

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read  
Application And  
Notes, If Any,  
Attached

BU **PERMIT** ION

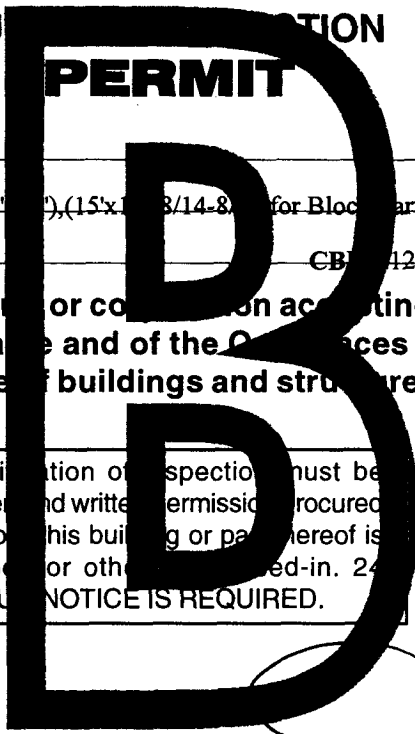
Permit Number: 090834

This is to certify that LANDRY THOMAS J

has permission to 3 Tents/Canopies (20'x20'), (20'x15'), (15'x10') 3/14-8' for Block Party on 08/23/2008

AT 44 COYLE ST CB# 426 I015001

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 lathed or otherwise red-in. 24 HOUR NOTICE IS REQUIRED.

**PERMIT ISSUED**  
A certificate of occupancy must be procured by owner before this building or part thereof is occupied.  
AUG 15 2009

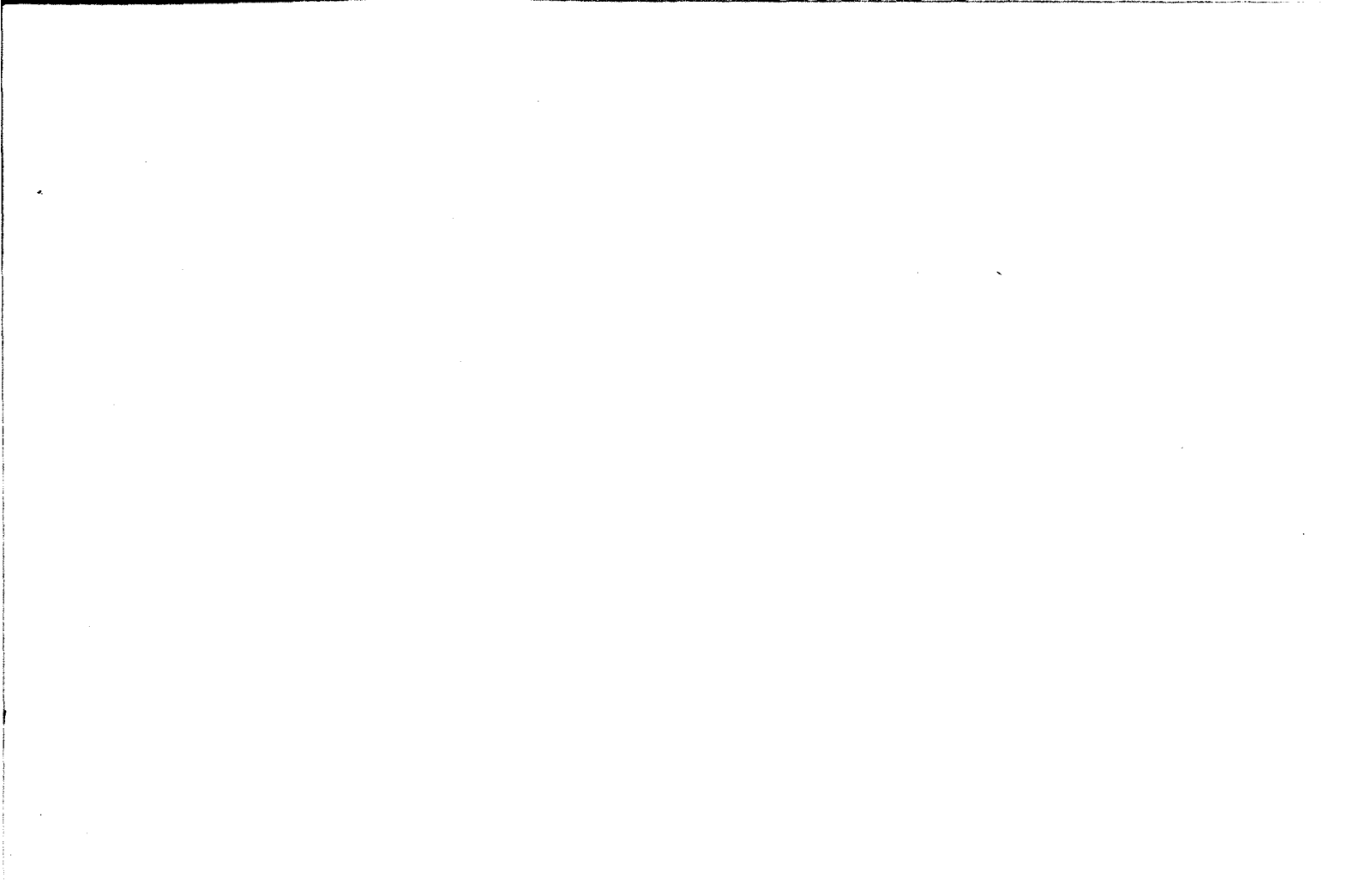
**CITY OF PORTLAND**

**OTHER REQUIRED APPROVALS**

- Fire Dept. \_\_\_\_\_
- Health Dept. \_\_\_\_\_
- Appeal Board \_\_\_\_\_
- Other \_\_\_\_\_  
Department Name

*[Signature]*  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**





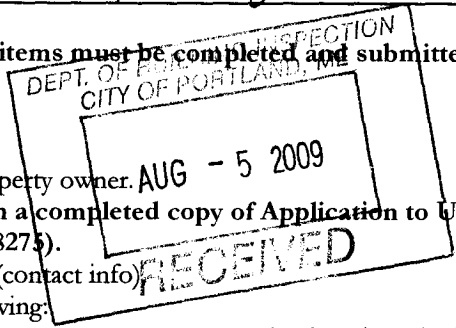
# Tent/Canopy or Temporary Event Staging Permit Application

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: <i>44 Cogle Street Portland</i>                          |   |   |
| Date of Set up/Event<br><i>August 14, 2009</i>  | Date of Breakdown/ End of Event<br><i>August 17th 2009</i>          |   |
| Tax Assessor's Chart, Block & Lot<br>Chart#      Block#      Lot#<br><i>1216      I      15</i> | Property Owner:<br><i>Tom Landry</i>                                | Telephone:<br><i>939-085</i>                    |
| Lessee/Buyer's Name (If Applicable)   | Applicant name, address & telephone:<br><i>44 Cogle St. 939-085</i> | Fee: \$30.00<br><i>CALL - THEY WILL PICK UP</i> |

The permit fee and the following items **must be completed and submitted** along with this application in order to receive a permit.

1. Certificate of Flammability
2. Letter of approval from property owner. **If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275).**
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



Who should we contact when permit is ready: *Alapandra Rese Hine*  
Address: \_\_\_\_\_ Telephone: *775-0248*

**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.**

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](http://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: |
|-------------------------|-------|

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

**City of Portland, Maine - Building or Use Permit Application**

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

|                       |             |                     |
|-----------------------|-------------|---------------------|
| Permit No:<br>09-0834 | Issue Date: | CBL:<br>126 I015001 |
|-----------------------|-------------|---------------------|

|  |                                |                               |                        |
|--|--------------------------------|-------------------------------|------------------------|
| Location of Construction:<br>44 COYLE ST | Owner Name:<br>LANDRY THOMAS J | Owner Address:<br>44 COYLE ST | Phone:<br>207-939-0185 |
| Business Name:                           | Contractor Name:               | Contractor Address:           | Phone:                 |
| Lessee/Buyer's Name                      | Phone:                         | Permit Type:<br>Tents         | Zone:<br>R-3           |

|   |   |   |   |                    |
|---|---|---|---|--------------------|
| Past Use:<br>Single Family Home   | Proposed Use:<br>Single Family Home - 3<br>Tents/Canopies (20'x20),<br>(20'x40),(15'x15) 8/14-8/17 for<br>Block Party on 08/23/2008 | Permit Fee:<br>\$90.00  | Cost of Work:<br>\$0.00   | CEO District:<br>3 |
| Proposed Project Description:<br>3 Tents/Canopies (20'x20), (20'x40),(15'x15) 8/14-8/17 for Block Party on 08/23/2008 |   | FIRE DEPT:<br><input type="checkbox"/> Approved<br><input checked="" type="checkbox"/> Denied<br><i>N/A</i> | INSPECTION:<br>Use Group: <i>U</i> Type: <i>Tent</i><br><i>Temp Structure</i> |                    |

Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                         |                                 |                        |  |
|-------------------------|---------------------------------|------------------------|--|
| Permit Taken By:<br>lmd | Date Applied For:<br>08/05/2009 | <b>Zoning Approval</b> |  |
|-------------------------|---------------------------------|------------------------|--|

- 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

Shoreland

Wetland

Flood Zone

Subdivision

Site Plan

Maj  Minor  MM

Date: *8/7/09*

Zoning Appeal

Variance

Miscellaneous

Conditional Use

Interpretation

Approved

Denied

Date: \_\_\_\_\_

Historic Preservation

Not in District or Landmark

Does Not Require Review

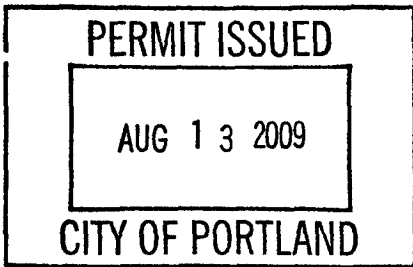
Requires Review

Approved

Approved w/Conditions

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 \_\_\_\_\_

**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

|                              |  |                            |
|------------------------------|--|----------------------------|
| <b>Permit No:</b><br>09-0834 | <b>Date Applied For:</b><br>08/05/2009 | <b>CBL:</b><br>126 I015001 |
|------------------------------|--|----------------------------|

|   |                                       |                                      |                               |
|---|---------------------------------------|--------------------------------------|-------------------------------|
| <b>Location of Construction:</b><br>44 COYLE ST | <b>Owner Name:</b><br>LANDRY THOMAS J | <b>Owner Address:</b><br>44 COYLE ST | <b>Phone:</b><br>207-939-0185 |
| <b>Business Name:</b>                           | <b>Contractor Name:</b>               | <b>Contractor Address:</b>           | <b>Phone:</b>                 |
| <b>Lessee/Buyer's Name</b>                      | <b>Phone:</b>                         | <b>Permit Type:</b><br>Tents         |                               |

|   |  |
|---|--|
| <b>Proposed Use:</b><br>Single Family Home - 3 Tents/Canopies (20'x20), (20'x40'),(15'x15)<br>8/14-8/17 for Block Party on 08/23/2008 | <b>Proposed Project Description:</b><br>3 Tents/Canopies (20'x20), (20'x40'),(15'x15) 8/14-8/17 for Block<br>Party on 08/23/2008 |
|---|--|

|  |   |                                  |                                  |
|--|---|----------------------------------|----------------------------------|
| <b>Dept:</b> Zoning  | <b>Status:</b> Approved                                 | <b>Reviewer:</b> Marge Schmuckal | <b>Approval Date:</b> 08/07/2009 |
| <b>Note:</b>   | <b>Ok to Issue:</b> <input checked="" type="checkbox"/> |                                  |                                  |
| <b>Dept:</b> Building  | <b>Status:</b> Approved with Conditions                 | <b>Reviewer:</b> Tammy Munson    | <b>Approval Date:</b> 08/11/2009 |
| <b>Note:</b>   | <b>Ok to Issue:</b> <input checked="" type="checkbox"/> |                                  |                                  |
| 1) If food is to be prepared and sold, a temporary food service license is required.<br>2) The tents must be removed at the end of the event.<br>3) Separate permits are required for any electrical work. Separate plans may need to be submitted for approval as a part of this process. |   |                                  |                                  |



**CITY OF PORTLAND, MAINE**  
Department of Building Inspections

**Original Receipt**

August 5 20 09

Received from Thomas Landry

Location of Work 44 Copley Street

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

Total: \_\_\_\_\_

Building (I1) \_\_\_ Plumbing (I5) \_\_\_ Electrical (I2) \_\_\_ Site Plan (U2) \_\_\_

Other TENTS

CBL: 126-I-015

Check #: 2233 Total Collected \$ 90<sup>00</sup>

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: LMO

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

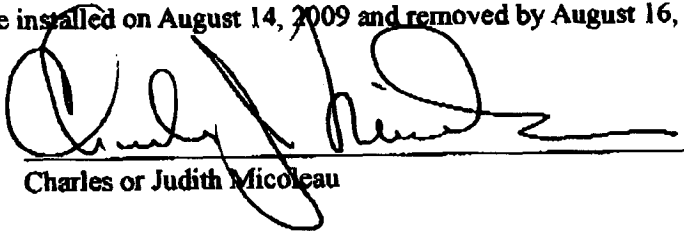
**CHARLES & JUDITH MICOLEAU**  
38 Coyle Street  
Portland, ME 04101

To: Portland Planning and Development Department

**Letter of Approval**

I/we authorize our neighbor, Tom Landry of 44 Coyle Street, to have a party supply company professionally install two canopies on my property for our joint block party scheduled on August 15, 2009. The canopies are scheduled to be installed on August 14, 2009 and removed by August 16, 2009.

8/4/09  
Date

  
Charles or Judith Micoleau

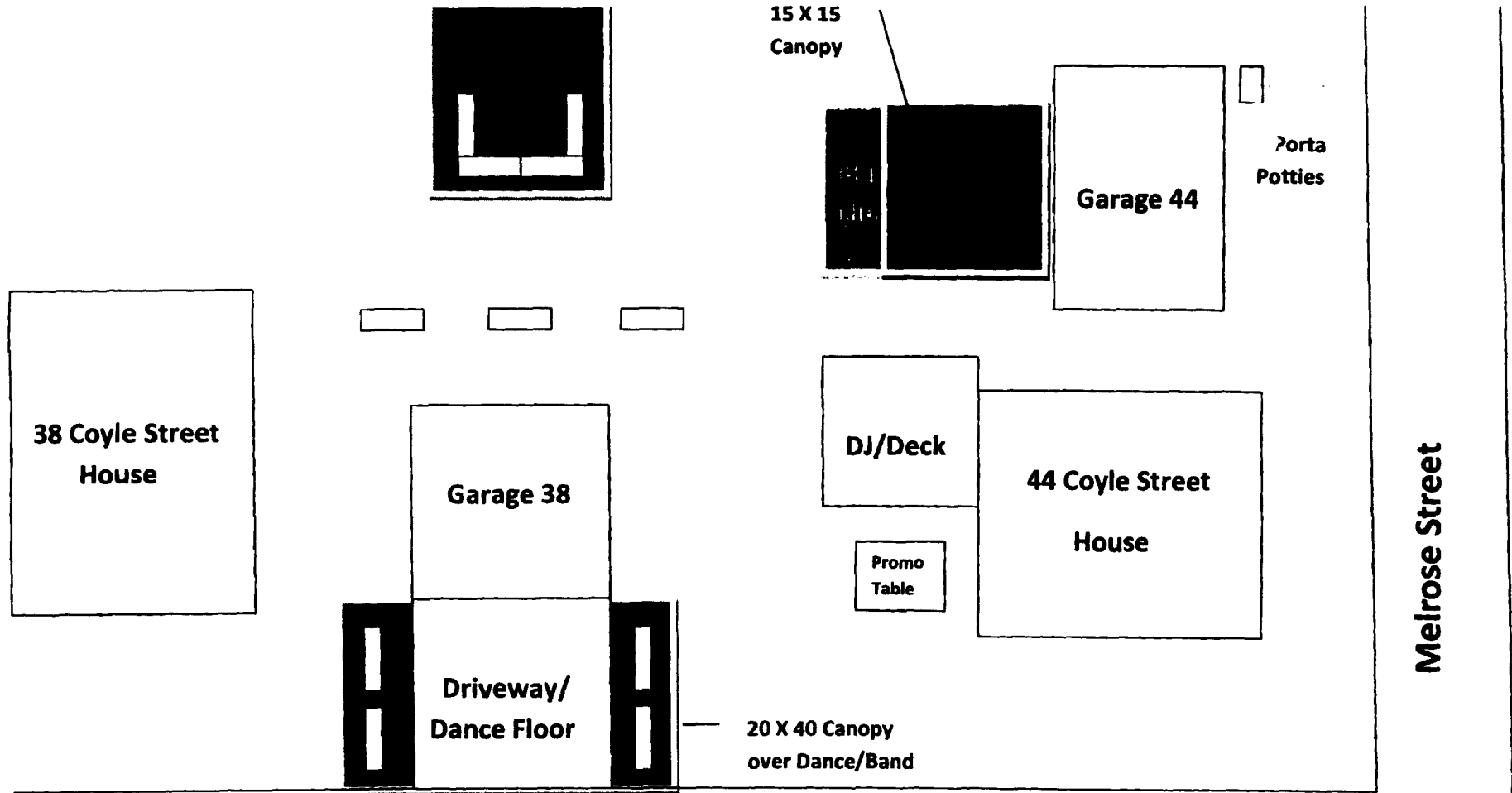
# Back Bay Block Party

Thomas Landry - 44 Coyle Street, Portland

August 23, 2008 – 3 pm to 9 pm

RAIN DATE: August 24, 2008

Attachment to Tent/Canopy Permit Application



Coyle Street - Dead

Melrose Street



ORDER 14506-4



10 Washington Ave. Scarborough, Me 04074  
Tel: 207-883-4472

DAY: FRIDAY                      DATE: 08/14/2009  
 TIME:                                1 DAY RENTAL  
 DEL: THU 08/13/2009  
 P/U: MON 08/17/2009  
 SP: MT    ORD DT: 07/10/2009  
 PO #:

ALEXANDRA  
 B BENCHMARK REALESTATE  
 I 100 CONGRESS STREET  
 L  
 L PORTLAND                      ME 04101  
 TEL: (207) 775-0248              FAX: (207) 775-6688

S  
 H  
 I                                      ME  
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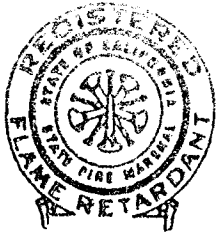
| ITEM ID         | QTY | ITEM DESCRIPTION                 | PRICE  | TOTAL  |
|-----------------|-----|----------------------------------|--------|--------|
| 20X20TOPTECB    | 1   | 20X20 BLUE & WHITE TOPTEC CANOPY | 130.00 | 130.00 |
| CAN15X15WTT K   | 1   | PARTY CANOPY 15 X 15 WHITE TT    | 100.00 | 100.00 |
| 20X40 TOP TEC K | 1   | 20X40 WHITE TOP TEC CANOPY       | 190.00 | 190.00 |
| CHSAMBLK        | 75  | BLACK FOLDING SAMSONITE CHAIR    | 0.90   | 67.50  |
| TB8BQ           | 13  | 8' BANQUET TABLE                 | 7.50   | 97.50  |

SPECIAL INSTRUCTIONS:  
 CELL 766-6772 ALEXANDRA

TOTAL: 585.00  
 SALES TAX: 0.00  
 DELIVERY: 75.00  
 LABOR:  
 TOTAL: 660.00

BALANCE DUE:

# Certificate of Flame Resistance



REGISTERED  
FABRIC  
NUMBER

F53501

Issued by

TOPTEC, INC.  
1905 N.E. Main Street  
Simpsonville, SC 29681

Date Manufactured

01/03/05

***This is to certify that the materials described  
are inherently flame retardant.***

Name A-PLUS RENTAL

Address 342 US RT 1

City SCARBOROUGH

State ME

Zip 04074

***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, CPAI84, ULC109, MVSS302.*

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: PARTY 20x20 WHITE/ BLUE

**The Flame Retardant Process Used WILL NOT Be Removed By Washing.**

TOPTEC, INC.

Name of Production Superintendent

MODEL TTP202030

SERIAL # 251113B

# Certificate of Flame Resistance



REGISTERED  
FABRIC  
NUMBER

F53501

Issued by

TOPTEC, INC.  
1905 N.E. Main Street  
Simpsonville, SC 29681

Date Manufactured

01/03/05

***This is to certify that the materials described  
are inherently flame retardant.***

Name A-PLUS RENTAL

Address 342 US RT 1

City SCARBOROUGH

State ME

Zip 04074

***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, CPAI84, ULC109, MVSS302.*

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: PARTY 20x40 WHITE/ BLUE

**The Flame Retardant Process Used WILL NOT Be Removed By Washing.**

TOPTEC, INC.

Name of Production Superintendent

MODEL TTP204030

SERIAL # 251112B

# Certificate of Flame Resistance



REGISTERED  
FABRIC  
NUMBER

F53501

Issued by

**TOPTEC, INC.**  
1905 N.E. Main Street  
Simpsonville, SC 29681

Date Manufactured

04/25/03

***This is to certify that the materials described  
are inherently flame retardant.***

Name A-PLUS RENTAL DIV

Address 342 US RT 1

City SCARBOROUGH

State ME

Zip 04074

***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, CPAI84, ULC109, MVSS302.*

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: PARTY 15x15 WHITE

**The Flame Retardant Process Used WILL NOT Be Removed By Washing.**

TOPTEC, INC.

MODEL F53501

SERIAL 000010



**CITY OF PORTLAND, RECREATION & FACILITIES MANAGEMENT  
BLOCK PARTY PERMIT  
134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101  
207-756-8275 ~ Fax 207-756-8279  
[vla@portlandmaine.gov](mailto:vla@portlandmaine.gov)**

6 PAGE DOCUMENT

**SECTION I  
ORGANIZER INFORMATION**

|                      |                               |                          |   |               |          |              |          |
|----------------------|-------------------------------|--------------------------|---|---------------|----------|--------------|----------|
| <b>TODAY'S DATE</b>  | 8/5/09                        | <b>ORGANIZATION NAME</b> | Benchmark Residential & Investment Real Estate/Tom Landry |               |          |              |          |
| <b>ADDRESS</b>       | 44 Coyle Street               | <b>CITY</b>              | Portland  | <b>STATE</b>  | ME       | <b>ZIP</b>   | 04101    |
| <b>CONTACT NAME</b>  | Alexandra Heseltine           |                          | <b>TITLE</b>  | Marketing     |          |              |          |
| <b>HOME #</b>        |                               | <b>CELL #</b>            |   | <b>WORK #</b> | 775-0248 | <b>FAX #</b> | 775-6688 |
| <b>EMAIL ADDRESS</b> | aheseltine@benchmarkmaine.com |                          | <b>EMAIL ADDRESS</b>                                      |               |          |              |          |

**SECTION II  
EVENT INFORMATION**

|  |                             |   |                           |
|--|-----------------------------|---|---------------------------|
| <b>PARK AREA OR PUBLIC SPACE REQUESTING:</b>     |                             |   |                           |
| <b>EVENT DAY &amp; DATE(S):</b>                  | Saturday<br>August 15, 2009 | <b>RAIN DAY &amp; DATE:</b><br>If you request a rain date, an additional 50% of the permit fee is required. | Sunday<br>August 16, 2009 |
| <b>START TIME:</b><br><i>Include set-up time</i> | 7 am                        | <b>END TIME:</b><br><i>Include clean-up time</i>  | 10 pm                     |
|  |                             | <b>ACTUAL START &amp; END TIME OF EVENT:</b>  | 3 - 8 pm                  |

|  |                       |                            |
|--|-----------------------|----------------------------|
| <b>EVENT NAME:</b>   |                       | <b>EXPECTED ATTENDANCE</b> |
| Benchmark Real Estate Annual Block Party   |                       | 100-150                    |
| <b>DESCRIPTION OF EVENT:</b> <i>Please be specific regarding <u>area of public space or park</u> you are requesting. If submitting a request for a Road Race (other than around Back Cove and using Back Cove Pathway for the route), please include a detailed map of the course.</i> |                       |                            |
| The event will take place at 38 and 44 Coyle Street and will include three tents, refreshments, a bar and a live band. The end of the street needs to be closed to accommodate attendees.  |                       |                            |
| <b>IS THERE AN EVENT OR REGISTRATION FEE FOR THIS EVENT?</b>   |                       | <b>YES</b> <b>NO</b>       |
|  |                       | x                          |
| <b>NON-STUDENT FEE</b> \$  | <b>STUDENT FEE</b> \$ | <b>SENIOR FEE</b> \$       |
|  |                       |                            |

**WHAT WILL BE YOUR ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?**

---

**SECTION III**

| <b>PLEASE READ CAREFULLY AND ANSWER THE FOLLOWING QUESTIONS.<br/>IF YOU ANSWER YES, PLEASE REFER TO CONTACT INFORMATION &amp; FEES.</b> |   | <b>X<br/>YES</b> | <b>X<br/>NO</b> | <b>X-<br/>NOT<br/>SURE</b> |
|---|---|------------------|-----------------|----------------------------|
| <b>1A.</b>  | <b>Are you setting up a PA Sound System for Amplified Music?</b><br><ul style="list-style-type: none"> <li>If you answered yes, your event requires a concert license from the City Clerk's Office.</li> <li>There are time restrictions for amplified music in Downtown Parks &amp; Squares</li> </ul> | x                |                 |                            |

|     |  |                         |   |  |
|-----|--|-------------------------|---|--|
|     | A. 11:45am – 1:15pm<br>B. 1 hour between the hours of 5:00pm – 8:00pm  |                         |   |  |
| 1B. | Are you setting up a <b>PA Sound System for Voice Only</b> ?<br><ul style="list-style-type: none"> <li>Voice Only ~ i.e. Press Conference, does not require a concert license from the City Clerk's Office</li> </ul>  |                         | x |  |
| 2.  | Will your event require <b>electricity</b> ?<br><ul style="list-style-type: none"> <li>Electricity is available at some of the parks &amp; squares (Monument Square, Congress Square, Deering Oaks Park Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Many of these electrical boxes require a key for access.</li> </ul> | Xfrom private residence |   |  |
| 3.  | Are you planning on <b>BBQ'ing or grilling</b> ?<br><ul style="list-style-type: none"> <li>Only Gas Grills are allowed in the parks (NO CHARCOAL).</li> <li>Grilling is subject to weather conditions and possible Fire Department review.</li> </ul>  | x                       |   |  |
| 4.  | <b>SGT. GARY HUTCHESON ~ TRAFFIC CONTROL - 874-8554</b><br>Will your event require <b>Police</b> assistance?<br><ul style="list-style-type: none"> <li>An event such as a road race, march in the street, or parade will typically require police assistance.</li> <li><i>In case of an emergency on day of event, please dial 911.</i></li> </ul>                                 |                         | x |  |
| 5.  | <b>CAPTAIN KEITH GAUTREAU ~ FIRE INSPECTION – 874-8400</b><br>Will your event require <b>Fire/EMS</b> assistance?<br><ul style="list-style-type: none"> <li><i>In case of an emergency on day of event, please dial 911.</i></li> </ul>  |                         | x |  |
| 6.  | Do you wish to have a <b>banner hang over the street</b> to advertise your event?<br><ul style="list-style-type: none"> <li>Banners hang over Congress Street or Baxter Blvd</li> <li>For more information, please contact Vicki Allen at 207-756-8275 or email @ <a href="mailto:vla@portlandmaine.gov">vla@portlandmaine.gov</a></li> </ul>                                      |                         | x |  |

**SECTION IV  
PORTA-RESTROOMS**

|   |  |  |   |  |
|---|--|--|---|--|
| <ul style="list-style-type: none"> <li>Event participants may use porta-restrooms already located in our parks</li> <li>A \$25 fee is assessed for events where attendance is 150 or more.</li> <li>Porta-restrooms are automatically cleaned on Mondays, Wednesday &amp; Fridays.</li> <li>If you would like to have the porta-restroom cleaned for your event, please contact Royal Flush at 207-883-0884.</li> <li>Porta-Restrooms are required for large events and events where food is being served. Existing porta-restrooms are located in the following areas:<br/> Preble Street Parking Lot (across from Hannaford Shopping Plaza)<br/> Payson Park (dirt lot off first entrance)<br/> Deering Oaks Park (across from the playground)<br/> East End Beach</li> </ul> |  |  |   |  |
| 1.  | Will your event require <b>porta-restroom</b> rental(s)? |  | x |  |
| 2.  | Will your event need existing porta-restrooms cleaned?   |  | x |  |

**SECTION V**

|   |  |   |                       |   |   |                         |
|---|--|---|-----------------------|---|---|-------------------------|
| <b>1.</b>   | <b>If you are setting up canopies for your event, please state how many, the size, and exact location(s) of placement?</b> <ul style="list-style-type: none"> <li>• Canopies must be <b>no larger than 10 ft X 10 ft in size</b></li> <li>• Canopies in large areas such as Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area, etc., do not require Recreation's review and permission.</li> <li>• Smaller parks and squares such as Congress Square, Tommy's Park, Post Office Park, etc. do require Recreation review and permission.</li> </ul>  |   |                       |   |   |                         |
| <b>How many?</b>  |  | <b>Location</b><br><i>(Please be specific.)</i> |                       |   |   |                         |
| <b>2.</b>   | <b>If you are requesting to set up a tent(s) for your event, please state how many, the size, and exact location(s) of placement?</b> <ul style="list-style-type: none"> <li>• Canopies or tents <b>larger than 10 ft x 10 ft</b> need to be approved by Recreation</li> <li>• A Tent Permit is issued from Inspections Division.</li> <li>• Please call Inspections for information on their application process.</li> <li>• Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward.</li> <li>• In order to drive tent stakes into the ground, DIG SAFE must be contacted @ 1-888-344-7233.</li> </ul> |   |                       |   |   |                         |
| <b>How many?</b>  | <b>2</b>   | <b>Size</b>                                     | 1- 20X20<br>1 - 20X40 | <b>Location</b><br><i>(Please be specific.)</i> | <b>Private property on Coyle Street</b> |                         |
| <b>3.</b>   | <b>If you are setting up tables, how many?</b>   |   |                       | <b>If you are setting up chairs, how many?</b>  |   |                         |
| <b>4.</b>   | <b>If you are placing other items or equipment on City property, please list them:</b> <ul style="list-style-type: none"> <li>• For example... Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.</li> </ul>   |   |                       |   |   |                         |
|   |  |   |                       |   |   |                         |
| <b>5.</b>   | <b>If your event requires a street closure, please list the street(s) and time frame below:</b>  |   |                       |   |   |                         |
| Coyle Street at intersection of Melrose to dead end of Coyle Street |  |   |                       |   |   |                         |
| <b>6.</b>   | <b>If your event requires safety vests, signs, barricades and/or cones, please list how many below</b> <ul style="list-style-type: none"> <li>• A limited number of orange vests and cones may be borrowed from Recreation when available.</li> <li>• Barricades and signs are borrowed from Public Services, Customer Service.</li> </ul>   |   |                       |   |   |                         |
| <b>Number of Vests:</b>   |  | <b>Number of Barricades:</b>                    | 6                     | <b>Number of Cones:</b>                         |   | <b>Number of Signs:</b> |
| <b>7.</b>   | <b>If you would like to reserve parking spaces for your event, how many spaces will you require?</b> <ul style="list-style-type: none"> <li>• "No Parking" signs may be purchased at Public Services.</li> </ul>   |   |                       |   |   |                         |

**SECTION VI  
REFRESHMENTS, FOOD VENDORS, VENDING**

**REFRESHMENTS / FOOD**

- If you are serving or selling food, you will need approval from Recreation
- A Temporary Food Service License from the City Clerk's Office is needed, **even if food is given away or pre-packaged.**
- A Temporary Food Service License is not required if only sealed bottled water is **given away.**
- If this is a "Potluck" type event, a Temporary Food Service License from the City Clerk's Office is **not** required.

**VENDING (Non-food items (i.e. t-shirts, crafts, cd's, etc.))**

- If you are, you will need approval from Recreation.
- If you are, you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office.

1. If you are serving or selling food at your event, please list food and drink below:

2. If you are selling non-food items (i.e. t-shirts, crafts, cd's, etc.), please list any items below:

**SECTION VII  
INSURANCE**

**INSURANCE CERTIFICATE INFORMATION**

*Fax or e-mail at least 30 days in advance to: 207-756-8279 or [tvm@portlandmaine.gov](mailto:tvm@portlandmaine.gov)*

- For an event such as a walkathon, race, festival, press conference, concert, etc., the City requires general liability insurance coverage.
- Please have "City of Portland, Maine" listed as additional insured (minimum of \$400,000) general liability in regards to said event and activities on that date.
- If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.



**SECTION VIII  
RECREATION EVENT POLICIES**

**ELECTRICITY POLICY**

All cords in public way must be covered by rugs, mats or orange cones to avoid public hazard.

- If weather is inclement (drizzle, rain, snow, etc.) you may **not use** electricity.
- Many times a \$50.00 key deposit may be required for access to electrical box.

**BBQ's ~ GAS GRILL POLICY**

- Only gas grills are allowed in parks/public spaces.
- Grills must be set up away from children's activities.
- Barbecuing must first be approved by Recreation and possible further review by the Fire Department and is subject to weather conditions.
- We require that you have a fire extinguisher on site.

**TRASH POLICY**

- All groups/organizations must abide by our Carry-In/ Carry-Out Policy.
- Please bring extra trash bags and/or trash receptacles and remove all of your trash from area once event is over.
- You will need to remove all of your trash out of park/public space area **or forfeit the security deposit.**  
*Thank you in advance!*

**TOBACCO FREE ZONES POLICY**

- Portland parks, athletic facilities, playgrounds, and all public space areas are designated as tobacco-free zones.
- Please pass this information along to your participants.

**NOTIFICATION POLICY**

- Please keep a copy of this permit on site at all times. City staff may require proof of permit.
- If there are members of the public in your space upon arrival, please present your permit for proof of reservation and use.
- If you need Police Assistance, please call the Police Department at 207-874-8574.

**REVOCABLE PERMIT POLICY**

- 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.

**CANCELLATION POLICY**

- \$40 Recreation & Facilities Department permit processing fee is non-refundable.

**PARKING POLICIES**

- City of Portland Parks & 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 the park security deposit.

|   |                      |           |             |               |
|---|----------------------|-----------|-------------|---------------|
| <b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b> | <b>TYPE INITIALS</b> | <b>AH</b> | <b>DATE</b> | <b>8/5/09</b> |
|---|----------------------|-----------|-------------|---------------|

**ASSUMPTION OF RISK & LIABILITY**

User of park/public space area accepts 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 and agree to the Assumption of Risk & Liability | TYPE INITIALS | AH | DATE | 8/5/09 |
|---|---------------|----|------|--------|

**SECTION IX  
PAYMENT INFORMATION**

USE OF CITY PROPERTY TYPICALLY REQUIRES THE FOLLOWING:  
FEES CHARGED FOR USE OF AREA ~ SECURITY DEPOSIT ~ PROOF OF INSURANCE

| CREDIT CARD INFORMATION  |      |      |      |      |                   |    |    |
|--|------|------|------|------|-------------------|----|----|
| Visa or MasterCard Number  | 5466 | 4800 | 0278 | 8776 | Exp Date (Mon/Yr) | 03 | 11 |
| <b>CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED.</b> |      |      |      |      |                   |    |    |

**PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"**

- Please make out any and all security deposit checks separate from permit fees.

**PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:**

- Parks & Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: [via@portlandmaine.gov](mailto:via@portlandmaine.gov)

| TOTAL AMOUNTS DUE TO RECREATION & FACILITIES DEPARTMENT                       |        |   |               |                   |
|---|--------|---|---------------|-------------------|
| TOTAL NUMBER OF HOURS OF USE REQUESTED IN PUBLIC SPACE OR PARK FOR THIS EVENT |        |   |               |                   |
| Block Party Permit Fee Amount Due   | \$5.00 | <b>SECURITY DEPOSIT \$10 PER ITEM</b><br><i>(Please make all security deposit checks out separately.)</i> |               | <b>TOTALS DUE</b> |
|   |        | Safety Vest Deposit   | Amt requested | \$                |
| Electricity \$5.00 /hour  | \$     | Barricade Deposit   | Amt requested | \$                |
| Key Deposit \$50.00 /key  | \$     | Cone Deposit  | Amt requested | \$                |
| Rain Date (50% of Permit Fee)   | \$     | Park Security Deposit   | Amt requested | \$                |
| Porta-Restroom Fee  | \$     | Sign Deposit  | Amt requested | \$                |

| FOR OFFICE USE ONLY    |    |                      |        |                      |    |                  |    |             |    |
|------------------------|----|----------------------|--------|----------------------|----|------------------|----|-------------|----|
| DATE REC'D APPLICATION |    | DATE REC'D INSURANCE |        | PERMIT FEE AMT REC'D | \$ | SECURITY DEPOSIT | \$ |             |    |
| PAYMENT TYPE           |    |                      |        |                      |    |                  |    |             |    |
| VISA PAYMENT           | \$ | MC PAYMENT           | \$5.00 | CK #                 |    | CK AMT           | \$ | CASH AMOUNT | \$ |
|                        | \$ |                      | \$     | CK #                 |    | CK AMT           | \$ | CASH AMOUNT | \$ |

***Please take all necessary safety precautions to ensure a safe and accident-free event. Thank you!***

**From:** Ted Musgrave  
**To:** Alexandra Heseltine  
**Date:** 8/5/2009 1:20:35 PM  
**Subject:** Re: Block Party Application - COYLE ST. - pls review attached

hi alexandra -

i have forwarded your application off to vicki allen (here at recreation) who handles the requests for block parties..

(PLS c attached vicki)

she will review it and get back to you

thankx

i've also sent this on to other city depts... for their review and advisement.. (tents, street closure, refreshments, live music)

thanks

>>> "Alexandra Heseltine" <aheseltine@benchmarkmaine.com> 8/5/2009 12:50:25 PM >>>

Good Afternoon:

Attached is the block party application for Benchmark Real Estate's Annual Block Party on August 15th, 3-8 pm. Since our office is a block away from the Rec Dept. I'd be more than willing to drop by and pick up the permit when it is ready.

Please feel free to give me a call if you have any questions.

Alexandra  
Alexandra Heseltine / Office & Marketing Manager  
BENCHMARK Residential and Investment Real Estate  
100 Congress Street  
Portland, ME 04101  
Phone: 207-775-0248 X 200  
Email: [aheseltine@benchmarkmaine.com](mailto:aheseltine@benchmarkmaine.com)  
Web: [www.benchmarkmaine.com](http://www.benchmarkmaine.com)

**CC:** Alexandra Murphy; Fred LaMontagne; Gary Hutcheson; Gayle Guertin; Lisa Danforth; Lucie Cote; Mike Murray; Sally Deluca; Tammy Munson; Todd Merkle; Vicki Allen