

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

Please Read  
Application And  
Notes, If Any,  
Attached

BU **INSPECTION**

**PERMIT**

Permit Number: 090585

This is to certify that CITY OF PORTLAND /Easter Seals of Maine Chris Brown  
has permission to Easter Seals of Maine event 06/11/09 install an additional 30' x 30' connected w/permit# 090531 Tent set up  
& break down same day 6/11/09  
AT 427 OCEAN AVE CP 159-G001001

provided that the person or persons, firm or corporation accounting 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 set-in. 24 HOUR 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. \_\_\_\_\_  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

*Chris A. [Signature]* 6/9/09  
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

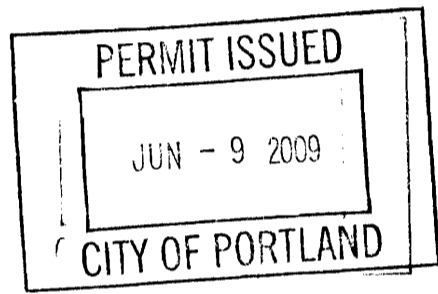
Permit No: 09-0585	Issue Date: 6/9/09	CBL: 159 G001001
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Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Easter Seals of Maine / Dennis Brow	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: RS

Past Use: ROS Payson Park	Proposed Use: ROS Payson Park -Easter Seals of Maine event 06/11/2009 install an additional 30' x 20' connected w/ permit# 090531Tent set up & break down same day 6/11/2009	Permit Fee: \$30.00	Cost of Work: \$30.00	CEO District: 4
Proposed Project Description: Easter Seals of Maine event 06/11/2009 install an additional 30' x 20' connected w/ permit# 090531Tent set up & break down same day 6/11/2009		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>TENT</i> Type: <i>IBC-2003</i> Signature: <i>CL 6/9</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	<b>Zoning Approval</b>
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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 ABM</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>ABM</i>
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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

<b>Permit No:</b> 09-0585	<b>Date Applied For:</b> 06/09/2009	<b>CBL:</b> 159 G001001
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<b>Location of Construction:</b> 427 OCEAN AVE	<b>Owner Name:</b> CITY OF PORTLAND	<b>Owner Address:</b> 389 CONGRESS ST	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Easter Seals of Maine / Dennis Brow	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Tents	

<b>Proposed Use:</b> ROS Payson Park -Easter Seals of Maine event 06/11/2009 install an additional 30' x 20' connected w/ permit# 090531Tent set up & break down same day 6/11/2009	<b>Proposed Project Description:</b> Easter Seals of Maine event 06/11/2009 install an additional 30' x 20' connected w/ permit# 090531Tent set up & break down same day 6/11/2009
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<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Ann Machado	<b>Approval Date:</b> 06/09/2009
<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> Chris Hanson	<b>Approval Date:</b> 06/09/2009
<b>Note:</b>	<b>Ok to Issue:</b> <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.			
<b>Dept:</b> Fire	<b>Status:</b> Approved	<b>Reviewer:</b> Capt Keith Gautreau	<b>Approval Date:</b> 06/09/2009
<b>Note:</b> Asper permit #090531	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		



## 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 Portland, ME</i>		
Date of Set up/Event <i>6/11/09</i>		Date of Breakdown/ End of Event <i>6/11/09</i>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <i>59          6          1</i>	Property Owner: <i>City of Portland</i>	Telephone:
Lessee/Buyer's Name (If Applicable) <i>Easter Seals, Maine</i>	Applicant name, address & telephone: <i>Dennis R Brown</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> <ol style="list-style-type: none"> <li>1. Certificate of Flammability</li> <li>2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</li> <li>3. Company name of installer (contact info).</li> <li>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 &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li>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</li> </ol> <p>Who should we contact when permit is ready: <i>Dennis Brown</i> Address: <i>39 Pond Villa, Windham, ME</i> Telephone: <i>860-604-7596</i> <i>04062</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>		

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: *Dennis R Brown*

Date: *6/9/09*

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

**From:** Ted Musgrave  
**To:** cholt@eastersealsme.org; lakesideme@yahoo.com; mrodimon@bernsteinshur.com  
**Date:** 6/9/2009 12:43:26 PM  
**Subject:** TENT - at payson park area - for Easter Seals Walk, June 11

hi david -

(i've cc'ed the inspection division staff - lannie - so she knows we've given the OK to another tent located at Payson park.... on thurs. June 11)

you've got the OK to add another tent (20x30 size) to the already approved 20x20 tent ...  
at payson park (triangle grass area)..  
for your June 11 walkathon (pls c attached permit for use - which just now states one tent)

PLS keep in mind, that the PARK MANAGER may decide that ALL activities need to staff off of GRASS areas.. (due to the amount of RAIN)... and that ALL your events may need to stay to the Tarred Areas (2nd entrance in to the park - which you have permission to close)

if that were the case, no TENTS with tent stakes may be used in that area... only FREE-STANDING tents may be used

thankx..

**CC:** Crystal Mulkern; Ethan Owens; Joe Dumais; Lannie Dobson; Marge Schmuckal; Sally Deluca; Tammy Munson



**CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT**  
**PUBLIC PARK & SPACE PERMIT (6 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)

<b>Today's Date</b>	6-8-2009	<b>Organization Name</b>	Easter Seals Maine						
<b>Organization Address</b>	125 Presumpscot Street		<b>CITY</b>	Portland	<b>STATE</b>	ME	<b>ZIP</b>	04103	
<b>CONTACT NAME(S)</b>	Catherine Holt, TITLE Development Manager		Dennis Brown 894-5427						
<b>HOME #</b>	<b>WORK</b> 828-0754 ext 1015	<b>CELL</b>	730-3026		<b>FAX</b>	828-5355			
<b>EMAIL</b>	cholt@eastersealsme.org		<b>EMAIL</b>	lakesideme@yahoo.com					

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Payson Park Triangle 2nd Entrance Back Cove Pathway Dyer's Flat for parking							
<b>EVENT DAY &amp; DATE(S)</b>	Thursday, June 11, 2009			<b>RAIN DAY &amp; DATE(S)</b>	None			
<b>EVENT START TIME</b> (i.e. set-up start time)	11am	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	10pm	<b>ACTUAL START &amp; END TIME OF EVENT</b>	5pm to 8pm			11 hours total

<b>EVENT NAME</b>	<b>eXPECTED ATTENDANCE</b>
Easter Seals Maine "Walk With Me" 2009	400

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

Walk With Me is a 3.5 mile walk which will begin at the Payson Park area along Baxter Boulevard and progress around Back Cove counter clockwise back to the start. There will be registration areas used in the triangle area on the south end of the park. Canopies set up in the grass. Also 20x30 tent set up. Chairs + tables. Refreshments (grills setup). T-shirt Sales. PA system for speeches + music. Electricity needed. Dyer's Flat used for parking. 2<sup>nd</sup> Park Entrance (side closest to Seaside Nursing Home) barricaded to traffic.

<b>IS THERE A REGISTRATION FEE?</b>	yes	
<b>IF YES, HOW MUCH?</b>	<b>FEE</b>	\$100.00/person
	<b>STUDENT FEE</b>	\$

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?**  
 We will need to utilize the parking just east of the triangle that can accommodate about 200 vehicles

**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: 10 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 <b>tent(s)</b> ? (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): <b>20' X 30'</b> 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 <b>tables and/or chairs</b> ? How many tables: <b>30</b> chairs: <b>100</b>	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: <b>Moon Bounce, Radio Station Van, camper for contribution collection and accounting</b>	X		
*	Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? (If so, you will need approval from Recreation) List food and drink: <b>Hot dogs, hamburgers, snacks</b> 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 <b>non-food items</b> (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: <b>T-shirts, crafts</b>	X		
*	Are you setting up a <b>PA (sound) system</b> ? <b>Yes</b> Are you planning on having <b>Amplified Music</b> ? <b>Yes</b> 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/speech, 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 <b>electricity</b> ? Electricity is available at some of the parks & squares	X		
*	Are you planning on bringing a <b>Grill for a Barbecue</b> ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.	X		
*	Will the event require <b>reserved parking spaces / parking meters</b> ? How many? 200 "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
*	Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: cones and safety vests and 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 <b>street closures</b> ? (Please be specific under "Description of Event")	X		
*	Will your event require <b>Police</b> assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	X		
*	Will your event require <b>Fire/EMS</b> assistance?		X	
*	Will your event require <b>porta-restroom</b> 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.)	X		
*	Do you wish to have a <b>banner over the street</b> 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: tvn@portlandmaine.gov				

**RECREATION POLICIES**

<b>ELECTRICITY</b>
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.

**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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>CH</b>	<b>DATE</b>	<b>3/16/09</b>
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**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.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>CH</b>	<b>DATE</b>	<b>3/16/09</b>
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**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 partial payment of permit fees by check (and leaving your credit card on file to cover the



balances (electricity included) and security deposits). Your card will be charged following the event.

The card will also cover the park security deposit. There is no key deposit needed this year (as the electrical box will already be unlocked at the park). You will forfeit the security deposits if policies and conditions for use are not adhered to.

Thank you for already forwarding a 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 2<sup>nd</sup> 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 20x30 tent (pending a tent permit issued from Inspections), to set up gas grills (and to cook and sell food), and to sell t-shirts and other goods at the park, and to hold a musical concert – 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 2<sup>nd</sup> 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.

#### **CLOSING THE 2<sup>nd</sup> 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 and the Dyers Flat parking area.

There should be barricades located at the 1<sup>st</sup> entrance (beside the wooden fence posts). Please move them over to the 2<sup>nd</sup> 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 1<sup>st</sup> entrance), you may reposition these (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 1<sup>st</sup> entrance to traffic.

Please remember to place barricades back where they were originally found (as normally the 1<sup>st</sup> entrance is closed to traffic – not the 2<sup>nd</sup>).

#### **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 1<sup>st</sup> entrance at Payson Park or on one side of the 2<sup>nd</sup> entrance (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 (like a Moonbounce for kids) can be dropped off on the grass area abutting Baxter Blvd. – near the electricity box – as you will need electricity for the blower.) Again, this vehicle should stay off the grass area and just park on the side of Baxter Boulevard to UNLOAD ONLY (and load).

The Radio Station Van (if you are having one on site) should park on one side of the closed 2<sup>nd</sup> 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 unlocked for your use (please keep the door duct-taped shut – 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.

**TENT / CANOPY INSPECTION SERVICES:**

Please procure a tent permit from Inspection Services (874-8693), Lannie Dobson.

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 am trusting that you have alerted that Office as part of your preparations for the event).

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).

You have permission to erect the tent on Thursday morning; it must come down on Thursday evening. 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 Wednesday 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 afternoon 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. Please see "Policies" section of permit for guidelines on grills.

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

For selling of t-shirts and other non-food items, please procure a street goods vendors 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 \$50 user fee.

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

You may place any additional toilets that you rent 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 1<sup>st</sup> entrance. Please make sure these are delivered on June 11 and removed on June 11 or 12.

**NOTIFICATION:**

Please post a sign on the early afternoon 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 Thursday, June 11.

Credit card information			
Visa or MasterCard Number		Exp Date (Mon/Yr)	
<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 security deposit checks separate from permit fees.	

Please return form at least 30 days in advance to:	
◆ Portland Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a>	

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: 11	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	3-18-2009	DATE REC'D INSURANCE	9-2-2008	PERMIT FEE AMT REC'D	\$ 75 balance due: \$315 – credit card \$20 for elec (credit card)	SECURITY DEPOSIT	\$ 250 (via check and credit card)		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	034121 034122	CK AMOUNT	\$ 100 125	CASH AMT	\$

