112 C001001

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 leased or otherwise closed-in.
NO OTHER NOTICES REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. [Signature]

Health Dept. _____

Appeal Board _____

Other _____

Department Name

[Signature] 5/1/03
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: 03-0407	Issue Date:	CBL: 112 C001001
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Location of Construction: 30 Baxter Blvd	Owner Name: City Of Portland	Owner Address: 389 Congress St	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: ROS

Past Use: ROS: Payson Park	Proposed Use: 20'x20' tent on May 3, 2003 for Make-A-Wish event	Permit Fee:	Cost of Work: \$0.00	CEO District: 2
Proposed Project Description: 20'x20' tent on May 3, 2003 for Make-A-Wish event		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: TENTS 5/1/03 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: 04/25/2003	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 checked="" type="checkbox"/> MM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: [Signature] 5/1/03	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 Permit Application

03-0407

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>Payson Park, Baxter Blvd (30-62)</u>		
Date of Tent setup: <u>5-03-2003</u>	Date of Tent breakdown: <u>5-03-2003</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>112</u> Block# <u>C</u> Lot# <u>001</u>	Owner: <u>City of Portland</u>	Telephone: <u>575-7644</u> <u>Claire Sutton</u>
Lessee/Buyer's Name (If Applicable) <u>Claire Sutton</u>	Applicant name, address & telephone: <u>See below- Make-A-Wish Foundation</u>	Fee: \$ <u>35.00</u> <u>\$35.00</u>
<p>The following must be included as submissions:</p> <ol style="list-style-type: none"> 1. Proof of Flam Retardant 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: <ol style="list-style-type: none"> i. Property lines ii. Parking iii. Building locations 4. Tent location, including dimensions of tent, exits and entrances in tent <p style="text-align: right;"><u>87 Elm St, Suite 203 Camden, ME 04843 (800-491-3171)</u> <u>Tent 20x20 = 400 s.f.</u></p>		
<p>Who should we contact when the permit is ready: Claire Sutton <u>John Beatty - Portland Fire Dept.</u> xx call</p> <p>Mailing address: 121 Bay St, Ext, Unit #10, Portland, ME 04103</p> <p>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 fee if any work starts before the permit is picked up. PHONE: <u>Portland Fire Dept. 575-7644</u></p>		

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>Claire L. Sutton</u>	Date: <u>4/21/03</u>
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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

Joseph E. Gray, Jr.
City Manager



CITY OF PORTLAND

Mr. Thomas Peaco, Executive Director
Make-A-Wish Foundation
87 Elm Street
Suite 203
Camden, Maine 04843
236-3171 x303 800-491-3171 x303 fax: 236-4945 cell: 632-2635

Ms. Claire Sutton, Local Contact
121 Bay Street Unit 10
Portland, Maine 04103
w: 575-7644 761-0723 CLSutton@unum.com

April 23, 2003

Dear Tom and Claire:

This will acknowledge receipt of your letter requesting permission to use Back Cove Walkway and Payson Park in order to hold the Make-A-Wish Foundation's Walk for Wishes / Dash for Dreams event on Saturday, May 3, 2003, from 8:30am – Noon (setup to begin at 6am / cleanup finished at 2pm). The walk and run will begin on the grass area of Payson Park – the triangle grass area beside Baxter Blvd. The route is around Back Cove – counter-clockwise. The race will finish on the grass area beside the walking path, just opposite from the entrance to Payson Park. 500 walkers are expected. Refreshments would be served and you have asked permission to sell Foundation t-shirts and hats, etc. Electricity is needed for a band. A tent would be set up on the grass area. You have asked permission to use the overflow parking area at Dyer's Flat. There is no rain date.

Thank you for forwarding the park use permit fee (partial), the park security deposit (partial), and the certificate of insurance.

Please be aware that you are authorized to hold the walkathon and run around Back Cove, and to use Payson Park as a meeting area, subject to the following:

1. **PERMIT FEE / SECURITY DEPOSIT:** Please forward \$10 – the balance of the permit fee and \$50 – the balance of the park security deposit (2 separate checks payable to City of Portland) to this office. You would get back the security deposit check if the area is left as was found and conditions for use are adhered to – (you will forfeit the security deposit if there is: trash left behind; damage to the park or grass areas; cars are parked on grass areas, etc.). If you wish your tent to be installed a day before (on Friday, May 2) then please ask your insurance company to fax in a revised certificate of insurance which includes May 2 as well as May 3. My new office fax number is: 756-8279.

2. **PARKING:** The Dyer's Flat area will be opened up for you so that participants may park up in that grass area. Please do not park in the Little League Lots as little leaguers parents will be parking there (and their Grand Opening Day Ceremonies are held that morning as well). To direct cars into the Dyer's Flat area, you will need to position a staff person down at the Boulevard and a staff person up in the grass area. You'll also need to position 2 barricades (facing out into the dirt parking lot) at the entrance to Dyer's Flat (this is so that no vehicles will pull right in and block the entrance). These barricades will be lying on the ground beside the granite pieces. Remember, you should have a staff person there as well to keep vehicles moving into the Dyer's Flat grass area. An A-frame sign out near the Boulevard would also help. Please do not position cars near the new playground.

(continued)

Please make sure that all vehicles stay off the grass areas and park only in designated parking areas. Parks & Recreation has a strict policy now that prohibits vehicles parking on the grass for long durations of time. (Certainly, vehicles loaded with equipment can drive onto the grass area to deliver items to the middle of the park, but they are limited to a 10 minute stay). Vehicles should not park on Baxter Blvd. or Ocean Ave. or on the grass areas abutting the park. The areas will be posted "no parking" and park rangers will check the park frequently. They will take photos of vehicles parked on the grass. For each vehicle parked on the grass, \$10 will be deducted from your security deposits. Please make sure that your participants adhere to this policy.

3. **POLICE ASSISTANCE:** For your runners and walkers to cross Baxter Blvd. in one big group, you will need assistance from the Police Department. Please contact Sgt. Gary Rogers, 874-8554, or Lt. Vernon Malloch, 874-8569, at least a few days in advance to discuss this possibility. In order to guarantee an officer on site, you would need to pay for one. If you rely on on-call officers, you will need to hold off the start until one arrives. The Police Dispatch phone number is 874-8574.

4. **BATHROOM FACILITIES:** There will be 1 handicap accessible porta-potty located at the Preble Street Lot and 1 located at the dirt parking lot on Baxter Blvd. – just after the 2nd entrance into Payson Park (the Dyer's Flat area). We require that you rent 1 additional porta-potty and place that at one end or the other of the dirt parking lot on the 1st entrance road (from Baxter Blvd.) into the park. The company that provides the toilets already there is Associated Septic: 799-1980.

5. **TENT / CANOPY:** Please procure a tent permit from Inspection Services (Karen Dunfy: 874-8701, 874-8700 or 8703, for application information). (A small free-standing canopy would not need a permit but a large tent like last year will.) You'll need to provide a site map (call me if you need me to fax you one) and your tent company will need to show proof of flammability. A DIG SAFE does not need to be done as that large triangle grass area does not have any utilities there (unless you get close to the streets). Please keep the tent away from the streets. Please call me in the near future if the tent is going up a day in advance. You should hire security if the tent is staying up overnight. The city takes no responsibility for your items that are placed on city property.

6. **RESERVING PARKING SPACES:** If you would like to reserve a few parking spaces at the dirt parking lot on the 1st entrance into the park, you'll need to reserve those with barricades (5+) or orange cones (I can supply a few orange cones) the night before. Please call me so we can work out the details (there will be a security deposit required to borrow barricades / cones).

7. **CITY CLERK'S LICENSES:** For refreshments and food at the site, please call Brandi Maxwell at the City Clerks Office (874-8557) to receive a temporary food service license. Vendors must be licensed by the city. If you are having amplified music on site, she can issue you a concert license. Please procure a street goods sellers license (which covers t-shirts, etc.) from Brandi as well. You have permission to sell this merchandise in the park.

8. **ELECTRICITY:** There is a green electrical box in the park close to the boulevard. A Parks & Rec. staff person will unlock the box the night before so that you may have access to the outlets inside (the staff person may be our Park Ranger). The box will look like it is locked but it will only be duct taped shut. At the end of your event, please slam the door so it will lock. There are 2 receptacles inside, each on a 20-amp breaker. If it were raining out, we require that you not use electricity. Any extension cords in the public way, must be covered by rugs or other means so as to alleviate the tripping hazard to the public.

9. **TRASH ISSUES:** Please make sure that you bring trash bags and remove all your trash from the site (carry in / carry out policy). Please remember that you will forfeit the security deposits if there is: trash left behind; damage to the park or grass areas; cars are parked on grass areas, etc.

10. **SIGNAGE:** Please post signs along the route to alert the public that your walk/run is in progress. Please make sure that the route is not marked in any permanent way / do not nail signs to trees. (Don't forget to collect these signs after the event.) You may hang banners off the wooden fence posts in the park.

12. **SAFETY PRECAUTIONS / RAIN:** Please take all safety measures necessary to ensure a safe and accident-free event. If it were rainy or drizzly out we ask that you not use the electrical outlets. If it has been raining and the ground is mushy, we require that you not drive vehicles on the park grass to unload – as this will cause ruts in the ground.

(continued)

13. OTHER EVENTS ON MAY 3:

A. May 3rd is opening day of Payson Park Little League. For a number of years, they have held a parade of players through the park. They recently requested use of the park roads for their parade. The park roadways (all entrances) would be barricaded to traffic from approximately 9:50am – 10:20am, when the little leaguers take to the streets. The players parade starts up near Ocean Avenue (on the exit roadway) and winds down this road to the playing field (tip of the triangle – where the little league parking lot is). If you think the park road closures (barricades would be placed across the entrances down at Baxter Blvd.) would impact your walkers, there is the possibility that the barricades could go up at the tip of the triangle (i.e. cars coming from Baxter Blvd. would only be allowed to loop the triangle)... but still no vehicles could access the park from Ocean Ave.

B. The ITN is using Back Cove Walkway for a March for Members Walk, (walk starts at 9am). They'll be starting and ending at the Preble Street Stone Dust area. 100 walkers hoped for.

Please keep these events in mind as you go forward and let me know about the little league parade.

Good luck with the Walk for Wishes / Dash for Dreams. If I may be of further assistance, please call me: 756-8275 vm211. As I anticipate the remainder of the permit fee and park security deposit arriving shortly, and the City Clerk's Office and Inspections Div. issuing you licenses and permits, this letter will act as your formal permit for use of Back Cove Walkway and Payson Park grass area. Please bring this letter with you to the event.

cc: Sally DeLuca / Don Brewer / Phil Labbe / Jeff Tarling, P&R Managers
Sgt. Gary Rogers / Lt. Vernon Malloch, Police
Joel St. Pierre, P&R Fields Manager
Missy Lekas / Marie Sweatt, P&R Park Ranger Prog.
John Peverada / Paul Willey, Parking Control
Fred LaMontagne / Terry Walsh / John Brady, Fire and EMS
Brandi Maxwell, City Clerk's Office
Marge Schmuckal / Mike Nugent / Karen Dunfey, Inspections

Yours truly,

Ted Musgrave
Special Activities
756-8275 vm211

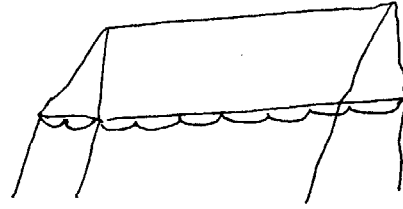
Michael O'Brion, Bayside Little League (58 Irving St.)
Kathy Atwater, ITN

Walk for Wishes &
Dash for Dreams

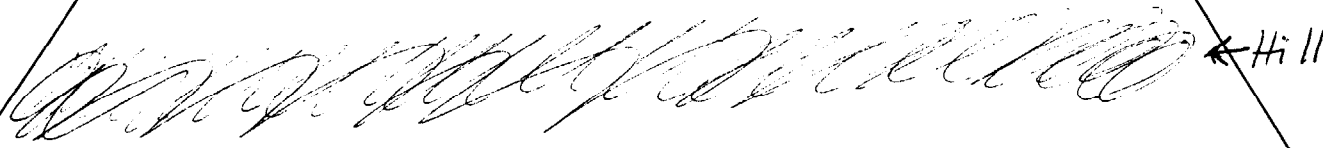
MAY 3, 2003
6:00 a.m. - 1:00 p.m.

Dirt Parking

20x20



no flaps
exit from
all sides



PAIRED BRUELLER

ATTN: Claire Sutton
From the One Stop Party Shoppe
Tanning

IMPORTANT DOCUMENT

Certificate of Flame Resistance

REGISTERED APPLICATION NUMBER

F121A



ISSUED BY



EVANSVILLE, INDIANA 47711

Date of Manufacture

04/19/00

Order Number

311162

MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN

This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:

1102194
HANDYMAN EQUIPMENT RENTAL #136
357 RIVERSIDE ST.

PORTLAND ME 04103

Certification is hereby made that:
The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code, equal to exceeds NFPA 701, CPAI 84, ULC 109.
The method of the FR chemical application is:

Serial #:	8023000 (1)
Description of item certified:	FI EXP TOP 20W x 20 VL W W

Flame Retardant Process Used Will Not Be Removed By Washing And Is Effective For The Life Of The Fabric

JOHN BOYLE STATESVILLE NC
Name of Applicator of Flame Resistant Finish

Signed:

TENT DEPARTMENT—ANCHOR INDUSTRIES INC.