

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

**BUILDING INSPECTION  
PERMIT**

SEP 22 2010

Permit Number: 101146

City of Portland

Please Read Application And Notes, If Any, Attached

This is to certify that CITY OF PORTLAND / Alzheimer Association  
has permission to Alzheimer Association -Memory Walk Canopies and (2) 20x20 tents Set up & breakdown Sept 25, 2010  
AT 427 OCEAN AVE CBL 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 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. \_\_\_\_\_  
Health Dept. \_\_\_\_\_



*Handwritten initials/signature*

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-1146	Issue Date:	CBL: 159 G001001
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Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Alzheimer Association	Contractor Address: 170 US Route 1 Suite 250 Falmouth	Phone: 2077720115
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: ROS

Past Use: ROS Payson Park	Proposed Use: ROS Payson Park - Alzheimer Association -Memory Walk Canopies and (2) 20x20 tents Set up & breakdown Sept 25, 2010	Permit Fee: \$60.00	Cost of Work: \$60.00	CEO District: 4
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Proposed Project Description: Alzheimer Association -Memory Walk Canopies and (2) 20x20 tents Set up & breakdown Sept 25, 2010	FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied INSPECTION: Use Group: <u>U</u> Type: <u>Temp Tent</u> Signature: <u>JMB 9/22/10</u>
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Permit Taken By: Idobson	Date Applied For: 09/15/2010	<b>Zoning Approval</b>	
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Historic Preservation <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: <u>9/22/10</u>	Date:	Date:

**PERMIT ISSUED**

SEP 22 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**  
Department of Building Inspections

**Original Receipt**

\_\_\_\_\_ 9.15 20 10 \_\_\_\_\_

Received from Alzheimer's Assoc.

Location of Work 427 Ocean Ave

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

Total: 60

Building (IL) \_\_\_\_\_ Plumbing (I5) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other \_\_\_\_\_

CBL: 159-6-1

Check #: CC 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



# 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: <u>Payson Park</u>		
Date of Set up/Event <u>9/25/2010</u>	Date of Breakdown/ End of Event <u>9/25/2010</u>	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>159      G      1</u>	Property Owner: <u>City of Portland Payson Park</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Alzheimer's Assoc. 170 US Route 1, Suite 250 Falmouth, ME 04105 772-0115</u>	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ol style="list-style-type: none"> <li>1. Certificate of Flammability</li> <li>2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</li> <li>3. Company name of installer (contact info).</li> <li>4. Plot Plan showing the following: Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li>5. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00</li> </ol> <p>Who should we contact when permit is ready: <u>Sarah Stepp</u> Address: <u>170 US Route 1, Falmouth 04105</u> Telephone: <u>207-233-3353</u></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.		

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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

RECEIVED

Dept. of Building Inspections  
City of Portland Maine

Signature of applicant: Sarah Stepp

Date: 9/15/2010

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

Sarah Stepp [Dalz.org](http://Dalz.org)  
STEPPE

Ardeners Wash

Basketball Court  
Tennis Court

Playground

PAYSON PARK

Little League  
Parking lot  
Tarred Area

Softball Field

Little League Field

DIRT PARKING LOT

Dyers Flat

new  
Playground

Parking

Balloon Arch

Tent

Tent

NO TENT STAKES

ELEC.

Parking  
Lot  
Dirt

BAXTER BOULEVARD

BACK COVE



# CERTIFICATE OF LIABILITY INSURANCE

OP ID SC  
ALZHE-1

DATE (MM/DD/YYYY)

09/15/10

<b>PRODUCER</b>  Turner Barker Insurance 160 Preble Street Portland ME 04101 Phone: 207-773-8156 Fax: 207-773-6647	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.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>  Alzheimers Association Joy Heptner 170 U.S. Route 1 - Suite 250 Falmouth ME 04105	INSURER A: <b>Maine Employers Mutual Ins Co</b>	
	INSURER B: <b>Zurich Insurance Company</b>	<b>19356</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 POLICIES 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	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS								
B	X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> H&NO & Prof GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PPS33250987	07/01/10	07/01/11	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000000 MED EXP (Any one person) \$ 10000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000								
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$								
		<b>EXCESS / UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below	1810033400	07/01/10	07/01/11	<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 100000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 100000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 500000</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$ 100000	E.L. DISEASE - EA EMPLOYEE	\$ 100000	E.L. DISEASE - POLICY LIMIT	\$ 500000
WC STATU-TORY LIMITS	OTH-ER													
E.L. EACH ACCIDENT	\$ 100000													
E.L. DISEASE - EA EMPLOYEE	\$ 100000													
E.L. DISEASE - POLICY LIMIT	\$ 500000													
		OTHER												

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

RE: Payson Park Memory Walk 9/25/10  
 The City of Portland is named as additionally insured in regards to general liability per written contract.

### CERTIFICATE HOLDER

CITYPOR

City of Portland  
 Ted Musgrave  
 134 Congress Street Ste 2  
 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 10 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  
*Jan P. Hopkins*

## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)

## **DISCLAIMER**

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

**IMPORTANT DOCUMENT**  
**Certificate of Flame Resistance**

REGISTRATION  
APPLICATION  
NUMBER



1938-1947



REGISTERED UNDER U.S. PATENT  
MARKET UNDER THE TRADE  
MARK REGISTERED UNDER U.S. PATENT

Anchor Corporation

Anchor Brand

This is to certify that the materials described have been flame retardant treated  
and are inherently nonflammable and were supplied for

Anchor Corporation, 1000  
Broadway, New York, N.Y.

Anchor Brand

Certification is hereby made that

The articles described on this Certificate have been treated with a flame retardant approved  
chemical and that the application of said chemical was done in conformance with California  
Fire Marshal Code. An fabric has been tested and passes NFPA 701-99, CPAT-84, UL C-104

Serial #

Anchor Brand

**Flame Retardant Process Used Will Not Be Removed By  
Washing And Is Effective For The Life Of The Fabric**

Name of Applicant and Complete Address

Anchor Corporation  
1000 Broadway, New York, N.Y.

[www.alz.org/maine](http://www.alz.org/maine) **Maine Chapter**

170 U.S. Route One  
Suite 250  
Falmouth, ME 04105

207 772 0115 **phone**  
800 272 3900 **toll free**  
207 781 3312 **facsimile**

alzheimer's  association

September 14, 2010

To Whom it May Concern:

Please charge City of Portland fees related to the Alzheimer's Association Memory Walk on September 25, 2010 to the following credit card:

Mastercard

5472 0636 7852 9202

Expiration 11/2010

Security code 228

Card is in the name of the Alzheimer's Association. Billing address is:

170 US Route 1, Suite 250  
Falmouth, ME 04105

Thank you,



Sarah Stepp  
Manager, Development/Special Events

207-233-3353

RECEIVED

SEP 15 2010

Dept. of Building Inspections  
City of Portland Maine



**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	9-17-2010	ORGANIZATION NAME	Alzheimer's Association, Maine Chapter				
ORGANIZATION ADDRESS	170 US Route 1, Suite 250	CITY	Falmouth	STATE	ME	ZIP	04015
CONTACT NAME(S)	Sarah Stepp	TITLE	Manager, Development/Special Events				
HOME #	772-0115	WORK	CELL	FAX	781-3312		
EMAIL	sarah.stepp@alz.org		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park and Back Cove pathway Closing 1 <sup>st</sup> entrance into Park (Dyer's Flat for parking)				
EVENT DAY & DATE(S)	Saturday, September 25, 2010	RAIN DAY & DATE(S)	n/a		
EVENT START TIME (i.e. set-up start time)	5:00 am	EVENT END TIME (i.e. when event cleanup is complete)	1:00 pm	ACTUAL START & END TIME OF EVENT	7:00 am – 12:00 pm walk starts at 8am on pathway until 11am

EVENT NAME	EXPECTED ATTENDANCE
Greater Portland Memory Walk	400 - 500

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

Memory Walk is a fundraising walk benefitting the Alzheimer's Association. It includes walkers of all ages and consists of registration, t-shirt distribution, vendor display tables, breakfast, entertainment, the walk itself, then an awards presentation and light snacks. Canopies and 20x20 Tent set up on grass area (triangle).  
 Electricity Needed.  
 DUE to number of participants, a PCO (to monitor traffic and parking issues at park) needs to be hired by organizer.

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?**  
*We'll need parking for approximately 200 vehicles. We will develop a parking plan once we've visited the site in person.*

**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: 4 or 5	X 4-5		
* 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: Payson Park Triangle Grass 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: 35 chairs: 200	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? no (If so, you will need approval from Recreation) List food and drink: <b>Bottled water, breakfast (granola bars, bagels, fruit, etc.), light lunch (finger sandwiches, chips, drinks)</b> A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice.	X		
*	Do you wish to sell 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 ? Are you planning on having Amplified Music ? YES 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		
*	Are you planning on bringing a Grill for a Barbecue ?		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 – 1 <sup>ST</sup> ENTRANCE INTO PARK		
*	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-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.)	X		
*	Do you wish to have a banner over the street to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.	X		

#### INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - general liability. The City of Portland needs to be named as additional insured in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.	X		
<ul style="list-style-type: none"> <li>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: <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a></li> </ul>				

### 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, unless all equipment and connections are covered and protected from the elements.

#### 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 (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 / SIDEWALKS / ILLEGALLY PARKED VEHICLES**

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets. \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **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>SS</b>	<b>DATE</b>	<b>1/19/2010</b>
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**ASSUMPTION OF RISK & LIABILITY**

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>SS</b>	<b>DATE</b>	<b>1/19/2010</b>
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## CONDITIONS FOR USE

**YOUR EVENT HAS BEEN REVIEWED BY PORTLAND RECREATION, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.**

**Grass areas may be wet and soggy (activities may need to stay to tarred areas, and not use the grass).**

**RECREATION FEES / INSURANCE CERT.:**

**PERMIT FEE:** Permit fee for use of grounds: \$285 (based on 8 hours use). Additional fee for electricity (\$35) and porta-restroom user fee (\$25). Total: \$345. Thank you for already forwarding your Credit Card # to the Recreation Office. Your card will be charged following the event.

There will be fees due from other city departments (for licenses, city staff assistance, tent permit, etc.).

**Park Security Deposit Required:** \$250. PD via CC. You will forfeit the sec. dep. (card charged) if areas of use are not left as were found, items damaged, or conditions for use not followed.

**INSURANCE:** Thank you for forwarding the certificate of insurance to Recreation. The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

**USE OF GROUNDS:**

You may use the triangle grass area for registration and entertainment, the Back Cove Pathway for the walk, the 1<sup>st</sup> entrance into the park barricaded to traffic, and Dyers Flat for parking (other parking lots in the park may be available as well). You may set up water tables along the route.

You have permission to set up TENTS, canopies, to set up tables and chairs, to give away food and to hold a musical concert (DJ or musicians) – as long as licenses from the Clerk's Office are procured.

There WILL be a large tent set up this year (in the triangle grass area) – as long as a Tent Permit is issued from Inspections.

You have permission to use electricity at the park.

Keep in mind (due to any recent rain), if grass areas are wet and soggy. Park Managers may decide that all activities slated for the grass must take place on hard surfaces (dirt parking lot, tarred parking lot, tarred 1st entrance into the park, etc.). If we've had rain, I will call you as we get closer to the walk date to apprise you of the areas permitted for use.

You may still be given the OK to use the grass areas (but the stipulation may be that ALL vehicles stay off the grass)

### **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 (from Baxter Blvd.) 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 1<sup>st</sup> 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 the cones or barricades to state that the spaces are reserved for your walkathon.

Then in the morning when you arrive to setup, you may relocate the barricades to close off the 1<sup>st</sup> entrance to traffic.

**(The Buddy Walk is taking place on Sunday – Sept. 26 - at the Park, and they will be closing the 1<sup>st</sup> entrance to traffic. You may leave these barricades out by the side of the roadway – on the grass areas - for them. I.E. You do not have to put them back in the Green Shed.)**

### **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.

### **PLEASE KEEP VEHICLES OFF THE GRASS AREA / PATHWAYS + TRAILS:**

Please park delivery vehicles in the dirt lot off the 1<sup>st</sup> entrance at Payson Park or in other tarred lots nearby (and walk items into the grass area).

The only vehicle that has permission to drive onto the grass area is the truck delivering the tables and chairs and canopies and TENTS. If the grass area is soggy and wet, the truck may need to stay on the tarred areas (and the items would need to be walked in to the grass area). This would reduce the amount of damage done to the grass area.

(Any larger games or tables or music DJ equipment (needing electricity), etc. can be dropped off on the grass area abutting Baxter Blvd. – near the electricity box.) Again, these vehicles should stay off the grass area and just park on the side of Baxter Boulevard to UNLOAD ONLY (and load) – 10 or 15 minutes.

The Radio Station Van (if participating) must park on the closed 1st entrance (and not on Baxter Blvd. or on the grass).

The large delivery vehicles should only stay parked on the grass areas for 15 minutes or so, just to unload or load.

### **PARTICIPANT PARKING:**

All participants vehicles must park in legal spots.

There are to be no vehicles parking on the side of park roadways, on the grass, or in other illegal spots in and around the park.

A PCO (parking control officer) is needed to be hired by organizers – this is a requirement for use of the park.

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

Organizer should consider publicizing car pooling and shuttle buses.

### **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 near the grass area, are only parked there on Baxter Blvd. for 10 or 15 minutes).

Remember, vehicles (for setup) **MUST ONLY** park along Baxter Blvd. for 10-15 minutes to unload (and load) – as this is a "no parking" zone. Your participating sponsor vehicles are allowed to park on the dirt lot, beside the 1<sup>st</sup> 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 1<sup>st</sup> entrance roadway, once that is closed off to traffic.

See above for times (shift should start at around 6am, and end a little after 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, etc.)

### **"NO PARKING" SIGNS FOR GRASS AREA BESIDE BOULEVARD:**

Recreation will give you 5 NP signs (and wooden stakes) for free to place along the boulevard (to remind participants not to park on the grass area or along the boulevard). Please arrange by calling the Recreation Office (756-8275).

You will need to pound these into the grass area. You may leave them in the ground, as the Buddy Walk will need those signs there 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)

### **TENT / CANOPIES INSPECTION SERVICES:**

For the tents at the park, a tent permit from Inspection Services is needed. (10x10 canopies need no permit, but large tents do.) Please contact Lannie Dobson or Gayle Guertin at Inspections. 874-8693.

The tent is to go up on Saturday morning (you also have permission for it to go up on Friday, Sept. 24. however, your Certificate of Insurance needs to be revised to include the extra day, and the setup can not take place until after 4pm on Friday (as there is an event at the triangle grass area from Noon to 4pm). The tent could be installed in the morning hours, but it would need to be in place by NOON.

The tent is to come down on Saturday afternoon, immediately following the event.

The tent company does have permission to drive a truck onto the triangle grass area (if grass areas are dry). The truck may enter onto the grass via the lower boulevard area (corners best), or use the wide gap between the wooden posts – up towards the tip of the grass triangle.

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 tents and tent stakes well away from the streets (AND the green electrical box).

**The electrical lines running under the grass (near the boulevard) will be spray painted. They run along the boulevard – about 7 feet out from the electrical box. Please keep all tent stakes away from this area (between the spray painted line and the boulevard) – which is about 15 feet wide.**

Please keep in mind, if grass areas are wet and soggy, they may be off limits. This would mean tents would need to be set up on the tarred or dirt areas beside the triangle. Tents would then all need to be FREE-STANDING.

**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.

If you have questions about food service, please contact the Inspections Office. 874-8693 or 8701.

### **POLICE ASSISTANCE:**

There should be no need for Police services at the event. You may want to consider hiring officers to assist with large numbers of participants crossing over the Boulevard to the pathway (and vice versa).

If you see a need, please contact Sgt Troy Bowden 874-8554, or Lt. William Preis, 874-8569, at least a few days in advance to discuss this possibility, the hiring, and responsibilities of officers. Please make sure you get the name of the officer who'll be supervising that shift, in case you are canceling the event (due to a hurricane or other severe storm). You will need to call the officer and Shift Command (874-8555) in the early morning hours if that is the case (as you would be charged the fee if officers show up for the duty.)

Please ALSO call Police Dispatch, 874-8574 or 8575, the morning of your walk to remind them of your event, and officers hired – if you have indeed made arrangements to hire officers.

### **CITY CLERK'S OFFICE REFRESHMENTS + MUSIC:**

You have permission to serve refreshments: please procure a Temp. Food Service License from City Clerk's Office (Alexandra Murphy: 874-8557). I realize you are having no food that requires flame... but should that be the case Food vendors must use gas / propane grills for cooking (no charcoal or open fires permitted).

If you have questions regarding food service, please call Inspection Services, 874-8693, 8701 or 8703

For the amplified music at the park, please procure a Concert License from the Clerk's Office

If you decide to sell non-food items (CD's, balloons, t-shirts, etc ) then a Street Goods Vendors License needs to be procured.

### **TRASH / SMOKING POLICIES:**

Please see "Recreation Policies" section of permit.

There is no alcohol allowed in the parks/public property

**FIRE DEPT. ISSUES / BARBECUES / EMS ASSISTANCE:**

Only propane grills are allowed in the park (i.e. – no charcoal grilling). Please take safety precautions (bring a fire extinguisher, keep children away from the grill, etc.)

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 another regular unit at the dirt parking lot at the entrance to Dyers Flat, beside Payson Park. Your walkers can use these facilities.

The \$25 user fee you have paid will cover this use.

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

If you are renting additional toilets, you may place them over at the entrance to Dyers Flat (where the existing one is located), or you may have those placed in the dirt lot off the 1<sup>st</sup> entrance. To reduce vandalism, please make sure these are delivered on Sept. 25 and removed by Monday, Sept. 27 in the afternoon (the earlier the better).

**Remember, on Sunday, Sept. 26, the Buddy Walk is taking place at the park. You may want to consider sharing the expense of additional porta-toilets with them.**

**NOTIFICATION:**

Please post a sign on the early morning of your walk (can be hammered into the grass area) along the Back Cove Pathway - at Preble Street Parking Lot area and also across from Payson Park. Don't forget to collect these signs after the event. Please make sure that the route is not marked in any permanent way Do not nail signs to trees

Also, because of the size of your walk, please post additional signage at the Tukey's Bridge entrance locations.

Please bring a copy of the permit with you to the event, in case you are questioned by the public or city staff.

**POTENTIAL CONFLICTS:**

There may be softball and little league games taking place in Payson Park, and soccer games taking place on the fields at Preble Street.

There are no other organized walks or races planned for Back Cove Pathway on Sat., Sept. 25. There is the Buddy Walk planned for the park and BC Pathway on Sunday, Sept. 26.

**If you have questions or concerns about use of the park/pathway on your event day, please call the Park Ranger on duty: 712-0287.**

Please stay in touch with the Buddy Walk organizers, if you are sharing items with them.

**CREDIT CARD INFORMATION**

Visa or MasterCard Number			9204	Exp Date (Mon/Yr)	11	2010
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**CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED**

**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>8 hours use</b>	\$ 285 pd via CC	Vest, Barricade, Cone Deposit: \$10 per/item	\$0
Electricity: \$5per/hr	\$ 35 pd CC	Public Space / Park Security Deposit: \$250	\$250 (via CC)
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$25 (CC)

**FOR OFFICE USE ONLY**

DATE REC'D APPLICATION	1-20-2010	DATE REC'D INSURANCE	9-15-2010	PERMIT FEE AMT REC'D	\$ 345 (via Credit Card)	SECURITY DEPOSIT	\$ 250 (via Credit Card)	
<b>PAYMENT TYPE</b>								
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-1146	Date Applied For: 09/15/2010	CBL: 159 G001001
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Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Alzheimer Association	Contractor Address: 170 US Route 1 Suite 250 Falmouth	Phone (207) 772-0115
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: ROS Payson Park - Alzheimer Association -Memory Walk Canopies and (2) 20x20 tents Set up & breakdown Sept 25, 2010	Proposed Project Description: Alzheimer Association -Memory Walk Canopies and (2) 20x20 tents Set up & breakdown Sept 25, 2010
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Dept: Zoning	Status: Approved	Reviewer: Marge Schmuckal	Approval Date: 09/22/2010
Note:			Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved with Conditions	Reviewer: Jeanine Bourke	Approval Date: 09/22/2010
Note:			Ok to Issue: <input checked="" type="checkbox"/>

1) This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.