

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Please Read Application And Notes, If Any, Attached

Permit Number: 080943

PERMIT ISSUED
AUG 6 2008
CITY OF PORTLAND

This is to certify that CITY OF PORTLAND /A+ Party Rental

has permission to Tent Set up 08/06/08-08/07/08 Memorial Service for Linda M. S. Field

AT 0 EVERGREEN CEMETARY L. 134 A001001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of this State 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 when permission procured before this building or part thereof is placed or service closed-in. 24 HOUR NOTICE REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name

[Signature]
8/6/08
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: 08-0943	Issue Date:	CBL: 134 A001001
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Location of Construction: 0 EVERGREEN CEMETARY	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: A+ Party Rental	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: R05

Past Use: Evergreen Cemetery	Proposed Use: Evergreen Cemetery - Tent Set up 08/06/08-08/07/08 Memorial Service for Linda Mansfield	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 5
		FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <i>N/A</i>	INSPECTION: Use Group: <i>U</i> Type: <i>Tent</i> <i>Temp Structure</i>	

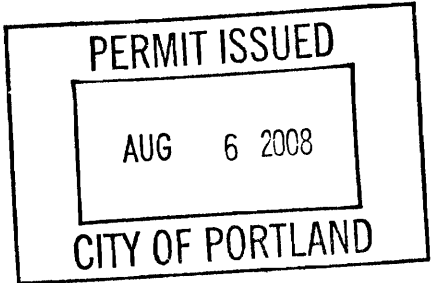
Proposed Project Description:
Tent Set up 08/06/08-08/07/08 Memorial Service for Linda Mansfield

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 checked="" type="checkbox"/> Denied	
Signature:	Date:

Permit Taken By: lmd	Date Applied For: 08/01/2008	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 <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>8/5/08</i> <i>TRN</i>	Zoning Appeal <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:	Historic Preservation <input type="checkbox"/> Not in District or Landmark <input checked="" 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 <i>ASU</i> Date:
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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

City of Portland, Maine - Building or Use Permit

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

Permit No: 08-0943	Date Applied For: 08/01/2008	CBL: 134 A001001
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Location of Construction: 0 EVERGREEN CEMETARY	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: A+ Party Rental	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: Evergreen Cemetery - Tent Set up 08/06/08-08/07/08 Memorial Service for Linda Mansfield	Proposed Project Description: Tent Set up 08/06/08-08/07/08 Memorial Service for Linda Mansfield
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Dept: Zoning	Status: Approved	Reviewer: Ann Machado	Approval Date: 08/05/2008	Note:	Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved with Conditions	Reviewer: Tammy Munson	Approval Date: 08/06/2008	Note:	Ok to Issue: <input checked="" type="checkbox"/>
1) This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.					

Comments:
8/1/2008-lmd: Tents fee waived per Joe Gray will attach e-mail
8/4/2008-lmd: Received fax from Party Rental with certificate of flame resistance. I left a voice-mail requesting dimensions.
8/4/2008-amachado: Gave permit back to Lisa. Need a plot plan and certificate of liability. She said that she would call Party Rental back and ask for these things.
8/5/2008-lmd: Some confusion regarding insurance and plot plan. Lannie spoke with people involved and explained the process. We are waiting for a call back for Ted M.



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: <u>Evergreen Cemetery</u>		
Date of Set up/Event: <u>8/6/08</u>	Date of Breakdown/ End of Event: <u>8/7/08</u>	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable) <u>A+ Tents</u>	Applicant name, address & telephone: <u>A+ Party Rental</u> <u>Jaye Gorham 671 7430</u> <u>34 North St, Portland</u>	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ol style="list-style-type: none"> 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 <p>Who should we contact when permit is ready: <u>Jaye Gorham</u> Address: <u>34 North St, Portland</u> Telephone: <u>671 7431</u></p>		
<p>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.</p>		

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, 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: <u>Jaye Gorham</u>	Date: <u>8/1/08</u>
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This is not a permit; you may not commence ANY work until the permit is issued.



To Keller Williams to Fire Dept
 For Under Mansfield
 Evergreen Cemetery
 From Mark

	Certificate of Flame Resistance		Date manufactured 01/21/03
	REGISTERED FABRIC NUMBER 140.04	ISSUED BY SNYDER MANUFACTURING, INC. 3001 PROGRESS STREET DOVER, OHIO 44622	
<i>This is to certify that the materials described below are flame-retardant and inherently nonflammable.</i> CHARNECKE TENTS INC. 5245 SHANTYTOWN DR			
FOR	ROBHOLT	ADDRESS	WI 54473-9151
CITY		STATE	
<input checked="" type="checkbox"/> The articles described below 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			
* FABRIC MEETS THE REQUIREMENTS OF THE SPECIFICATIONS LISTED BELOW INDICATED BY <input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> NFPA-701 (Large Scale)		<input type="checkbox"/> MIL-C-43006	
<input type="checkbox"/> CANULC-S109-M87		<input type="checkbox"/> CPAI-84	
SNYDER MANUFACTURING INC. By <i>Michael O'Connell</i>		Title _____ Supervisor Quality Control	
PRV 1818D B.D. WHITE 61" HI GLOS			
STYLE	14001	VBL JENNY	
CONTROL NO.	190015	CUSTOMER ORDER NO.	01771703
SNYDLR S-ORDER NO.	176	DATE PROCESSED	06/09/06
YARDS OR QUANTITY		DATE CERTIFIED	

4.10 4-36F-R1



**CITY OF PORTLAND, PARKS & RECREATION
PUBLIC SPACE PERMIT**

134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
207-756-8275 ~ Fax 207-756-8279
vla@portlandmaine.gov

TODAY'S DATE	8/1/08	BUSINESS / ORGANIZATION NAME	Mansfield Family		
ORGANIZATION ADDRESS	34 North St.			FAX	
CITY	Portland	STATE	ME	ZIP	04101
HOME #	774-0768	WORK #		EMAIL	Reaivalue92@gmail.com
CONTACT NAME	Jaye Gorham		TITLE		

PARK AREA OR PUBLIC SPACE REQUESTING:	Evergreen Cemetery				
EVENT DAY & DATE(S):	8/7/08	EVENT RAIN DAY & DATE:	n/a		
EVENT START TIME: <i>Include set-up time</i>	9 am.	EVENT END TIME: <i>Include breakdown time</i>	2 p.m.	ACTUAL START & END TIME OF EVENT:	11 a.m.

EVENT NAME:		
Celebration of Linda Mansfield's Life		
DESCRIPTION OF EVENT: <i>Please be specific regarding area of public space or park you are requesting.</i>	ESTIMATED # OF PEOPLE ATTENDING:	200
Memorial Service to celebrate the life of Linda Mansfield. Erect 40' x 60' tent. Dig Safe on Monday, tent erected on Wednesday the 6 th . Food is being brought in by family/friends. Private event does not require Food Service permit per Jeanne Bourke. Electricity will be provided to the Chapel by Cemetery crew. Be sure to cover all extension cords with protective covers. Tent company will provide chairs and tables.		

WHAT WILL BE YOUR ANTICIPATED NEED FOR PARKING? WHAT IS YOUR PARKING PLAN?
City of Portland Parks & Recreation has a strict policy that prohibits vehicles from parking on grass areas. For each vehicle parked on grass, \$10 will be deducted from your security deposit.

Steven's Ave parking, some on pavement in cemetery.

IF BATHROOM FACILITIES ARE REQUIRED, HOW WILL YOU MEET THAT NEED? (See attached fee schedule.)
Bathrooms used at Wilde Chapel

LIST ANY MATERIALS (TABLE, CHAIRS, EQUIPMENT, VEHICLES, ETC.) TO BE PLACED ON CITY PROPERTY.
Tent 40' x 60' in front of Chapel, chairs

LIST ANY SPECIAL NEEDS OR REQUIREMENTS YOU MAY HAVE. Example: Electricity (See attached fee schedule.)
Electricity from Wilde Chapel. Cemetery crew will assist.

POLICE ASSISTANCE CONTACT INFORMATION <i>If you need Police Assistance, please describe in this area:</i>	SGT. GARY HUTCHENSON ~ 874-8554
N/A but please call Sgt. Gary Hutchison to inform him of this event.	

FIRE / EMS ASSSITANCE CONTACT INFORMATION <i>If you need Fire/ EMS, please describe in this area:</i>	CHIEF FRED LAMONTAGNE ~ 874-8400 GREGORY CASS – FIRE INSPECTION 874-8400
N/A	

***ELECTRICITY POLICY**

All cords in public way must be covered by rugs or surrounded with orange cones to avoid public hazard. If weather is not permitting (drizzle, rain, snow, etc.) we require that you **not use** electricity.

***BANDSTAND** Electricity is only accessible with key. Breaker box is located in storage room behind the bandstand. If weather has been damp, outlets 3 & 5 may need to be tripped (re-set). . If weather is not permitting (drizzle, rain, snow, etc.) we require that you **not use** electricity. *Bandstand door must be kept locked at all times.*

GAS GRILL POLICY

Only gas grills are allowed in any parks/public spaces. Grills must be set up away from all children's activities. Grills are **not allowed on any grass areas**. We require that you have a fire extinguisher with you.

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 any of your trash from area once event is over. You will need to haul all of your trash out of park/public space area or forfeit any security deposit. *Thank you in advance!*

TOBACCO FREE ZONES POLICY

Portland Parks & Recreation parks, athletic facilities, playgrounds, and all public space areas are designated as tobacco-free zones. Please pass this information along to your participants. Thank you for your voluntary compliance.

NOTIFICATION POLICY

Please keep a copy of permit on site at all times.

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.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES.

PLEASE INITIAL

JX

*** PLEASE SEE ATTACHED FEE SCHEDULE IF YOU ANSWER YES:**

	X-YES	X-NO	X-NOT SURE
* Will your event require a tent permit?	x		
* Will your event require a canopy?		x	
* Will your event require a Food Vendor License?		x	
* Will your event require a Vendor License? (<i>T-shirts, C.D.'s, Crafts, etc.</i>)		x	
* Will your event require electricity?	x		
* Will your event require a key for access?		x	
* Will your event require safety vests, barricades and/or cones?		x	
* Will your event require street closures?		x	
* Will your event require Police assistance?		x	
* Will your event require Fire/EMS assistance?		x	
** Will your event require liability Insurance? (<i>** Please see below</i>)		x	
* Will your event require tables and/or chairs?	x		
* Will your event require a concert license?		x	
* Will your event have more than 25 people attending? 200	x		
* Will your event have more than?			
* Will your event require porta-potties or need porta-potties cleaned??		x	
* Will your event require a banner permit?		x	

****INSURANCE CERTIFICATES INFORMATION**

Fax or e-mail at least 30 days in advance to: 207-756-8279 or vla@portlandmaine.gov

- ◆ Please have "City of Portland, Maine" listed as additional insurance for a minimum of \$400,000.00.

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 the Assumption of Risk & Liability

PLEASE INITIAL:

JX

TODAY'S DATE:

8/1/08

CREDIT CARD INFORMATION

Visa or MasterCard Number

Exp Date (Mon/Yr)

CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED.

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ◆ Please make out any and all security deposit checks separately.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:

- ◆ Parks & Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: vla@portlandmaine.gov

YOU MUST INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY

DATE REC'D APPLICATION

DATE REC'D INSURANCE

AMT REC'D

\$



512 Proposed
Evergreen Chapel

EST
AREA

Evergreen Cemetery
Wilde Chapel

NEW ST.

STEVENS AV

123

127

131

24

22

18

16

550

2-38
1-35

538
537 - 559

562 - 580
561 - 579

582
581 - 647

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/05/2008

PRODUCER
Marsh Agency
580 Brighton Avenue

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.

INSURED
Mansfield, Estate of Linda
499 Ocean Ave
Portland ME 04103

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Cambridge Mutual Insurance	
INSURER B:	
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.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	GENERAL LIABILITY	HP2193062	07/02/2008	07/02/2009	EACH OCCURRENCE \$ 300,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Personal Liability				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <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 (Ea accident) \$ 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 AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Memorial Service at Evergreen Cemetary. Tent. City of Portland Inspection Dept. as Additional Insured Fax 874-8716
08/06/2008 until 08/08/2008.

CERTIFICATE HOLDER

City of Portland

CANCELLATION

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

AUTHORIZED REPRESENTATIVE