

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

Please Read  
Application And  
Notes, If Any,  
Attached

**BUILDING INSPECTION  
PERMIT**

PERMIT ISSUED  
Permit Number 100465  
MAY 18 2010  
CITY OF PORTLAND

This is to certify that CITY OF PORTLAND / American Heart Association / Katie Reeks  
has permission to Tent and event American Heart Association Walk - (3) 40' x 40' Tents Set-up 05/15/2010 breakdown 05/16/2010  
AT 427 OCEAN AVE CBL 159 0001001

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 closed-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. [Signature]  
Health Dept. [Signature]  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name \_\_\_\_\_

[Signature]  
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: 10-0465	Issue Date:	CBL: 159 G001001
-----------------------	-------------	---------------------

Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: American Heart Association /Katie	Contractor Address: 51 US Route 1 Suite M. Scarborough	Phone 2078795700
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: ROS

Past Use: ROS - Payson Park	Proposed Use: ProposedUse ROS - Payson Park - Tent and event American Heart Association Walk - (3) 40' x 40' Tents Set-up 05/15/2010breakdown 05/16/2010	Permit Fee: \$90.00	Cost of Work: \$90.00	CEO District: 4
--------------------------------	---	------------------------	--------------------------	--------------------

FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied 5/10/10	INSPECTION: Use Group: U Type: Temp Tent - Temp Struc
Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>

Proposed Project Description:  
Tent and event American Heart Association Walk -(3) 40' x 40' Tents Set-up 05/15/2010breakdown 05/16/2010

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action:  Approved  Approved w/Conditions  Denied

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

Permit Taken By: Idobson  
Date Applied For: 05/05/2010

**Zoning Approval**

- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

Special Zone or Reviews

Shoreland  
 Wetland  
 Flood Zone  
 Subdivision  
 Site Plan

Maj  Minor  MM

Date: *[Signature]*  
5/5/10

Zoning Appeal

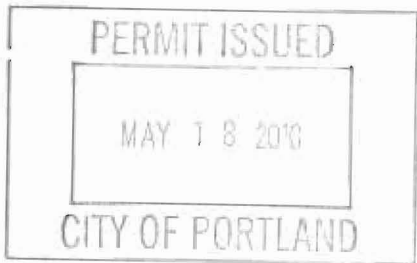
Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

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

Historic Preservation

Not in District or Landmark  
 Does Not Require Review  
 Requires Review  
 Approved  
 Approved w/Conditions  
 Denied

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



**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

**CITY OF PORTLAND**  
**DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**

389 Congress Street  
 Portland, Maine 04101

**INVOICE FOR PERMIT FEES**

<b>Application No:</b> 10-0465	<b>Applicant:</b> CITY OF PORTLAND
<b>Project Name:</b> Tent and event American Heart Ass	<b>Location:</b> 427 OCEAN AVE
<b>CBL:</b> 159 G001001	<b>Development Type:</b>
<b>Invoice Date:</b> 05/05/2010	

<b>Previous Balance</b>	-	<b>Payment Received</b>	+	<b>Current Fees</b>	-	<b>Current Payment</b>	=	<b>Total Due</b>	<b>Payment Due Date</b>
\$0.00		\$0.00		\$90.00		\$0.00		\$90.00	On Receipt

First Billing

Previous Balance \$0.00

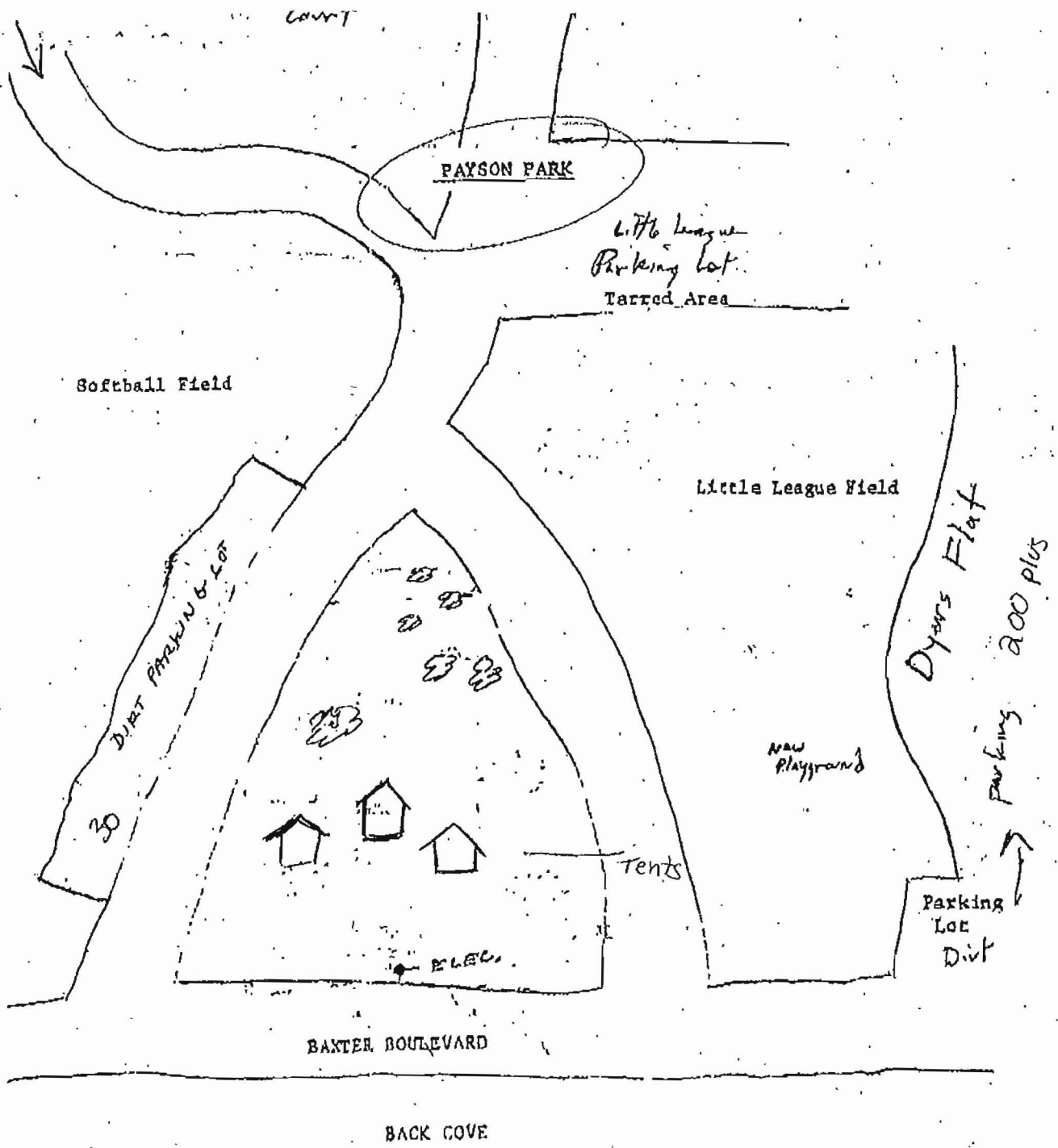
Fee Description	Qty	Fee/Deposit Charge
Tent Use	3	\$90.00
		<u>\$90.00</u>
	<b>Total Current Fees:</b>	+ \$90.00
	<b>Total Current Payments:</b>	- \$0.00
	<b>Amount Due Now:</b>	<u>\$90.00</u>

Detach and remit with payment

**Bill to:** CITY OF PORTLAND  
 389 CONGRESS ST  
 PORTLAND, ME 04101

CBL 159 G001001  
**Application No:** 10-0465  
**Invoice Date:** 05/05/2010  
**Invoice No:** 37210  
**Total Amt Due:** \$90.00  
**Payment Amount:**

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.



FOR TENT APPLICATION + REVIEW BY PIA MANAGERS

# 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: Payson Park		
Date of Set up/Event : May 15th		Date of Breakdown/ End of Event May 16th
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: City of Portland  159-6-1	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: American Heart Association	Fee: \$30.00
<p><b>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</b></p> <p>1. Certificate of Flammability: attached</p> <p>2. Letter of approval from property owner. <b>If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</b></p> <p>3. Company name of installer (contact info). Leavitt and Paris 256 Read Street Portland, ME 04103 John Hutchins IV 797-0100, x. 111</p> <p>4. Plot Plan showing the following:  3 Tents: 40' X 40' WHITE CENTURY MATE placed at Dyers Flat in a triangle. 1 POWER DISTRIBUTION to assist with microphone</p> <p>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). Please attached map</p> <p>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> <p>Who should we contact when permit is ready: <u>Katie Rooks or Melissa Goodrich</u> Address: <u>51, US Route 1, Suite M, Scarborough, ME 04074</u> Telephone: <u>207-879-5700</u></p> <p><b>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.</b></p>		



**CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT**  
**PUBLIC PARK & SPACE APPLICATION (4 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>	April 21, 2010	<b>ORGANIZATION NAME</b>	American Heart Association					
<b>ORGANIZATION ADDRESS</b>	52 US Route 1, Suite M		<b>CITY</b>	Scarborough	<b>STATE</b>	ME	<b>ZIP</b>	04047
<b>CONTACT NAME(S)</b>	Katie Rooks	Melissa Goodrich	<b>TITLE</b>	organizers				
<b>HOME #</b>	<b>WORK</b>	879-5700	<b>CELL</b>	653-3479		<b>FAX</b>	879-5918	
<b>EMAIL</b>	Katie.Rooks@heart.org		<b>EMAIL</b>	Melissa.Goodrich@heart.org				

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Payson Park, 1 <sup>st</sup> entrance into park, Back Cove Pathway, Dyers Flat				
<b>EVENT DAY &amp; DATE(S)</b>	Sunday, May 16, 2010	(6am – 1pm)	<b>RAIN DAY &amp; DATE(S)</b>	none	
<b>EVENT START TIME</b> (i.e. set-up start time)	Sat., May 15 (afternoon) for tent setup May 16 - 6am	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	Noon tent comes down this day (Sun.)	<b>ACTUAL START &amp; END TIME OF EVENT</b>	8:30am – Noon registration @ 8:30am Walk starts at 9:30am

<b>EVENT NAME</b>	<b>EXPECTED ATTENDANCE</b>
Heart Walk (setup day: Saturday / walk held on Sunday)	900

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

A fundraising walkathon around Back Cove using the Pathway. Start and end at Payson Park.  
 Three tents all 40 x 40 will be set up in the triangle grass area (tent setup on Saturday, removed on Sunday).  
 The 1<sup>st</sup> entrance into the park will also be closed to traffic (from Baxter to tip of grass triangle).  
 Dyer's Flat Parking area will be used for overflow parking. (Organizers will hire a PCO to patrol the park)  
 Refreshments will be served. **Barber Foods / caterer will operate the BBQ...?**  
 Electricity is needed for music and announcements.  
 Organizer will rent 4 port-a-restrooms (positioned along the pathway).

<b>IS THERE A REGISTRATION FEE?</b>	no	
<b>IF YES, HOW MUCH?</b>	<b>FEE</b>	\$
	<b>STUDENT FEE</b>	\$

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?** Request for cars to park in Dyers Flat. Over flow parking is approved to go in the Catholic Diocese of Portland on Ocean Ave (and part of the church parking lot if needed) that can hold an additional 200 cars. If additional overflow needed, the second back-up will be USM area. A van has been hired to take people over

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

	<b>X-YES</b>	<b>X-NO</b>	<b>X-NOT SURE</b>
* Are you setting up a <b>canopy(s)</b> ? (canopy is 10x10 size) How many:		<b>X</b>	
* Do you wish to set up a <b>tent(s)</b> ? (a canopy or tent larger than 10x10 needs to be	<b>3</b>		

	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>40 x 40 (3 tents this size)</b> Exact Location(s) of Tent Placement Requested: <b>Triangle Grass at Payson</b> In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up <b>tables and/or chairs</b> ? How many tables: <b>25</b> chairs: <b>120</b>	<b>X</b> <b>SAME AS</b> <b>LAST YEAR</b>		
*	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>MOONBOUNCE</b> <b>SPEAKERS</b> <b>FOR DJ,</b> <b>SM HELIUM</b>		
*	Will there be <b>refreshments</b> at the event? <b>YES</b> Do you wish to <b>sell food</b> ? <b>NO</b> (If so, you will need approval from Recreation) List food and drink: 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.	<b>BAGELS,</b> <b>FRUIT BARS,</b> <b>WATER, JUICE</b> <b>BOXES</b> <b>RAISINS,</b> <b>APPLES,</b> <b>ORANGES,</b> <b>SMALL SUBS,</b> <b>GRILLED</b> <b>CHICKEN</b>		
*	Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.) ?		<b>X</b>	
*	Are you setting up a <b>PA (sound) system</b> ? Are you planning on having <b>Amplified Music</b> ?	<b>WE WILL HAVE</b> <b>A DJ WITH</b> <b>MICROPHONE</b>		
*	Will your event require <b>electricity</b> ? Electricity is available at some of the parks	<b>X</b>		
*	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.	<b>X</b>		
*	Will the event require <b>reserved parking spaces / parking meters</b> ? How many?		<b>X</b>	
*	Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: <b>roadway in park</b> A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	<b>X</b>		
*	Will your event require <b>street closures</b> ? (Please be specific under "Description of Event")		<b>X</b>	
*	Will your event require <b>Police assistance</b> ? An event such as a road race, march in the street, or parade would typically require police assistance.		<b>X-</b>	
*	Will your event require <b>Fire/EMS assistance</b> ?		<b>X-WE</b> <b>HAVE AN</b> <b>EMS</b> <b>ASSISTING</b> <b>WITH THE</b> <b>EVENT</b> <b>AND WILL</b> <b>BRING</b> <b>OUR AED</b>	
*	Will your event require <b>porta-restroom rental(s)</b> 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.)	<b>X-WE PLAN TO</b> <b>HAVE 4-5</b> <b>PORTA-</b> <b>POTTIES</b> <b>INCLUDING</b> <b>WHEELCHAIR</b>		
*	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.		<b>X</b>	

#### 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.	<b>X</b>		
---	--	----------	--	--



- ♦ 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](mailto: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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>KTR</b>	<b>DATE</b>	<b>4-21-10</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 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>KTR</b>	<b>DATE</b>	<b>4-21-10</b>
---	----------------------	------------	-------------	----------------

### CREDIT CARD INFORMATION

Visa or MasterCard Number		7378	Exp Date (Mon/Yr)	12	12
---------------------------	--	------	-------------------	----	----

**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.

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

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



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: <b>7 HRS</b>	Vest, Barricade, Cone Deposit: \$10 per/item
Electricity: \$5per/hr	Public Space / Park Security Deposit: \$500
Key Deposit: \$50 per key	Other (Porta-Restroom User Fee, etc.)

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	4-13-2009	DATE REC'D INSURANCE	4-26-2010	PERMIT FEE AMT REC'D	\$ 250 pd via CC	SECURITY DEPOSIT	\$ 500 pd via CC
PAYMENT TYPE							
VISA	\$\$ 865	MC	\$	CK #	CK AMOUNT	CASH AMT	\$



CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL

## REGISTERED FLAME RESISTANT PRODUCT

Product:

PRECONTRAIN 702 BLACKOUT

Registration No.

P-11408

Product Marketed By:

FERRARI SA  
BX54, 38352 LA TOUR DU PIN  
LA TOUR DU PIN, FRANCE

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

*Pat Sanchez*

Deputy State Fire Marshal

Expire: 06/30/2004

FR-9





CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL

## REGISTERED FLAME RESISTANT PRODUCT

Product:

PRECONTRAIN 702 BLACKOUT

Registration No.

P-11408

Product Marketed By:

FERRARI SA  
BX54, 38352 LA TOUR DU PIN  
LA TOUR DU PIN, FRANCE

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

*Pat Sanchez*

Deputy State Fire Marshal

Expire: 06/30/2004

FR-9

