





Permitting and Inspections Department  
Michael A. Russell, MS, Director

Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

05/23/2018

**Electronic Signature and Fee Payment Confirmation**

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: [portlandmaine.gov/payyourpermit](http://portlandmaine.gov/payyourpermit)
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

**City of Portland  
Permitting and Inspections Department  
389 Congress Street, Room 315  
Portland, Maine 04101**

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: Roberta Cope Digitally signed by Roberta Cope  
Date: 2018.04.27 10:55:38 -04'00' Date: 4/27/2018

I have provided electronic copies and sent them on: Date: 05/02/2018

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or with a thumb drive to the office.

**If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.**



**CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION  
PUBLIC PARK & SPACE APPLICATION (4 pages)**  
212 Canco Rd. ~ Portland ~ ME ~ 04103  
207-808-5400 x0  
Ted Musgrave tvm@portlandmaine.gov



Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

05/23/2018

For uses of city property, there are typically: 1. fees charged for use of the area  
2. a security deposit required 3. insurance required  
(There may be fees due and applications required from other City Departments)

TODAY'S DATE		January 18, 2018 Revised 1-19		ORGANIZATION NAME		Friends of Evergreen				
ORGANIZATION ADDRESS			PO Box 3805		CITY	Portland	STATE	ME	ZIP	04104
CONTACT NAME(S)		Bobbi Cope, Committee Chair Jessica Siraco, Executive Director								
HOME #	WORK			CELL	415.5833		FAX			
EMAIL	bcope@maine.rr.com			EMAIL	siraco@hotmail.com					

PARK AREA OR PUBLIC SPACE REQUESTED		Stevens Avenue (both lanes Tremont St to Walton St) closure starts at 1:45pm Longfellow School grounds Evergreen Cemetery / Wilde Chapel								
EVENT DAY & DATE(S)		MON 5-28-18			RAIN DAY & DATE(S) (50% added fee)		N/A			
EVENT START TIME (i.e. set-up start time)		1:00pm	EVENT END TIME (i.e. when event cleanup is complete)		4:00pm	ACTUAL START & END TIME OF EVENT		2:00 - 3:00pm In street at 1:55pm, with procession start at 2pm		

EVENT NAME	EXPECTED ATTENDANCE
Fifth Annual Friends of Evergreen Memorial Day Procession	700 (100 marchers / 600 spectators)

**DESCRIPTION OF EVENT:**

This procession of veterans, community organizations and others will honor deceased veterans of all wars in a way that is reminiscent of Decoration Day which started around the time of the Civil War. Marchers assemble at Longfellow School Grounds (School Dept. contact Terry Young) on Stevens Avenue (1:30pm), proceed onto Stevens Avenue (2pm start) and end at Wilde Memorial Chapel in Evergreen Cemetery, 672 Stevens Avenue.  
Procession on Stevens Ave. – both lanes, from Tremont to Walton Street.

Friends of Evergreen will utilize its members and volunteers to monitor all street closures and direct traffic. Both lanes of Stevens Avenue (near Longfellow School: Tremont to Pleasant) closed to traffic (starting @ 1:45pm). Streets closed for the rest of the route at 1:55pm. Closure lasting approx. 1:55-2:30pm. Organizers have asked for police assistance. Barricades needed at intersections. Stevens Avenue posted 'No Parking'. Events at Wilde Chapel are arranged and approved through the Evergreen Cemetery Office.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? No	NO
--	----

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?**  
*Behind Longfellow School and on side streets.*

**PLEASE CHECK OFF AND ANSWER:**  
PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
* Are you setting up a canopy(s)? (canopy is 10x10 size) How many:		X	
* Do you wish to set up a tent(s)? A canopy or tent larger than 10x10 needs to be approved by PAFD Office and a Tent Permit issued from Building Inspections. Please call Inspections – 874-8703 – ( <a href="mailto:buildinginspections@portlandmaine.gov">buildinginspections@portlandmaine.gov</a> ) for information on their application process. PLEASE give them at least a 2-week notice. PAFD will contact Inspections once	X		



	the tent location is approved so that the Tent Permit Application may go forward. State size(s): 30'x45' Exact Location(s) of Tent Placement Requested: on lawn in front of Wilde Chapel In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up tables and/or chairs? How many tables: 1 chairs: 100	X		Reviewed for Code Compliance Permitting and Inspections Department Approved with Conditions
*	Are other items or equipment being placed on City property?		X	05/23/2018
*	Will there be refreshments at the event? YES – free cookies, lemonade, water – bought packaged  Do you wish to sell food? NO (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) List food and drink / Food Trucks, etc.: PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served PLEASE give the BL Office at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.	X		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?		X	
*	Are you setting up a PA (sound) system? YES Are you planning on having Amplified Music? NO – VOICE ONLY Your event does not require a concert license. However, a Sound Security Deposit may be required.	X		
*	Will your event require electricity? Electricity is available at some of the parks & squares.	X		
*	Are you planning on bringing a Grill for a Barbecue?		X	
*	Will the event require reserved parking spaces / parking meters? How many? Enough for entire parade route – both sides of Stevens Ave. "No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.	X		
*	Will your event need safety vests, signs, barricades and/or cones? Please list what you would like to borrow/rent: 22 barricades and 22 vests A few orange vests and cones may usually be borrowed/rented from PAFD Office. Barricades and signs are borrowed/rented from Public Works, Customer Service.	X		
*	Will your event require street closures? (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 ( gfenton@gpmetrobus.com ) to discuss. No METRO Service on Memorial Day	X		
*	Will your event require Police assistance?	X		
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned?		X	

INSURANCE CERTIFICATE INFORMATION				
*	Will your event require liability Insurance? (Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.)		X	FRIENDS GROUP

## PUBLIC ASSEMBLY FACILITIES DIVISION POLICIES

ELECTRICITY
All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you <b>not use</b> electricity, unless all connections and equipment are covered and protected from the elements.

PORTA-RESTROOMS / BATHROOM FACILITIES
Porta-Restrooms are required for large events and events where food is being served. Please get permission to use the facilities on site at Wilde Chapel.

TRASH
All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. Do not use existing trash barrels or the metal liners inside. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). Please recycle whenever possible, (please do not use Styrofoam - it is NOT recyclable). The area will be checked following your event; if park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

MARKING OF GROUNDS
Event Organizers must not use Spray Paint or Spray Chalk when marking city property. Children's Art Chalk can be used with permission from PAFD Office.





**ADA COMPLIANCE**

Event organizer must comply with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), including maintaining the permitted use area and all public rights-of-way accessible during the entirety of the permitted event. In the event the permitted area is rendered inaccessible to disabled persons, and/or by request of PAFD staff, the organizer shall act immediately to provide accessibility. All requests to provide interpretive services shall be the responsibility of the organizer to provide and pay for such services. The organizer shall defend, indemnify, and hold the City harmless from any and all liability and damages resulting from alleged violations of the ADA and/or MHRA.

Permitting and Inspections Department  
Approved with Conditions  
05/23/2018

**PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES**

PAFD has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

**SMOKE-FREE ZONES**

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

**NOTIFICATION**

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

**REVOCABLE PERMIT**

- ◆ 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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>BC</b>	<b>DATE</b>	<b>1/18/2018</b>
---	----------------------	-----------	-------------	------------------

**ASSUMPTION OF RISK & LIABILITY**

Users of the area agree to accept 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, defend, and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>BC</b>	<b>DATE</b>	<b>1/18/2018</b>
---	----------------------	-----------	-------------	------------------

**FEE SCHEDULE – UPDATED JULY 1, 2015**

**Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.**

Simple Event (no registration fee): \$50/hour	Impact/Street Closure Fee (variable based on impact): \$0-\$500
Event with registration or pledges & attendance 25 – 300: \$100/hr	Admin/Staff Fee (support for events): \$30/hour or more.
Event with registration or pledges & attendance 301+: \$200/hr	Porta Restroom User Fee (if attendance is 150+): \$25
Public Space/Park Security Deposit/Sound Security Deposit: \$100-\$1000	

**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 security deposit checks separate from permit fees.

**TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION** (Please make all security deposit checks out separately)

Permit Fee for use of area: \$50 - \$200 per hour (i.e. a 3 hour event at \$50 totals \$150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however \$50 is non-refundable) Number of Hours of Use: <b>Approx.</b>	<b>\$ waived Friends Group</b>	Vest/Cone Deposit: \$15 per/item Barricade Deposit: \$25 per/item	<b>\$ ???</b>
		Single Concert (Amplified Sound) License Fee (\$36 per event - if applicable)	<b>\$ N/A</b>
Admin/Staff Fee (support for events): \$30/hour	<b>\$ N/A</b>	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	<b>\$ waived</b>
Key Deposit: \$50 per key	<b>\$ N/A</b>	Other (Porta-Restroom User Fee: \$25, etc.)	<b>\$ N/A</b>
Impact/Street Closure Fee (variable based on impact): \$100-\$500	<b>\$ N/A</b>	NP Signs: \$1 / \$15 each Cone Rental: \$2 each Barricade Rental: \$5 each Bike Rack: \$10 each	

**FOR OFFICE USE ONLY**

DATE REC'D APPLICATION	1-18-18	DATE REC'D INSURANCE	N/A	PERMIT FEE AMT REC'D	<b>\$ waived</b>	SECURITY DEPOSIT	<b>\$ NEED if borrowing items</b>
------------------------	---------	----------------------	-----	----------------------	------------------	------------------	-----------------------------------



PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT

Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

05/23/2018

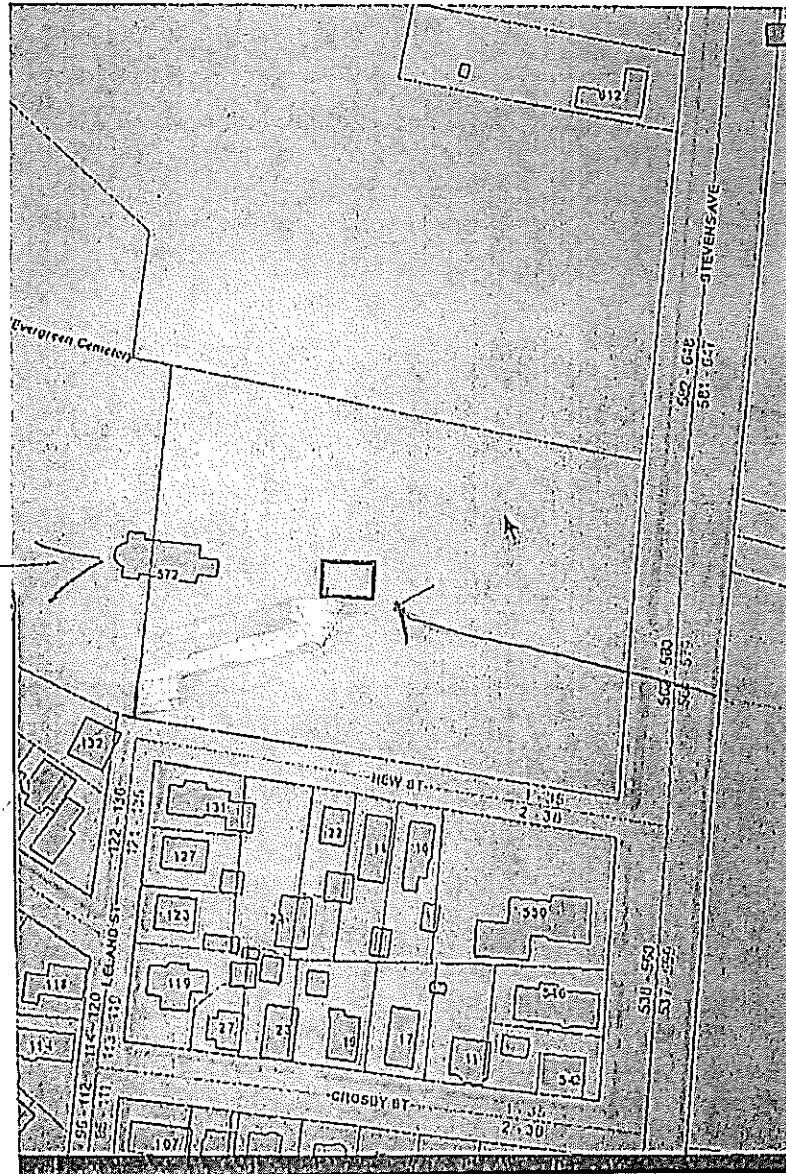


Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

05/23/2018

# PLOT PLAN

## Evergreen Cemetery



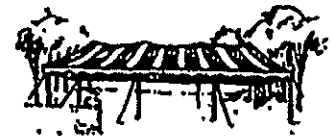
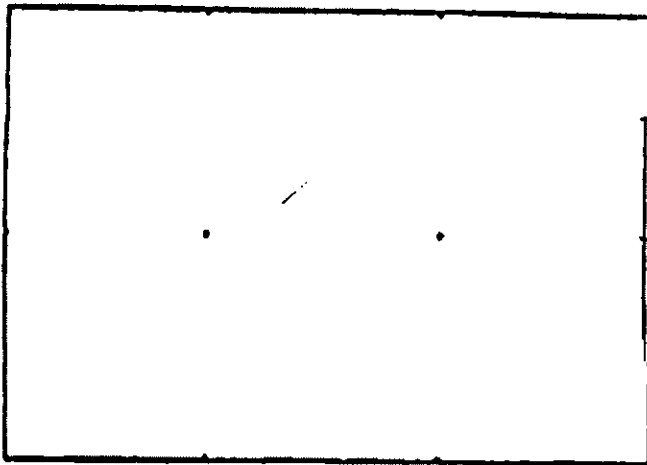
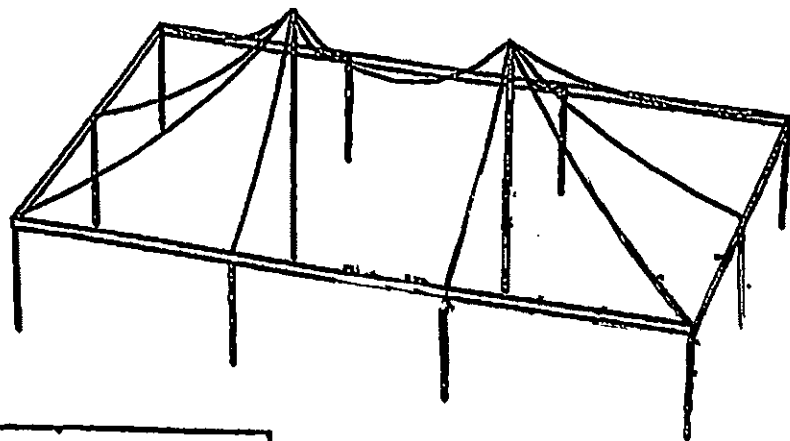
Wilde  
Memorial  
Chapel

30x45  
Tent



Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

05/23/2018



**Maine Bay Canvas, Inc.**

53 Industrial Way • Portland, Maine 04103, 207-878-8888

info@mainebaycanvas.com



05/23/2018

## Friends of Evergreen tent permit - band riser

Roberta Cope <bcope@maine.rr.com>  
To: Christina Stacey <cstacey@portlandmaine.gov>

Wed, May 16, 2018 at 8:20 AM

Hi Chris;

Does this work?

Bobbi Cope  
415.5833

Begin forwarded message:

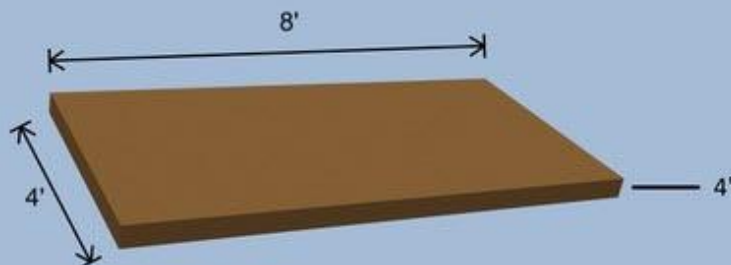
**From:** "Jason Lehr" <jason@mainebaycanvas.com>  
**Subject:** band riser  
**Date:** May 16, 2018 at 8:14:53 AM EDT  
**To:** <bcope@maine.rr.com>  
**Reply-To:** jason@mainebaycanvas.com

Hi Bobbi,

Please find the attached drawing of our band riser. This is a very simple 4" tall platform. The sections do not interlock and there is no staircase or podium.

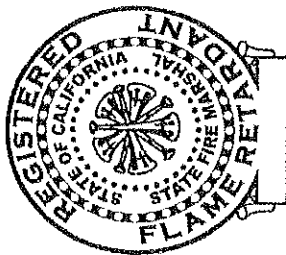
Thanks,

Jason Lehr  
Maine Bay Canvas  
878-8888



Each section is 4' wide x 8' deep x 4" tall band riser. Constructed with 2x4 and plywood. This is just a small platform to get off of the grass. 4" tall.

# Certificate of Flame Resistance



REGISTERED  
FABRIC NUMBER

F76001

Issued by:

**TOPTEC PRODUCTS, LLC**

7601 Highway 221  
Moore, SC 29369

DATE

MANUFACTURED

4/22/2013

Name: MAINE BAY CANVAS

Address: 53 INDUSTRIAL WAY

City: PORTLAND

State: ME

Zip: 04103

W/O # 132130B

Model: 30X30 EXPANDABLE-END

Color: BLACKOUT WHITE

Application: Inherently Flame Retardant

## ***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 NFPA701-99, ULC214, MVSS302.*

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

TOPTEC PRODUCTS, LLC.

**And Is Effective For The Life Of The Fabric.**

Production Manager



Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

05/23/2018

TTFC2013