Form # P 04

Please Read

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

Application And Notes, If Any, Attached

PERMIT ISSUED

This is to certify thatCITY_OF PORTLAND	D/Haiti V k/ Polly	0.0 2010
has permission toPayson Park - Haiti W:	alk June 010 (1) x 9' & 20' x 3	ents MAY 2 8 2010
AT -427 OCEAN AVE	CI	159 G001001 City of Portland
provided that the person or person		City of Portland ting this permit shall comply with all
the construction, maintenance a		es of the City of Portland regulating res, 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.	Not ation or ispectic must be give and writt permissic procured before this but and or procured here of it lath or oth sed-in. 2 HOL NOTICE IS REQUIRED.	A certificate of occupancy must be
OTHER BEQUIRED APPROVALS Fire Dept. 5000000000000000000000000000000000000		
Appeal Board		12
Othar Department Name	 -	Director - Building & Inspection Services
PE	ENALTY FOR REMOVING THIS	CARD

SCANNED

89 Congress Street, 0410 peation of Construction:	ocation of Construction: Owner Name:		16 10-0559 Owner Address:		Phone:
27 OCEAN AVE	CITY OF POI	RTLAND	389 CONGRE	ESS ST	A MARK
usiness Name:	Contractor Name		Contractor Addr	ess:	Phone
essee/Buyer's Name	Haiti Walk/ Po	olly Larned	Permit Type:		2078834875 Zone: C
esseer buyer s maine	I done.		Tents		Zone:
ast Use:	Proposed Use:		Permit Fee:	Cost of Wo	rk: CEO District:
IOS - Payson Park		Park - Haiti Walk	Fee WAIVE	$ \mathcal{D} $ s	60.00 4
	June 5, 2010 (30' Tents	(1) 13' x 9' & (1) 20' x	FIRE DEPT:	Approved	INSPECTION:
	30 141115		w/ condition	¶ Denied	Use Group: // Type: //
			5/27/10		Use Group: U Type: 16
oposed Project Description:	5 0040 (4) 404 01 0	<u> </u>	0.	à MM	
ayson Park - Haiti Walk Ju	une 5, 2010 (1) 13' x 9' &	(1) 20' x 30' Tents	Signature: PEDESTRIANA	CTIVITIES DIS	Signature: TRICT (P.A.D.)
			$ v^{-} $		proved w/Conditions Denied
				proved	
rmit Taken By:	Date Applied For:	1 –	Signature:		Date:
dobson	05/21/2010		ZOD	ing Approv	41
This permit application	does not preclude the	Special Zone or Revie	ews Z	oning Appeal	Historic Preservation
	ting applicable State and	☐ Shoreland	☐ Var	iance	Not in District or Landma
Federal Rules.	A Carallandia de Decembra de C	[] Worland	[]	asllar · ·	Daniel Co.
 Building permits do not septic or electrical work 		Wetland	L Mis	cellaneous	Does Not Require Review
. Building permits are vo	oid if work is not started	Flood Zone	☐ Con	ditional Use	Requires Review
within six (6) months of False information may it			F-9.		
permit and stop all worl		Subdivision	∐ Inte	rpretation	Approved
		Site Plan	□ Арр	roved	Approved w/Conditions
		Maj Minor MM	Den	ied	Denied
SCONNT IC	CHED	Date: 5/25	Date:		Date:
PERMIT IS MAY 28 City of Por	2010 - 	CERTIFICATI	ON	Jr in nosth ouisso	
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No	rte	n Ì	207)829-345 nsurance Ap loute 1		AX (207)\$29.6350	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.				
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			Box 11281			INSURER B			一	
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	If yes	des	cribe under PROVISIONS below	-				E.L. DISEASE - POLICY LIMIT	_	
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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:

2. a security deposit required

3. insurance required

(There may be fees due and applications required from other City Departments)

ZIP 04	104
	ZIP 04

PARK AREA OR PUBLIC SPACE REQUESTED Back Cove Pathway and Payson Park (for parking)					
EVENT DAY & DATE(S) June 5, 2010 (Saturday) RAIN DAY & DATE(S				& DATE(S) None	
EVENT START TIME	8:00 am	EVENT END TIME	1:00 pm	ACTUAL START & END	9:30 am to 12:30 pm
(i.e. set-up start time)		(i.e. when event cleanup is		TIME OF EVENT	walk at 10:40am
		complete)	l		

EVENT	EXPECTED ATTENDANCE	
Maine Walks for Haiti	250	
	using Back Cove Pati	space/park and describe Event in detail. If submitting a request nway for the route), please include a detailed MAP of the fanager's Office).
IS THERE A REGISTRATION FEE?		
	FEE	\$10
IF YES, HOW MUCH?	STUDENT FEE	\$20 for school/student groups

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

Stephen Larned

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: 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.	4 CANOPIES		
	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 notica). 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:	20'X30' TENT WITH SIDE CURTAINS 13'X9' SCREEN PORCH		
	In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	{		}
*	Will you be setting up tables and/or chairs? How many tables: 12 chairs:30	 -		
	Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:	NŌ		

•	Will there be refreshments at the event? Do you wish to sell food? no (If so, you will need approval from Recreation)	YES		
	List food and drink: will give water, sports drinks, coffee, apples, bananas to walkers	}		
	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	}	ĺ	
<u>_</u>	least a 2-week notice.			
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?yes			
	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:			
*	Are you setting up a PA (sound) system ?yes			
 	Are you planning on having Amplified Music ? yes			
	If so, your event requires a concert license from the City Clerk's Office. (Just voice -	}		
ł	i.e. Press Conference, would not require the license because it is not music). For			
ļ	amplified music/speech, there are time restrictions for the Downtown Parks & Squares	\	1	
	(music limited to 11:45am - 1:15pm, and 1 hour between 5pm - 8pm).	YES		
)	Will your event require electricity? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park,	169		
	Post Office Park, Payson Park, Preble Street Grass Area, Eestern Prom, Fort Allen			
1	Park). Some of these electrical boxes need a key for access.	į l		
*	Are you planning on bringing a Grill for a Barbecue ?	NO		
 	Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to			
	weather conditions and possibly Fire Dept. review.			
*	Will the event require reserved parking spaces / parking meters? How many?	BARRICADES		
	"No Parking" signs may be purchased at Public Services, 55 Portland Street.	THE NIGHT	1	
L		BEFORE?		
) <u> </u>	Will your event need safety vests, signs, barricades and/or cones?	NOT SURE		
	Please list what you would like to borrow:			
1	A few orange veste and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.			
├ ┈	Will your event require street closures? (Please be specific under "Description of	NO		
ļ	Event")	110		
-	Will your event require Police assistance? An event such as a road race, march in	NOT SURE		
<u> </u>	the street, or parade would typically require police assistance.			
*	Will your event require Fire/EMS assistance?			
•	Will your event require porta-restroom rental(s) or need existing porta-restrooms	YES		_
l	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.)	NO -		
	Do you wish to have a harmer over the etreet to advertise your event 2 (Ranners	NI I	ı	

	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.	HAVE OBTAINED				
	 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 					

hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen,

Recreation.

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

Stephen Larned

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 (United Site Services, 800-442-1286, M-F) to request and pay for a cleaning.

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.

HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES TYPE INITIALS PL DATE 5/7/10

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.

have read the Assumption of Risk & Liability Agreement TYPE INITIALS PRL DATE MAY 7, 2010

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.

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)

Vest, Barricade, Cone Deposit: \$10 per/item 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:

Electricity: \$5per/hr

Key Deposit: \$50 per key

Public Space / Park Security Deposit: \$100
Other (Porta-Restroom User Fee, etc.)

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY						
DATE REC'D APPLICATION	DATE REC'D INSURANCE	4-7-2010	PERMIT FEE AMT REC'D	\$ N/A - waived	SECURITY \$ DEPOSIT	DUE
	PAYMENT TYPE					

facsimile transmittal

To:	Inspections, Gentle	Fax:	874-8716
From:	Polly Larned	Date:	5/24/10
Re:	Tents, canopy, etc. Staging Permit Application	Pages:	tous
CC:			
☐ Urgent	☐ For Review ☐ Please C	Com ment	☐ Please Reply X As Requested

Message

Please let me know if you need additional documents.

Polly Lamed

883-4875

facsimile transmittal

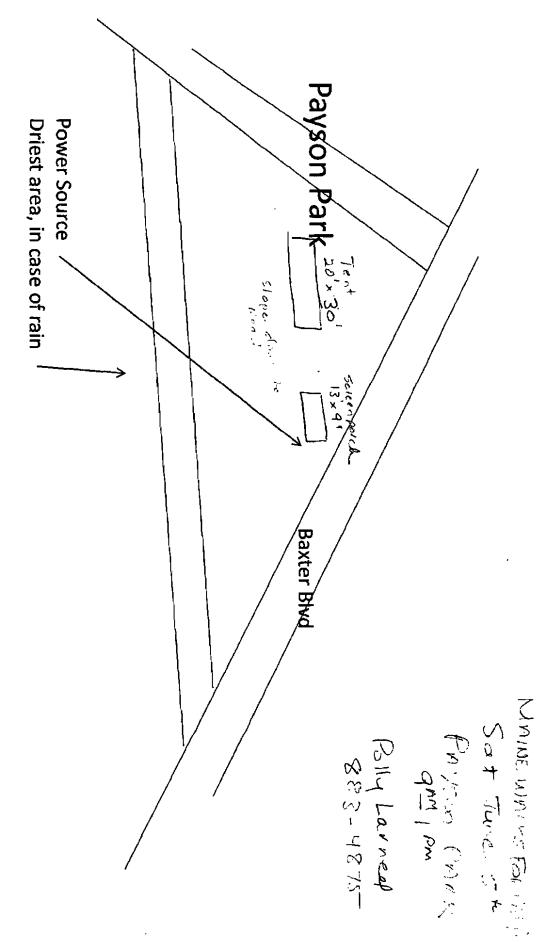
To:	Inspections Goyle	Fax:	874-8716
From:	Polly Larned	Date:	5/24/10
Re:	Tents, canopy, etc. Staging Permit Application	Pages:	tous
CC:			
☐ Urgent	☐ For Review ☐ Please C	comment	☐ Please Reply X As Requested

Message

Please let me know if you need additional documents.

Polly Lamed

883-4875



Stephen Larned

466:10 01 45 VEM

facsimile transmittal

To:	Inspections		Fax:	874-8716
From:	Polly Larned		Date:	5/21/10
Re:	Tents, canopy, etc. Permit Application	Staging	Pages:	6
CC:				
□ Urgent	☐ For Review	☐ Please	Comment	☐ Please Reply X As Requested
				_

Message

Please let me know if you need additional documents.

Polly Larned

Lannie Dobson - Re: Waived Fee's for Haiti Walk

From:

Anita LaChance

To:

Lannie Dobson; Penny Littell

Date:

5/18/2010 11:31 AM

Subject: Re: Waived Fee's for Haiti Walk

Yes, the fee has been waived. Thanks for checking.

Anita

Anita R. LaChance Assistant City Manager City of Portland 207-874-8673

>>> Lannie Dobson 5/18/2010 10:57 AM >>>

Can we have a confirmation of fee waiver, for the walk for Haiti. June 5 spoke with the organizer (Polly Larned) and she is indicating that the fee's were waived by the City. Thank you, Lannie Dobson

Em

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