Form # P 04 DISPLAY TH	IS CARD ON	I PRINCIPAL	FRONTAGE	OF W	ORK
Please Read Application And Notes, If Any, Attached	BUILD	F PORT	ION	PERMIT	00516
This is to certify that City Of Portla	and/Atlantic Tent Comp	any		MAY 2	4 2010
has permission to Erect 20' x 20	O' Canopy on June 12, 2	010 and break down on	June 12, 2010.	OITV OF D	
AT <u>427 Ocean Ave</u>	14		CHL 159 GODIO	CITY OF P	UNILAND
provided that the person o of the provisions of the Sta the construction, maintena this department.	atutes of Maine ance and use of I	and of the Ordin buildings and str	ances of the (uctures, and	City of Por	tland regulating
Apply to Public Works for street and grade if nature of work requ such information.	line given and lires before thi lathed of	on of Inspection mu written permission pro s building or part their r otherwise closed-i DTICE IS REQUIRED	reof is proc n. 24 ing c		ccupancy must be er before this build- f is occupied.
OTHER REQUIRED APPROVALS Fire Dept. <u>CAPT</u> . <u>A</u> <u>A</u> Health Dept.					
Appeal Board			- (A	-	\frown
Other Department Name				tor - Juilding & Inspec	Causar
Laspanning regille	PENALTY F	DR REMOVING TI	// \	when a final so reaction	ALCO ALCON

0.1				Po	rmit No:	Issue Date:	CBL:	
	of Portland, Maine	0		a		issue Date:		
	Congress Street, 04101		, Fax: (207) 8/4-8/1		10-0516		159 G001001	_
	on of Construction:	Owner Name:			Owner Address:		Phone:	
	Dcean Ave	City Of Portla			Congress St	<u> </u>		
	ss Name:	Contractor Name			actor Address:		Phone	
	Center for Grieving Child	ren Atlantic Tent (Company		ackson Boulev	ard Freeport	2078628882	
Lessee/	Buyer's Name	Phone:			Permit Type: Tents		Zone:	5
Past Us	se:	Proposed Use:		Perm	nit Fee:	Cost of Work:	CEO District:	
Payso	on Park	Payson Park /	Erect 20' x 20'		\$30.00		4	
		ne 12, 2010 and break 12, 2010.	12 2010 and break FIRE DEPT.		Group Temp Type:	3		
Propos	ed Project Description:						- to	80
	t 20' x 20' Canopy on Jun	e 12, 2010 and break d	own on June 12, 2010	Signa	Gel		ature AL	
			own on June 12, 2010.	-		TTIES DISTRIC		-
				Actio			w/Conditions Denied	>
				Signa	ature		Date:	
Permit gg	Taken By:	Date Applied For: 05/10/2010			Zoning	Approval		
	This permit application do	os pot preclude the	Special Zone or Revie	ws	Zonin	g Appeal	Historic Preservation	n
A	Applicant(s) from meeting Federal Rules.		Shoreland		Variance		Not in District or 1 andmar	
	Building permits do not ir eptic or electrical work.	nclude plumbing,	Wetland	Wetland Miscellaneous		າແວນຮ	Does Not Require Re	view
	Building permits are void within six (6) months of the		Flood Zone		Conditional Use		Requires Review	
F	False information may involver mit and stop all work		Subdivision			tion	Approved	
			Sile Plan			I	Approved w/Condition	ons
	PERMIT ISS	UED	Maj Minor MM	2	Denied		Denicd	
	MAY 2 4 2	010	Date: 513710)	Date		Date	
	CITY OF POR	TLAND						

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

		07) 874-8716	Permit No: 10-0516	Date Applied For: 05/10/2010	CBL: 159 G001001		
	Owner Name:		Owner Address:		Phone:		
	City Of Portland		389 Congress St				
	Contractor Name:		Contractor Address:		Phone		
Children	Atlantic Tent Company		27 Jackson Boulevard Freeport (207) 862-8				
	Phone:		Permit Type: Tents				
		Propose	d Project Description:				
		12, 20	10.				
Status: .	Approved	Reviewer:	Marge Schmuck	al Approval I	Date: 05/13/2010 Ok to Issue: ✓		
Status:	Approved	Reviewer:	Tammy Munson	Approval I	Date: 05/24/2010		
					Ok to Issue: 🗸		
	4101 Tel: (Children 20' Canopy Status:	Owner Name: City Of Portland Contractor Name: Children Atlantic Tent Company Phone:	4101 Tel: (207) 874-8703, Fax: (207) 874-8716 Owner Name: City Of Portland Contractor Name: Children Atlantic Tent Company Phone: 20' Canopy on June 12, 2010 and break Status: Approved Reviewer:	4101 Tel: (207) 874-8703, Fax: (207) 874-8716 10-0516 Owner Name: Owner Address: City Of Portland 389 Congress St Contractor Name: Contractor Address: Children Atlantic Tent Company 27 Jackson Bouley Phone: Permit Type: Tents 20' Canopy on June 12, 2010 and break Proposed Project Description: Status: Approved Reviewer: Marge Schmucka	Anne - Building of Ose Fermine 10-0516 05/10/2010 4101 Tel: (207) 874-8703, Fax: (207) 874-8716 10-0516 05/10/2010 Owner Name: Owner Address: 389 Congress St Children Atlantic Tent Company 27 Jackson Boulevard Freeport Phone: Permit Type: Tents 20' Canopy on June 12, 2010 and break Proposed Project Description: Status: Approved Reviewer: Marge Schmuckal Approval I		

Comments:

5/13/2010-gg. Waiting for a check, Parks & Rec. City Clerk and the Inspection fee is on one check?? /gg

5/20/2010-gg: received check as of 05/20/10. /gg



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: Paypon Park
Date of Set up/Event Date of Breakdown/ End of Event
June 13, 2010 Jone 12 2010 Daily allemon
Tax Assessor's Chart, Block & Lot Property Owner: Telephone:
Chart# Block# Lot# City of Portland
59 00 00 00 00 00 00 00 00 00 00 00 00 00
Lessee/Buyer's Name (If Applicable) Applicant name, address & telephone: Fee: \$30.00
The Center for the Center for Theory Children RECEIVED
The permit fee and the following items must be completed and submitted along with this application in Organ
to receive a permit. 1. Certificate of Flammability 2. Letter of approval from property owner. 1. Certificate of Flammability 2. Letter of approval from property owner. Check in 1 imbo Check Check City of Portland Maine
1. Certificate of Flammability Dept. of Building Inspections
2. Letter of approval from property owner. Cheache in 11mb0 City of Portland Maihe
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
Who should we contact when permit is ready: Alane Kimball
Address: 555 Forest avenue, Portland ME Telephone: 207-775-5216
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.
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.

0	1
Signature of applicant: Man Simial	Date: May 5, 2010
This is not a permit: you may not comme	nce ANV moth until the permit is issued

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

FABRIC NUMBER F-140 01	BING	ISSUED BY HNSON OUTDOORS HAMTON, NEW YORH Mnoulachururs of the Fine ant Products Described He	(1:)902 (sl	Dete of Manufacture FEB 2002
NAME: ATLANTIC TENT	CO			norently flame retardant as
Certification is hereby made the the atticles described on this c	at: artificate have teen de, NFPA-701*, Unde	manufactured with an ap arminaria Laboratory of C	proved flame rotard anada, and have be	iant chamical in compliance with an tested in accordance with the
Type color and weight of mato	140Z.	Vinyl WHITE	BLOCKOUT	
Duscription of item certified:	20X20 VISTA			6



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 tvm@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	7/1/09	ORGANIZ	ATION NA	ME	The Cer	ter for Grieving Cl	nildren			
ORGANIZ	ATION ADD	RESS	PO Box 1438			CITY	Portland	STATE	ME	ZIP	04104
CONTAC	T NAME(S)	Diane Kiml	ball & Kristen Vai	llancourt 4	13-374-6	109					
HOME #		WOF	RK: 775-5216	CELL	749-52	65	FA	X 773-7	417		
EMAIL	diane@co	cmaine.org			EMAIL	Krister	@cgcmaine.org				

PARK AREA OR PUBL	IC SPACE F	REQUESTED Payson Park -	Back Cove W	Valkway - Dyer	's Flat	
EVENT DAY & DATE(S) Saturda	y, June 12, 2010	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 S TIME OF E	TART & END VENT	9am – 12:30pm

EVENT NAME	EXPECTED ATTENDANCE
19 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.
- Refreshments
- DJ will play music and speeches will be given electricity needed
- TENT 20x20 for DJ

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
- Possibility of one Coast Van parked on side of Baxter BLVD Roadway

PLEASE CHECK OFF AND ANSWER:

PLEASE SEEE 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: ?			×
•	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: ???			x
	Will there be refreshments at the event? Do you wish to sell food? (If so, you will need approval from Recreation) List food and drink: Not sure yet. ????????? 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.)? t-shirts, bandanas	X (ADDED 4-16-10)		
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? DJ 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 electricity? Electricity is available at some of the parks & squares	X		e e alessa e la
*	Are you planning on bringing a Grill for a Barbecue ? 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 reserved parking spaces / parking meters? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.		X	
	Will your event need safety vests, signs, barricades and/or cones? Please list what you would like to borrow: 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-restroooms 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 banner over the street to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.		X	

11	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	ne certificate (m	inimum 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.

2

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. \$30 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

DATE

7-21-09

DK

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 hamless 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 7-21-09

A CONTRACTOR OF A CONTRACT	CREDIT CARD IN	FORMATION
Visa or MasterCard Number		Exp Date (Mon/Yr)
CREDIT CARD	NILL ONLY BE CHARGED FO	DR SECURITY DEPOSIT(S) AS NEEDED
PLE	SE MAKE CHECKS PAYABL	E 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

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 hours	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.)	

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DATE REC		7-10-2009	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
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Rental Contract

ATLANTIC TENT COMPANY	Name of Lessee	Center for Grieving Children		
P. O. Box 937	Address	PO Box 1438		
DAMARISCOTTA, MAINE 04543	City, State, Zip	Portland, ME 04101		
(207) 563-5800 FAX 563-5799	Phone 775-5216	Event Date June 12, 2010		
Toll Free (877) 865-9500	Installation Location	Payson Park		

e 30

IPRODUCER (207) 622-2443 FAX: (207) 622-6206 THIS CERTIFICATE IS ISSUED AS A MATTER OF MEDGRAFATION THIS CERTIFICATE IS ISSUED AS A MATTER OF MEDGRAFATION NULL AND CONFERS NO RIGHTS UPON THE CERTIFICATE DOES NOT AMEND, EXTEND OR AUgusta MB 04330 P.O. Box 4838 Augusta MB 04330 INSURERS AFFORDING COVERAGE NAICS # MEURER AFFORDING COVERAGE AFFORDED BY THE POLICIES SECOND THE NOLL AND AND AFFORD	ACORD		TIFICATE OF	LIABILITY		ANCE	DATE (MM/DD/YYYY) 3/11/2010	
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