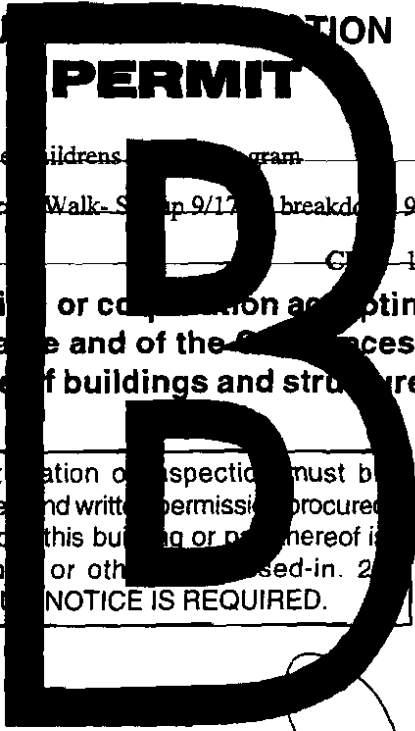


DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, if Any, Attached

BUILDING PERMIT

Permit Number: 101030
PERMIT ISSUED



This is to certify that CITY OF PORTLAND /Maine Childrens Program
has permission to Maine Childrens Cancer Program Walk-Shop 9/17 breakdo 9/18/10 (1) 40' x 40' & (1) 20' x 30'
AT 427 OCEAN AVE City of Portland ID# 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 used-in. 2 HOURLY 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. CAPT. R. Gouheal
Health Dept. _____
Appeal Board _____
Other _____
Department Name _____

Samuel B. [Signature] 9/9/10
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: 10-1030	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: Maine Childrens Cancer Program	Contractor Address: 100 Campus Drive Suite 107 Scarborough	Phone: 2077568275
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: R05

Past Use: ROS "Payson Park"	Proposed Use: ROS "Payson Park" - Maine Childrens Cancer Program Walk-Set-up 9/17/10 breakdown 9/18/10 (1) 40'x 40' & (1) 20' x 30'	Permit Fee: \$60.00	Cost of Work: \$60.00	CEO District: 4
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied *See Conditions	INSPECTION: Use Group: U Type: Temp Tent	

Proposed Project Description: Maine Childrens Cancer Program Walk- Set-up 9/17/10 breakdown 9/18/10 (1) 40'x 40' & (1) 20' x 30'	Signature: <i>(Signature)</i>	Signature: <i>(Signature)</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: 08/23/2010	Zoning Approval
-----------------------------	---------------------------------	------------------------

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>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..</p>	<p>Special Zone or Reviews</p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/>	<p>Zoning Appeal</p> <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	<p>Historic Preservation</p> <input 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>(Signature)</i> 8/25/10	Date:	Date:

PERMIT ISSUED

SEP - 9 2010

City of Portland

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: 10-1030	Date Applied For: 08/23/2010	CBL: 159 G001001
-----------------------	---------------------------------	---------------------

Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Maine Childrens Cancer Program	Contractor Address: 100 Campus Drive Suite 107 Scarboro	Phone (207) 756-8275
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: ROS "Payson Park" - Maine Childrens Cancer Program Walk- Set-up 9/17/10 breakdown 9/18/10 (1) 40'x 40' & (1) 20' x 30'	Proposed Project Description: Maine Childrens Cancer Program Walk- Set-up 9/17/10 breakdown 9/18/10 (1) 40'x 40' & (1) 20' x 30'
---	---

Dept: Zoning	Status: Approved	Reviewer: Marge Schmuckal	Approval Date: 08/25/2010	Note:	Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved with Conditions	Reviewer: Jeanine Bourke	Approval Date: 09/09/2010	Note: 1) This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.	Ok to Issue: <input checked="" type="checkbox"/>
Dept: Fire	Status: Approved with Conditions	Reviewer: Capt Keith Gautreau	Approval Date: 08/26/2010	Note: 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.	Ok to Issue: <input checked="" type="checkbox"/>

Comments:

8/25/2010-mes: not put inot my baskets until 8/25/10

PERMIT ISSUED

SEP - 9 2010

City of Portland



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 Friday, 9/17/10		Date of Breakdown/ End of Event Saturday, 9/18/10
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 159 G 1	Property Owner: City of Portland	Telephone: 756-8275
Lessee/Buyer's Name (If Applicable) N/A	Applicant name, address & telephone: Maine Children's Center Program 100 Campus Drive, Ste. 107 Scarborough, ME 04074 (207) 662-6274	Fee: \$30.00 + \$30.00 (two tents)
<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"> 1. Certificate of Flammability 2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use of City Parks & Public Space from Parks & Recreation (756-8275). 3. Company name of installer (contact info). Tents for Rent (Don Richards) 778-3847 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). 719 Farmington Falls Road, New Sharon, ME 04955 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>Who should we contact when permit is ready: Carrie M. Logan Address: Priscilla Flaherty, P.O. Box 9546 Portland, ME 04112-9546 Telephone: (207) 791-3214</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, 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: Sean Dolan	Date: 9/17/10
---	----------------------

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

RECEIVED

AUG 23 2010

City of Portland
Dept. of Building Inspections

RECEIVED



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

8-23 2010

Received from

Maine Med Ctr.

Location of Work

Pepper Park

Cost of Construction \$ _____

Building Fee: _____

Permit Fee \$ _____

Site Fee: _____

Certificate of Occupancy Fee: _____

Total: 60

Building (IL) _____

Plumbing (IS) _____

Electrical (I2) _____

Site Plan (U2) _____

Other _____

CBL: 159-6-1

Check #: 216948

Total Collected \$ 60

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy

YELLOW - Office Copy

PINK - Permit Copy

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

June 1997

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: TENTS FOR RENT
CITY: New Sharon 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-43006G.

Type, color and weight of material: 14 oz Vinyl White

Description of item certified: 40 x 40 2 pc. Traditional Tent.

**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

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: MIKE'S TENT

CITY: FARMINGTON 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-43006G.

Type, color and weight of material 12 OZ. Vinyl WHITE

Description of item certified: 20X30 PARTY CANOPY

**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

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/16/2010

PRODUCER
MEDICAL MUTUAL INS. CO. OF MAINE
ONE CITY CENTER, PO BOX 15275
PORTLAND, ME 04112-5275

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
MAINEHEALTH
465 CONGRESS STREET
SUITE 600
PORTLAND, ME 04101-3537

INSURERS AFFORDING COVERAGE		NAIC#
INSURER A:	MEDICAL MUTUAL INS. CO. OF MAINE	
INSURER B:		
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 POLICES 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 LTR	ADD'L NSR#	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY	ME CHL 000363	10/01/2009	10/01/2010	EACH OCCURRENCE \$ 2,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (E.A. OCCURRENCE) \$ 50,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 4,000,000
						GENERAL AGGREGATE \$ 4,000,000
						PRODUCTS - COMP/OP AGG \$ 4,000,000
						GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER-ECT <input type="checkbox"/> LOC
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> HIRED AUTOS				AUTO ONLY - EA ACCIDENT \$
		<input type="checkbox"/> NON-OWNED AUTOS				OTHER THAN AUTO ONLY: EA ACC \$
		GARAGE LIABILITY				AGG \$
		<input type="checkbox"/> ANY AUTO				EACH OCCURRENCE \$
		EXCESS/UMBRELLA LIABILITY				AGGREGATE \$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				\$
		<input type="checkbox"/> DEDUCTIBLE				\$
		<input type="checkbox"/> RETENTION \$				\$
		WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				W/C STATI-TORY LIMITS
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				OTH-ER
		OTHER				EL EACH ACCIDENT \$
						EL DISEASE - EA EMPLOYEE \$
						EL DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLE/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

IT IS HEREBY UNDERSTOOD AND AGREED THAT THE CITY OF PORTLAND, ME IS AN ADDITIONAL INSURED WITH REGARDS TO THE MAINE CHILDREN'S CANCER PROGRAM'S ANNUAL WALK BEING HELD AT PAYSON PARK, PORTLAND, ME ON SEPTEMBER 18, 2010.

CERTIFICATE HOLDER 10001

CITY OF PORTLAND
399 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 30 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

Terence J. Sheehan, M.D. , PRESIDENT

PretiFlaherty

CARRIE M. LOGAN
clogan@preti.com

August 12, 2010

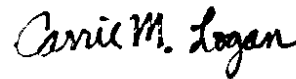
City of Portland Building Inspection Office
Portland City Hall
ATTN: Lannie Dobson
389 Congress Street, Room 315
Portland, ME 04101

RE: Tent/Canopy Permit Application/Maine Children's Cancer Program

Dear Lannie:

Enclosed please find a Tent/Canopy Permit Application on behalf of Maine Children's Cancer Program and a check in the amount of \$60.00 representing the fee for same. Thank you.

Sincerely,



Carrie M. Logan

CML:jc
Enclosures

Preti Flaherty Beliveau & Pechios LLP Attorneys at Law

Mailing address: P.O. Box 9546 | Portland, ME 04112-9546 | TEL 207.791.3000 | FAX 207.791.3111 | One City Center | Portland, ME 04101

MCCP WALK Map Payson Park

Sept 18 walk

updated

2010

CHEVERUS
1719H
SUMDOL

TO: Lennie

PARKING

tent stakes will be min 10 feet from roads.

VOLUNTEER PARKING
Road Closed

TENT
FOOD TABLE
8 tables

14 tables
TENT
REGISTRATION

PAYSON PARK

931 Coast Van on street not grass

SOUND
MAN

POWER BOX

POLICE

BAKTER BOUNDARY

POLICE

WALK BEGINS ←

WALK PATH

WALK BEGINS →



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)

TODAY'S DATE	9-14-2009	ORGANIZATION NAME	Maine Children's Cancer Program				
ORGANIZATION ADDRESS	100 Campus Drive Ste 107	CITY	Scarborough	STATE	Me	ZIP	04074
CONTACT NAME(S)	Sally Meredith, Development Director and Carol Cooper, MCCP Coordinator						
HOME #	WORK 662-6111 Sally Meredith 662-6274 Carol Cooper	CELL	841-4783 318-9186	FAX	662-2792		
EMAIL	Mereds1@mmc.org		EMAIL	coopec@mmc.org			

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park, the 1 st entrance, (Dyer's Flat Parking area) and Back Cove Walkway				
EVENT DAY & DATE(S)	Sat., September 19, 2009		RAIN DAY & DATE(S)	None	
EVENT START TIME (i.e. set-up start time)	7 am	EVENT END TIME (i.e. when event cleanup is complete)	1 pm	ACTUAL START & END TIME OF EVENT	Walk starts at 9:00 am End at 12:00 pm

EVENT NAME	EXPECTED ATTENDANCE
Maine Children's Cancer Program WALK	2000

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

MCCP Annual Walkathon - Payson Park Triangle Grass area and Back Cove Walkway (closing 1st entrance to traffic)
 A fundraiser and family event. There will be food, music, and festivities at the park. 2 Tents (20x30' and 40x40') will be set up on the grass area. Music / PA will come from a Radio Van. Electricity is needed.
 Organizers have permission to close the 1st entrance into the park to vehicular traffic.
 Organizer would like Police to assist with crossing walkers over Boulevard.
 Organizer will rent additional (4) porta-restrooms.
AS A REQUIREMENT FOR USE OF THE PARK, ORGANIZER NEEDS TO HIRE A PCO FOR THE EVENT.

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 and Participant parking. See attached plan

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:		NO	
* 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). Recreation will contact inspections once the tent location is approved so that the Tent Permit Application may go forward.	YES (2) TENTS 40X40 20X30		

	State size(s): same as last year (2) large Exact Location(s) of Tent Placement Requested: 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: 24 chairs: 20	YES		
*	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	YES		
*	Will there be refreshments at the event? Do you wish to sell food? NO (If so, you will need approval from Recreation) List food and drink: Muffins, water, bagels 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).	YES		
*	Do you wish to sell non-food items (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:			X
*	Are you setting up a PA (sound) system? Yes Are you planning on having Amplified Music? No, just van and cheerleading music 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).	YES		
*	Will your event require electricity? Electricity is available at some of the parks &	YES		
*	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.		NO	
*	Will the event require reserved parking spaces / parking meters? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	YES		
*	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. Barricades and signs	YES BARRICADES, SIGN, & VESTS		
*	Will your event require street closures? (Please be specific under "Description of Event")	YES		
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	YES		
*	Will your event require Fire/EMS assistance?		NO	
*	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.)	YES		
*	Do you wish to have a banner over the street to advertise your event? (Banners		NO	

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.	YES		
♦ 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	SD	DATE	2-20-2009
--	---------------	----	------	-----------

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	SD	DATE	2-20-2009
--	---------------	----	------	-----------

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 pathways).

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 / SECURITY DEPOSITS / PORTA-RESTROOM FEE / ELEC. FEE / INSURANCE CERT.:

Thank you for already forwarding a check for \$230 to cover the permit fee: \$215, \$20 for electricity, and \$25 for the porta-restroom user fee. However, there is still a balance of \$30 due. Please forward a check, payable to: City of Portland, for \$30, to the Recreation Office. A credit card may also be used. You may call that in to the Rec. Office: 756-8275.

Thank you for already forwarding the park security deposit: \$500.

Thank you for already forwarding the certificate of insurance to the Recreation Office.

There may be other fees charged/due for city licenses, city staff assistance, materials, etc.

USE OF GROUNDS:

You have permission to use Payson Park Triangle Grass area, the 1st entrance into the park (off Baxter Blvd.), and Dyer's Flat Parking area (and obviously to use Back Cove Walkway for the walkathon).

You may decorate the park and walkway (tie balloons and banners around the park, etc.) but please do not nail anything to trees.

You have permission to serve refreshments, to play music, and to use electricity at the park.

You have permission to set up the 2 large tents on the grass area (keeping away from the streets and electrical box).

You have permission to set up tables and chairs and children's games as well.

All cars must stay off the grass areas.

No vehicles are allowed to park on the side of the Park roadways or along Baxter Blvd. (except for that 1st entrance into the park – which will be closed to vehicular traffic). All vehicles must park legally in Payson's parking lots (or in Dyer's Flat overflow parking area) or in other legal spots.

The only vehicles allowed on grass areas are the delivery trucks (tents, canopies, tables, chairs). Those vehicles should only stay there long enough to drop off items / pick up items.

Due to the size of your event, one of the conditions for use of the park is to hire a Parking Control Officer to monitor parking conditions.

Please keep in mind, if there has been a large amount of rain prior to, or on the day of your walk, the Park Manager may require that your event stay off the grass areas completely, i.e. you may need to keep all activities to the tarred and dirt areas (make more use of the dirt parking lot and the 1st entrance into the park). The pathway could most likely still be used for the walk route. I will call you to discuss this if the weather forecast calls for rain.

RESERVING CITY STAFF – PARKING CONTROL OFFICER: 874-8444 or 2842

Because of the size of your event, Recreation is requiring that you hire a Parking Control Officer for the walk (the Parking Division will invoice your agency for payment following the event).

That PCO will assist your volunteers in making sure vehicles are parked legally (and if dropping off items on the grass area, are only parked there for 10 or 15 minutes).

Remember, vehicles (even for setup) should not park along Baxter Blvd. – that is a "no parking" zone. Your participating sponsor vehicles are allowed to park on the dirt lot, beside the 1st entrance into the park (the area that you have blocked to traffic and have reserved in advance via the use of barricades) or they may park on the 1st entrance roadway, once that is closed off to traffic.

See above for times for PCO (shift should start by 7am – as setup starts at that time, and end at around 1pm). Please call John Peverada, 874-8444, or Paul Willey, 874-2842, to schedule a PCO (make sure you get a staff phone number in case of rain cancellation).

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. This particular roadway is the entrance into the park which has the dirt parking lot directly beside it. This lot holds about 25 cars.

Barricades are needed to close the park entrance: The barricades you will be borrowing are now stored at the green storage shed near the softball field (dirt access roadway, near the tip of the triangle). The door to this shed will be unlocked. These barricades will need to be walked to the areas (i.e. a vehicle can not drive down the softball field dirt access road).

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 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 in the storage shed 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 (behind the granite pieces).

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.

PARTICIPANT PARKING:

Due to the size of your walk, please consider operating a shuttle service (for off-site parking).

Parking for participants as well as volunteers, should be in the Parking Lots inside the park and also at Dyer's Flat. Dyer's Flat will hold approx. 200 cars, so please direct most vehicles to that lot.

It is the city's understanding that organizers will provide some volunteers to work on the parking issues at the park (that they will keep cars off the grass and from parking illegally) and to assist vehicles parking at Dyer's Flat.

The PCO will hand out parking tickets accordingly.

If there are no games taking place at the Little League fields / softball fields, your walkers could use those Parking Lot areas as well.

ELECTRICITY:

There is a green electrical box in the park close to the boulevard. The box will be unlocked for your use (the door will be closed but unlocked). 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 (unless all connections and equipment is safely under a canopy: i.e. all stays dry). 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).

CITY CLERK'S OFFICE / LICENSES / GAS GRILLS (if used): 874-8557

Please procure appropriate licenses from the City Clerk's Office (concert + food + sales of non-food items).

Hopefully, you have already forwarded applications to the City Clerk's Office (Alexandra Murphy, 874-8557).

Your actual food service license would be issued that morning by the food inspector. All food vendors must be licensed. Food vendors must use gas / propane grills for cooking (no charcoal or open fires permitted). An Inspector from Inspection Services will show up in the morning hours to inspect the food vendors. If you have questions regarding the inspection process, please call Inspection Services, 874-8693, 8701 or 8703.

RE: the concert license. Remember, a concert license does not give you permission to create a noise disturbance. If neighbors complain, the police will respond accordingly.

If you plan on selling t-shirts or balloons (or other non-food items) you will need a street good vendors license from the Clerk's Office.

INSPECTION SERVICES / TENT PERMIT / FOOD SERVICE: 874-8693, 8701, or 8703

Small free-standing 10x10 canopies do not need a tent permit, larger size tents do.

The area for your 2 large tents is in the middle of the large grass triangle (away from the streets). You have permission to set up the tents – given the following:

Please contact Gayle Guertin at Inspection Services to apply for a tent permit (I trust Gayle has your application and other needed paperwork already).

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 and tent stakes well away from the streets (AND at least 10 feet away from the green electrical box) and not in line with the light poles (as electrical lines run underground there).

If there is recent rain, large trucks may need to stay off the grass. I will call you about this as we get closer to September 19. If that is the case, please walk tent materials over the grass.

Any tire ruts/damage to the grass areas could mean a forfeit of the park security deposit.

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

An Inspector (from Inspection Services Div.) will be on site in the morning hours to inspect your food setup. You will need to pass inspection before you can distribute food. If you have questions about food service, please call the Inspections Div., 874-8693, 8701 or 8703.

POLICE ASSISTANCE:

If you would like walkers to cross over the Blvd. en mass, then you will need police assistance to hold back Baxter Blvd. traffic while walkers cross.

Please call Sgt. Gary Hutcheson, 874-8554, or Lt. William Preis, 874-8569, well in advance to the event to confer about this possibility. There may be a cost involved. Lt. Troy Bowden may be the officer assigned to this shift.

On the day of the event, please call Police Dispatch, 874-8574 or 8575, to remind them of your walk activities (and your need for police assistance).

FIRE DEPT. ISSUES / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Fire Chief Fred LaMontagne or Dept. Chief Terry Walsh, 874-8400, prior to the event.

It is advisable to have first-aid staff on site for such a large walkathon.

PORTA-RESTROOMS:

There is 1 handicap accessible porta-restroom located at the Preble Street Lot and 1 located at the dirt parking lot at the parking lot area over at Dyer's Flat. Your walkers can use these facilities. If you would like these clean and ready to go for your event on Saturday morning, you will need to schedule and pay for a cleaning by calling Jeff at Royal Flush: 883-0884.

But because the number of walkers will be around 1000, Recreation requires that you rent additional toilets (I understand you are renting some - last year it was 5).

Porta-restrooms should be dropped off in the dirt parking area (off the 1st entrance into the park) - which you folks are closing down to vehicular traffic. To alleviate the possibility of vandalism, please make sure that these toilets are delivered on Saturday (early morning), Sept. 19, and removed on Sept. 19 in the afternoon (or Sunday or Monday afternoon at the latest).

You also have permission to place additional units out near the Back Cove Pathway. Please make sure these stay to the tarred or dirt areas as much as possible (and are not placed on grass areas).

TRASH / SMOKING POLICIES:

Please see "Recreation Policies" section of permit.

ALCOHOL POLICY:

As this is a public park, there is no alcohol allowed on site.

NOTIFICATION / POSSIBLE CONFLICTS:

Please post signs across from Payson Park and also near the Preble Street Parking Lot which alerts the public to your walk in progress. In addition, because of the number of anticipated walkers, please post signage at either ends of the Tukeys Bridge ramp, to alert bicyclists (especially) to your walkers on the pathway and bridge sidewalk.

Don't forget to remove these at the conclusion of your event.

There may be softball and little league games taking place at the Payson Park Fields.

Soccer games or lacrosse games may be taking place at the Preble Street Fields.

There are no other organized walks/runs taking place on the pathway on Saturday, Sept. 19. However, if the day is nice, there could be lots of people out on the Back Cove Pathway.

PARK RANGER CONTACT PHONE: 712-0287

Should you need to contact a Park Ranger or Recreation Staff on the day of your event, please phone the Park Ranger cell phone: 712-0287.

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: 6	Vest, Barricade, Cone Deposit: \$10 per/item
Electricity: \$5per/hr = \$20.00	Public Space / Park Security Deposit: \$500
Key Deposit: \$50 per key	Other (Porta-Restroom User Fee \$25.00, etc.)

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	2-8-2009	DATE REC'D INSURANCE	6-3-2009	PERMIT FEE AMT REC'D	\$ 230 PD (\$30 due)	SECURITY DEPOSIT	\$ 500PD		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	2086769 2086291	CK AMOUNT	\$ 230 500	CASH AMT	\$