

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BU  ICTION

PERMIT

Permit Number 000581

PERMIT ISSUED

JUN 12 2009

CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

This is to certify that CITY OF PORTLAND /Center for Grievance
has permission to Pet Walk Event June 12, 2009 take down 3/2009 Center for Leaving Children
AT 427 OCEAN AVE CR 159 G001001

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 worked-in. 24 HOURS NOTICE IS REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. CHPT. R. J. [Signature]

Health Dept. _____

Appeal Board _____

Other _____
Department Name

[Signature] 6/12/09
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BU **PERMIT** ICTION

Permit Number 000581

PERMIT ISSUED

JUN 12 2009

This is to certify that CITY OF PORTLAND /Center for Grievance
has permission to Pet Walk Event June 12, 2009
AT 427 OCEAN AVE CE 159 G001001

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 lath or other work is done-in. 24 HOURS NOTICE IS REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. CHPT. R. Santora
Health Dept. _____
Appeal Board _____
Other _____
Department Name

Chpt. R. Santora 6/12/09
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

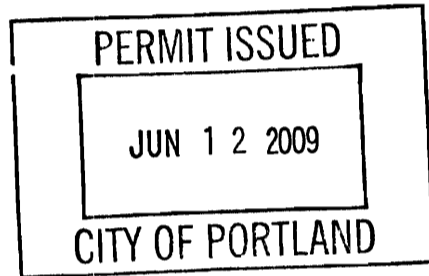
Permit No: 09-0581	Issue Date: <i>6/12/09</i>	CBL: 159 G001001
-----------------------	-------------------------------	---------------------

Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Center for Grieving Children	Contractor Address: P.O. Box 1438 Portland	Phone: 2077755216
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: <i>ROS</i>

Past Use: ROS - Payson Park	Proposed Use: ROS - Payson Park - Pet Walk Event June 12, 2009 break down 6/13/2009 Center for Grieving Children	Permit Fee: \$30.00	Cost of Work: \$30.00	CEO District: 4
Proposed Project Description: Pet Walk Event June 12, 2009 break down 6/13/2009 Center for Grieving Children <i>Event is June 13, 2009</i>		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>* See Conditions</i>	INSPECTION: Use Group: <i>TENT</i> Type: <i>IBC-2003</i>	
		Signature: <i>KG</i>	Signature: <i>CL</i>	
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: Ldobson	Date Applied For: 06/09/2009	Zoning Approval		
-----------------------------	---------------------------------	------------------------	--	--

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. 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>6/9/09 ABU</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 checked="" type="checkbox"/> Not in District or Landmark <input 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 Date: <i>ABU</i>
--	---	---	---



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: 09-0581	Date Applied For: 06/09/2009	CBL: 159 G001001
------------------------------	--	----------------------------

Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Center for Grieving Children	Contractor Address: P.O. Box 1438 Portland	Phone: (207) 775-5216
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: ROS - Payson Park - Pet Walk Event (6/13/09) set up June 12, 2009 - break down 6/13/2009 Center for Grieving Children	Proposed Project Description: Pet Walk Event (6/13/09) set up June 12, 2009 break - down 6/13/2009 Center for Grieving Children
---	---

Dept: Zoning	Status: Approved	Reviewer: Ann Machado	Approval Date: 06/09/2009
Note:	Ok to Issue: <input checked="" type="checkbox"/>		
Dept: Building	Status: Approved with Conditions	Reviewer: Chris Hanson	Approval Date: 06/12/2009
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.			
Dept: Fire	Status: Approved with Conditions	Reviewer: Capt Keith Gautreau	Approval Date: 06/09/2009
Note:	Ok to Issue: <input checked="" type="checkbox"/>		
1) Tents shall have an approved fire resistant rating, Maintain 10' between stake lines, No smoking or open flame within 10', Provide at least 1 2 A 10 BC extinguisher.			



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>Payson Park</i>		
Date of Set up/Event: <i>June 12, 2009</i>	Date of Breakdown/ End of Event: <i>June 13, 2009</i>	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: <i>City of Portland</i>	Telephone:
Lessee/Buyer's Name (If Applicable): <i>The Center for Grieving Children</i>	Applicant name, address & telephone: <i>The Center for Grieving Children PO Box 1438, Portland, ME 04104 207-775-5216</i>	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> <ul 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 <i>This is being emailed to Ted Musgrave from Mrs. Source of Maine</i> <p>Who should we contact when permit is ready: <i>Deane Kimball</i> Address: <i>535 Forest Avenue, Portland Maine</i> Telephone: <i>207-775-5216</i></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>		

✓
 City need this
 6-8-09

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: <i>Deane M. Kimball</i>	Date: <i>4/17/09</i>
---	----------------------

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

Certificate of Flame Resistance

REGISTERED
FABRIC
NUMBER

F-140.01

ISSUED BY
JOHNSON OUTDOORS INC.
BINGHAMTON, NEW YORK 13902
*Manufacturers of the Finest
Tent Products Described Herein*

Date of Manufacture

FEB 2002

This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

NAME: ATLANTIC TENT CO

CITY: FREEPORT

STATE: ME

Certification is hereby made that:

The articles described on this certificate have been manufactured with an approved flame retardant chemical in compliance with California State Fire Marshal Code, NFPA-701, Underwriters Laboratory of Canada, and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43308G.


Type, color and weight of material 14OZ. Vinyl WHITE BLOCKOUT

Description of item certified: 20X20 VISTA

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

Snyder Manufacturing, Inc.

Manufacturer of Flame Retardant Vinyl Laminates


TENT DEPARTMENT, JOHNSON OUTDOORS INC.

*Large Scale

From: Ted Musgrave
To: Diane Kimball; Kristen Fitts Vaillancourt
Date: 6/8/2009 4:51:21 PM
Subject: PERMIT - June 13 - pet walk, payson pk start area

hi diane and kristen -

PLD review attached permit for your upcoming walk... and contact city staff ro licenses and assistance (if need be)..

thankx and best wishes on a wonderful walk...

PLS KEEP IN MIND..... YOUR TENT COMPANY MAY NEED TO KEEP THEIR TRUCKS OFF THE GRASS - IT MAY BE TOO WET FOR VEHICLES TO DRIVE ON. I WILL CALL YOU ABOUT THIS ON Thursday SO YOU CAN RELAY TO THE TENT COMPANY.

this policy will also hold true for other delivery vehicles as well..

THIS requirement may be in effect... even if the sun is out..

thankx for your understanding

>>> "Kristen Fitts Vaillancourt" <kristen@cgcmaine.org> 6/8/2009 3:35:17 PM >>>

Hi Ted,

CC: Alexandra Murphy; Edmund Aceto; Fire; Inspections; James Vance ; Maynard Sprague; Michael Bobinsky; Michael Sauschuck; Nicole Clegg; Parking; Parks Admin; Police; PW; royalflushmaine@aol.com



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE APPLICATION (3 pages)
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
 207-756-8275 ~ Fax 207-756-8279
 tvn@portlandmaine.gov

*Need
 Inf.
 Cent.*

**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	8/8/2008	ORGANIZATION NAME	The Center for Grieving Children				
ORGANIZATION ADDRESS	555 Forest Avenue, PO Box 1430	CITY	Portland	STATE	ME	ZIP	04104
CONTACT NAME(S)	Diane Kimball, Kristen Fitts						
HOME #	WORK 207-775-5216	CELL	207-749-5265	FAX	207-773-7417		
EMAIL	diane@cgcmaine.org	EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park ~ Back Cove Walkway				
EVENT DAY & DATE(S)	Saturday, June 13, 2009	RAIN DAY & DATE(S)	n/a		
EVENT START TIME (i.e. set-up start time)	8:00am	EVENT END TIME (i.e. when event cleanup is complete)	1:00pm	ACTUAL START & END TIME OF EVENT	9am - 12:30pm

EVENT NAME	EXPECTED ATTENDANCE
18 th Annual Pet & People Walk	150

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail. 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 (as this will need to be approved by City Departments and the Manager's Office).

- Fund raiser walk with pets around Back Cove walkway with walk ending at Payson Park. Walkers receive pledges.
- Buckets w/treats and refreshments
- D.J. will play music and speeches will be given

IS THERE A REGISTRATION FEE?	No	
IF YES, HOW MUCH?	FEE	\$
	STUDENT FEE	\$

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

- Volunteer Parking ~ Parking Lot off the 1st entrance into the park and also at Dyer's Flat.
- Participant Parking ~ Dyer's Flat.
- One Coast Van parked on side of Baxter BLVD Roadway.

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: Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Recreation's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Recreation.		X	
* Do you wish to set up a tent(s)? (a canopy or tent larger than 10x10 needs to be approved by Recreation and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
* Will you be setting up tables and/or chairs ? How many tables: 16 chairs: 40	X		



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE PERMIT (5 pages)
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
 207-756-8275 ~ Fax 207-756-8279
 tvn@portlandmaine.gov

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	6-8-2009	Organization Name	The Center for Grieving Children					
Organization Address	555 Forest Avenue, PO Box 1430		CITY	Portland	STATE	ME	ZIP	04104
CONTACT NAME(S) Diane Kimball, Kristen Fitts								
HOME #	WORK 207-775-5216		CELL	207-749-5265		FAX	207-773-7417	
EMAIL	diane@cgcmaine.org			EMAIL	Kristen@cgcmaine.org			

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park ~ Back Cove Walkway + 1 entrance into the park (closed), Dyer's Flat				
EVENT DAY & DATE(S)	Saturday, June 13, 2009		RAIN DAY & DATE(S)	n/a	
EVENT START TIME (i.e. set-up start time)	8:00am	EVENT END TIME (i.e. when event cleanup is complete)	1:00pm	ACTUAL START & END TIME OF EVENT	9am – 12:30pm walk at: 10am

EVENT NAME	eXPECTED ATTENDANCE
18 th Annual Pet & People Walk	150

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.

- Fund raiser walk with pets around Back Cove walkway with walk ending at Payson Park. Walkers receive pledges.
- Buckets w/treats and refreshments
- D.J. will play music and speeches will be given Electricity needed
- TENT (20x20) set up on Friday.

IS THERE A REGISTRATION FEE?	No (walkers receive pledges)	
IF YES, HOW MUCH?	FEE	\$
	STUDENT FEE	\$

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

- Volunteer Parking ~ Parking Lot off the 1st entrance into the park and also at Dyer's Flat.
- Participant Parking ~ Dyer's Flat.
- One Coast Van parked on side of Baxter BLVD Roadway... (actually on 1st entrance into park)

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 Recreation and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20x20 Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	x		
* Will you be setting up tables and/or chairs ? How many tables: 16 chairs: 40	x		

*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: Radio Station Van	x		
*	Will there be refreshments at the event? Do you wish to sell food? Yes (If so, you will need approval from Recreation) List food and drink: Snack pails with granola bars, water, etc. A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice.	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 ? Are you planning on having Amplified Music ? DJ / radio van If so, your event requires a concert license from the City Clerk's Office. (Just voice - i.e. Press Conference, would not require the license because it is not music). For amplified music, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am - 1:15pm, and 1 hour between 5pm - 8pm).	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?		x	
*	Will your event need safety vests, signs, barricades and/or cones? Please list what you would like to borrow: 6 barricades A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	x		
*	Will your event require street closures? (Please be specific under "Description of Event")	x		
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		x	
*	Will your event require Fire/EMS assistance?		x	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.) Use existing	x		
*	Do you wish to have a banner over the street to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.		x	

INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - general liability. The City of Portland needs to be named as additional insured in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.	x		
♦ If you answered yes, please have "City of Portland, Maine" listed as additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: tvm@portlandmaine.gov				

RECREATION 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 **not use** electricity.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces - i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*Preble Street Grass Area at the Preble Street Parking Lot - across from Hannafords, *Entrance to Dyer's Flat - beside Payson Park, *Deering Oaks Park - across from the Playground, *East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Royal Flush, 883-0884, M-F) to request and pay for a cleaning. Cleanings are \$45.

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. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS

Portland 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 your security deposits.**

TOBACCO FREE ZONES

By city ordinance, smoking 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.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	DK	DATE	8/8/2008
---	----------------------	-----------	-------------	-----------------

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 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 Agreement	TYPE INITIALS	DK	DATE	8/8/2008
---	----------------------	-----------	-------------	-----------------

CONDITIONS FOR USE

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND RECREATION, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

Please be aware that there may be construction work taking place near Baxter Blvd. (and along the pathway). Detour signs might be set up to divert walkers around these construction zones.

Grass areas may also be wet and soggy (activities may need to stay to tarred areas, and not use the grass).

RECREATION FEES / INSURANCE CERT.:

Thank you for forwarding payment of permit fees by check (electricity / porta-restroom user fee, security deposits included). You will forfeit the security deposits if policies and conditions for use are not adhered to.

Thank you for forwarding the certificate of insurance to Recreation.

There are other fees due to city departments.

USE OF GROUNDS:

You may use the triangle grass area for registration, the Back Cove Pathway for the walk, the 1st entrance into the park barricaded to traffic, and Dyers Flat for parking (other parking lots in the park may be available as well). You may set up water tables along the route.

You have permission to set up canopies and a 20x20 tent (pending a tent permit issued from Inspections), to set up tables and chairs, to give away food and to hold a musical concert (DJ / RadioVan) – pending City Clerk's licenses are issued.

You have permission to use electricity at the park.

Keep in mind (due to recent rain), if grass areas are wet and soggy, Park Managers may decide that all activities slated for the grass must take place on hard surfaces (dirt parking lot, tarred parking lot, tarred 1st entrance into the park, etc.). I will call you as we get closer to the walk date to apprise you of the areas permitted for use.

You may be given the OK to use the grass areas (but the stipulation may be that all vehicles stay off the grass).

CLOSING THE 1st ENTRANCE TO THE PARK:

You may use this area for some setup (only take up 1 lane of the park street) and for ease of access to the grass area. There should be barricades located at the 1st entrance (beside the wooden fence posts) – if not, they may over on the 2nd entrance side. Please move them over to the 1st entrance for your event. Please erect these at Baxter Blvd. and at the tip of the triangle. You will need to post volunteers at both ends. Volunteers must wear safety vests (please call the Rec. Office, 756-8275 vm211, if you need to borrow vests (\$10 per vest sec. dep. required).

If you would like to reserve spots in the dirt lot (just off the 1st entrance), you may reposition these barricades (the night

before when all vehicles have exited the lot) across the dirt lot to reserve spots. Please post a sign on the cones or barricades to state that the spaces are reserved for your walkathon.

Then in the morning when you arrive to setup, you may relocate the barricades to close off the 1st entrance to traffic. Please remember to place barricades back where they were originally found.

DYER'S FLAT PARKING AREA:

You have permission to use Dyer's Flat for parking. Dyer's Flat is the grass area (between Payson Park and Seaside Nursing Home). You will need 2 barricades at the entrance to Dyer's Flat (at the dirt parking lot). They should be on site there near the gate.

You'll need the 2 barricades to create a funnel - for vehicles to drive up into the grass area. There will also be an A-Frame sign there (to place out near Baxter Blvd.). There is a gate at the entrance. Please swing the gate aside so that your participants may park up inside on the grass. Please position a volunteer there to help coordinate and arrange for vehicle parking. Please make up a "Parking" sign to place on the A-Frame sign (and position that out near Baxter Blvd.).

Please remember to dismantle these items after the event and place them back by the granite pieces near the gate.

PLEASE KEEP VEHICLES OFF THE GRASS AREA / PATHWAYS + TRAILS:

Please park delivery vehicles in the dirt lot off the 1st entrance at Payson Park or in other tarred lots nearby (and walk items into the grass area).

The only vehicle that has permission to drive onto the grass area is the truck delivering the tent. If the grass area is soggy and wet, the truck may need to stay on the tarred areas (and the tent would need to be walked in to the grass area). This would be to reduce the amount of damage done to the grass area.

(Any larger games or tables (needing electricity), etc. can be dropped off on the grass area abutting Baxter Blvd. - near the electricity box.) Again, these vehicles should stay off the grass area and just park on the side of Baxter Boulevard to UNLOAD ONLY (and load).

The Radio Station Van must park on the closed 1st entrance (and not on Baxter Blvd. or on the grass).

PARKING CONTROL:

Organizers are not required to hire a PCO for this year's event. If parking concerns arise this year, then a PCO will be a requirement for next year.

ELECTRICITY:

There is a green electrical box in the park close to the boulevard. The box will be locked for your use (but you will be borrowing a key to unlock it - You may pick up the key at the Rec. Office on Friday, June 12). During use, please keep the door duct-taped shut - pls note, if the door shuts, it will lock! There are 4 receptacles inside (20-amp breakers). If it were raining out, we require that you not use electricity. Extension cords in the public way, must be covered by rugs or orange cones or other means to alleviate the tripping hazard to the public. If you need orange cones, you may borrow some from Recreation (please call the Rec. Office, 756-8275 vm211, to arrange: \$10 per cone sec. dep. required).

TENT / CANOPY INSPECTION SERVICES:

Please procure a tent permit from Inspection Services (874-8693), Lannie Dobson. I have recently delivered your tent permit application paperwork to her. (Sorry for the delay)

The small (10x10) pop-up canopies do not need a tent permit - but your larger size tent does.

Inspections Div. needs at least 2 weeks notice for a tent permit to be processed (I apologize for the delay in getting that to them).

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 stakes well away from the streets and electrical box (and the underground electrical lines that run between the street lights). PLEASE make sure the tent company is aware of this.

You have permission to erect the tent on Friday (the day before the event); it must come down on Saturday (following the event). If the grass area is soggy and wet, the tent will need to be walked in to the grass area (and walked out). I will call you on Thursday to alert you if Park Managers have made this decision or not.

The city takes no responsibility for your items that are placed on city property.

POLICE ASSISTANCE:

There should be no need for Police assistance.

If you need assistance with crossing the large group of walkers across Baxter Blvd., please contact Sgt. Gary Hutcheson, 874-8554, or Lt. William Preis, 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 (if available and approved by Police), you will need to hold off the start until one arrives.

Please call Police Dispatch, 874-8574 or 8575, the morning of your walk to remind them of your event.

CITY CLERK'S OFFICE REFRESHMENTS + MUSIC + T-SHIRT SALES:

You have permission to serve refreshments: please procure a Temp. Food Service License from City Clerk's Office (874-

8557). Your license for food would be issued by an Inspector from Inspection Services (874-8693). If you have questions about food service, please call Inspections.

For the amplified music at the park, please procure a concert license.

TRASH / SMOKING POLICIES:

Please see "Policies" section of permit.

PORTA-RESTROOMS:

There is 1 handicap accessible porta-restroom located at the Preble Street Lot and another regular unit at the dirt parking lot at the entrance to Dyers Flat, beside Payson Park. Your walkers can use these facilities.

Thank you for already covering the \$25 user fee for the Payson Park / Dyers Flat unit.

For cleaning of existing porta-restrooms, please see "Policies" section of permit.

If you rent any additional toilets, you may place them over at the entrance to Dyers Flat (where the existing one is located), or you may have it placed in the dirt lot off the 1st entrance. Please make sure these are delivered on June 13 and removed by Monday, June 15 in the afternoon.

NOTIFICATION:

Please post a sign on the early morning of your walk (can be hammered into the grass area) along the Back Cove Pathway - at Preble Street Parking Lot area and also across from Payson Park. Don't forget to collect these signs after the event. Please make sure that the route is not marked in any permanent way. Do not nail signs to trees.

Please bring a copy of the permit with you to the event, in case you are questioned by the public or city staff.

POTENTIAL CONFLICTS:

There may be softball and little league games taking place in Payson Park, and soccer games taking place on the fields at Preble Street.

There are no other organized walks/races planned for Back Cove Pathway on Saturday, June 13, morning hours.

Credit card information			
Visa or MasterCard Number		Exp Date (Mon/Yr)	
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED			

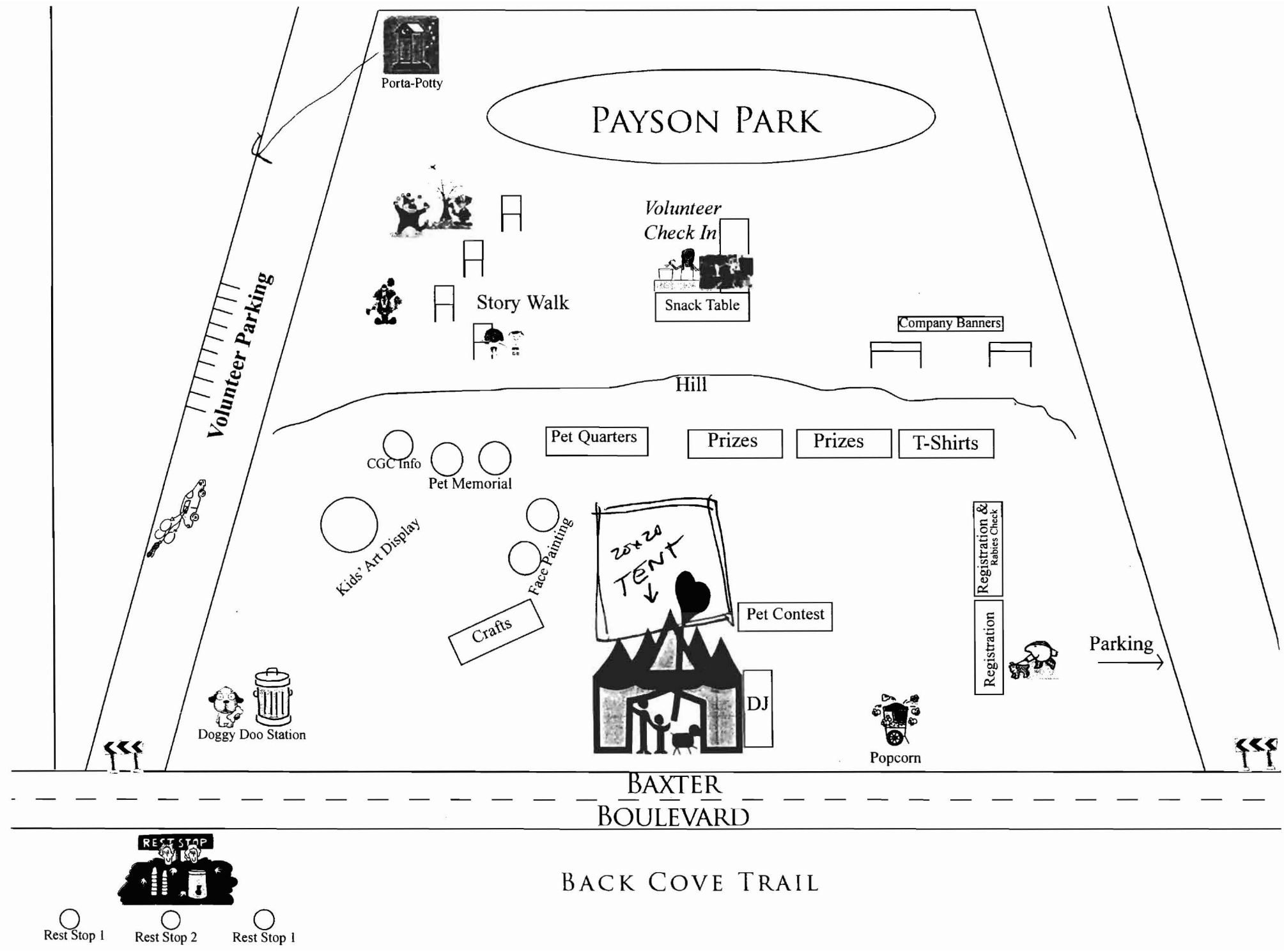
PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"	
◆ Please make out security deposit checks separate from permit fees.	

TOTAL AMOUNT(S) DUE TO RECREATION (Please make all security deposit checks out separately)	
Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: 5	Vest, Barricade, Cone Deposit: \$10 per/item
Electricity: \$5per/hr	Public Space / Park Security Deposit: \$250
Key Deposit: \$50 per key	Other (Porta-Restroom User Fee, etc.)

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	8-8-2008	DATE REC'D INSURANCE	6-8-2009	PERMIT FEE AMT REC'D	\$ 180 pd	SECURITY DEPOSIT	\$ 250 pd		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	3146 3147 3148	CK AMOUNT	\$ 225 50 250	CASH AMT	\$

ATLANTIC TENT COMPANY
P. O. Box 937
DAMARISCOTTA, MAINE 04543
(207) 563-5800
FAX 563-5799
TOLL FREE (877) 865-9500

Name of Lessee Center for Grieving Children
Address P.O. Box 1438
City, State, Zip Portland, ME 04101
Phone 775-5216 Event Date June 14, 2008
Installation Location Payson Park



ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
4/29/2009

PRODUCER (207) 622-2443 FAX: (207) 622-6206
The Insurance Source of Maine Inc
2543 North Belfast Avenue
P.O. Box 4838
Augusta ME 04330

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
Center For Grieving Children, The
PO Box 1438
Portland ME 04104

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Insurance	
INSURER B: Maine Employers Mutual	11149
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/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	PMPK341244	10/3/2008	10/3/2009	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC.				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	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 <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	1810002815	1/13/2009	1/13/2010	WC STATL-TORY LIMITS OTH-ER E L EACH ACCIDENT \$ 100,000 E L DISEASE - EA EMPLOYEE \$ 100,000 E L DISEASE - POLICY LIMIT \$ 500,000
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS
The City of Portland and the Portland Parks Department are named additional insureds in regard to the Pet Walk to be held on June 13th in Payson Park, Portland, ME

CERTIFICATE HOLDER
(207) 756-8279
PORTLAND PARKS & RECREATION
ATTN: TED MUSGRAVE
134 CONGRESS STREET
PORTLAND, ME 04101

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 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
[Signature]