

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND



BUILDING PERMIT

This is to certify that CITY OF PORTLAND/MAINE DOWN SYNDROME NETWORK

Located At 427 OCEAN AVE

Job ID: 2011-09-2269-SE

CBL: 159 - - G - 001 - 001 - - - - -

has permission to Erect 2 stages, 1 tent for event 9/25/11 for the Buddy Walk provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

[Signature] 9/22/11
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2011-09-2269-SE	Date Applied: 9/20/2011	CBL: 159 - - G - 001 - 001 - - - - -	
Location of Construction: 427 OCEAN AVE - PAYSON PARK	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST PORTLAND, ME 04101	Phone:
Business Name: Maine Down Syndrome	Contractor Name: Jen Greslick	Contractor Address: PO Box 705, Windhame, ME 04062	Phone: 233-8238
Lessee/Buyer's Name:	Phone:	Permit Type: Special Event	Zone: ROS
Past Use: City Park - Payson Park	Proposed Use: Same: City Park - to set up 2 stages and one tent for setup and breakdown on September 25, 2011	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type: Temp tent/stag
Proposed Project Description: Buddy Walk - Set -up 9/25/2011		Signature: <i>Bj Ansell</i>	Signature: <i>JMB</i> 9/22/11
Permit Taken By:		Pedestrian Activities District (P.A.D.)	

<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 informatin may invalidate a building permit and stop all work.</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</p> <p>Date: <i>OK 9/20/11</i></p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>
	<p>CERTIFICATION</p>		

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



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-09-2269-SE

Located At: 427 OCEAN

CBL: 159 - - G - 001 - 001 - - - - -

Conditions of Approval:

Fire

Tents shall have an approved fire resistant rating and maintain 10' between stake lines. No smoking or open flame allowed within 10'. Provide at least one 2A:10 BC fire extinguisher.

Building

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



Tent/Canopy or Temporary Event Staging Permit Application

2011-09-2269

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>Sunday, September 25, 2011</u>		Date of Breakdown/ End of Event <u>Sunday, September 25, 2011</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>59 6 1</u>	Property Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable) <u>n/a</u>	Applicant name, address & telephone: <u>Maine Down Syndrome Network Jen Greslick PO Box 705 (207) 233-8238 Windham, ME 04092</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"> Certificate of Flammability Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275). Company name of installer (contact info). 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). 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: <u>Jen Greslick</u> Address: <u>16 Mallards Way, Windham</u> Telephone: <u>(207) 233-8238</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.		

RECEIVED
SEP 20 2011
Dept. of Building Inspections
City of Portland Maine

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: <u>Jennifer Greslick</u>	Date: <u>9/20/11</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

jen@dsmaine.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/20/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. 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).

PRODUCER Coastal Insurance Group LLC 558 Brighton Avenue Portland ME 04102	CONTACT NAME: Ralph Merrill PHONE (A/C, No, Ext): (207) 797-4900 E-MAIL ADDRESS: RMM@SeigneyGroup.com PRODUCER CUSTOMER ID #: 00004930	FAX (A/C, No): (207) 874-4069
INSURED Maine Down Syndrome Network 141 Rabbit Farm Road Warren ME 04864	INSURER(S) AFFORDING COVERAGE	
	INSURER A: New England Excess Exchange, L	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1192001140 REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			TBD	9/25/2011	9/26/2011	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ included
	GEN L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <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						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of Portland as Additional Insured

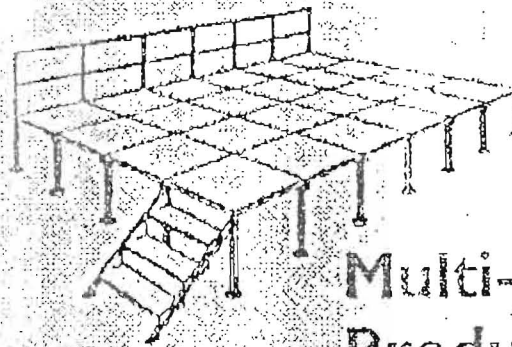
CERTIFICATE HOLDER City of Portland 134 Congress St Portland, ME 04101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Ralph Merrill/RALPH
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A Member of the plettac Group

125 Taylor Parkway
Archbold, OH 43502-9309

Ph: (419) 445-8915 or (800) 537-0540
Fax: (419) 445-0367, www.biljax.com



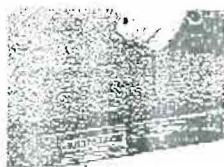
Multi-Stage Products

Sizes available for the Multi-Stage decks include the popular 4' square section, a 2' x 4' section and a 45° corner section. Standard decks include a 3/4" AC exterior plywood stained in gray enclosed in a steel frame edge protector. Other deck options are available.

CAPACITY 150 PSF
(732kg per sq. meter)



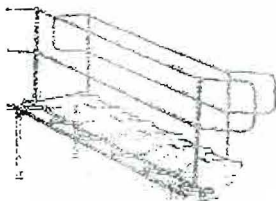
4' Deck Section



Standard on all decks is the original cam lock feature which firmly fastens stage sections together from the top of the stage platform. Cam lock holes are neatly plugged with a cap to fill the surface.

OPTIONS

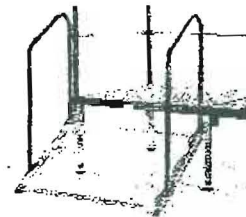
Large adjustable stair packages come complete with stair step stringers, stair stringer extensions, handrails and aluminum stair planks. These stair packages offer easy access to the stage platform area and can be adjusted to fit various stage heights within the package range.



The new Ultra-Stair decreases set up time and labor. Multiple units are available for platform heights from 24". The units, with detachable handrails, fold flat for storage and ease in shipment.

Package Sizes Available:

- 12"-18" Stage Ht. Pkg.
- 2'-3' Stage Ht. Pkg.
- 3'-4' Stage Ht. Pkg.
- 4'-6' Stage Ht. Pkg.





Certificate of Flame Resistance

REGISTERED FABRIC NUMBER

ISSUED BY

SNYDER MANUFACTURING, INC.
201 PROGRESS STREET
DOVER, OHIO 44622

Date manufactured

08/28/02

140.01

This is to certify that the materials described below are flame-retardant and inherently nonflammable.

FOR CHARMECKE TEXTS, INC. ADDRESS 5245 SHANTYTOWN DR.
CITY ROGHOLT STATE WI ZIP 54473-9151

The articles described below are made from a flame-retardant fabric or material registered and approved by the State Fire Marshal for such use.

The Flame Retardant Process Used WILL NOT Be Removed By Washing

* FABRIC MEETS THE REQUIREMENTS OF THE SPECIFICATIONS LISTED BELOW INDICATED BY

NFPA-701 (Large Scale) MIL-C-43008 FMVSS-302
 CAN/ULC-S109-M87 CPAI-84

SNYDER MANUFACTURING INC. By *Michael J. Gifford* Title Supervisor, Quality Control

STYLE PRV 1310W DARK BLUE 61" RI-GLOSS

CONTROL NO. 16251 CUSTOMER ORDER NO. YBL KEN

SNYDER S-ORDER NO. 162368 DATE PROCESSED 08/28/02

YARDS OR QUANTITY 525 DATE CERTIFIED 09/12/02

4.10-4-38F RO



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
 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	1/26/11	ORGANIZATION NAME	Maine Down Syndrome Network			
ORGANIZATION ADDRESS	P.O.Box 705		CITY	Windham	STATE	ME ZIP
CONTACT NAME(S)	Crystal Rice/Jen Greslick		TITLE Buddy Walk Co-ordinator/President			
HOME #	WORK	CELL	749-2799/233-8238	FAX	866-571-2223	
EMAIL	crystal@dsmaine.org		EMAIL	jen@dsmaine.org		

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park, triangle part by the boulevard (1 st entrance closed to traffic) Dyer's Flat for overflow parking				
EVENT DAY & DATE(S)	Sunday, September 25, 2011		RAIN DAY & DATE(S)	none	
EVENT START TIME (i.e. set-up start time)	Set up 10:30, registratio n 12:00 Walk 1:00	EVENT END TIME (i.e. when event cleanup is complete)	Clean up done by 4:00	ACTUAL START & END TIME OF EVENT	1:00 – 3:00 on path at 1pm

EVENT NAME		EXPECTED ATTENDANCE
Buddy Walk		300-500
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail. If submitting a request for a Road Race (other than around Back Cove and using Back Cove Pathway for the route), please include a detailed MAP of the COURSE (as this will need to be approved by City Departments and the Manager's Office). A fundraiser and family event for children with down syndrome. Walkers walk as much of the path as they wish, return for food, music, and festivities. Canopies and tent (30x60') set up on the grass area. Tables + chairs. Moonbounce (and climbing rock wall ?) set up on grass for kids. Refreshments on site. Music/Band/DJ... small stage on grass. Electricity is needed.		
IS THERE A REGISTRATION FEE?	yes	
IF YES, HOW MUCH?	FEE	\$10
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? ?	Dyer Flats has worked in the past
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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: 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.	X		
* 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): Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	x		
* Will you be setting up tables and/or chairs ? How many tables: 10-12 chairs:	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: inflatable (similar to moon bounce)	X		
* Will there be refreshments at the event? Do you wish to sell food? (If so, you will need approval from Recreation) List food and drink: Subway prepackaged 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: promotional type items (car magnets, water bottles, tshirts)	X		
* Are you setting up a PA (sound) system ? Are you planning on having Amplified 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/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 (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.	X		
* Are you planning on bringing a Grill for a Barbecue ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.		X	
* Will the event require reserved parking spaces / parking meters? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.		X	
* Will your event need safety vests, signs, barricades and/or cones? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.		X	
* Will your event require street closures? (Please be specific under "Description of Event")		X – MAYBE 1 ST PARK ENTRANCE	
* 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		
♦ 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: tvn@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, unless all connections and equipment are covered and protected from the elements.

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 – near 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.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	JG	DATE	1/26/11
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ASSUMPTION OF RISK & LIABILITY

Users of the area agreed 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	JG	DATE	1/26/11
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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 ~ 131 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: tvm@portlandmaine.gov

TOTAL AMOUNT(S) DUE TO RECREATION (Please make all security deposit checks out separately)			
Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use:	\$	Vest, Barricade, Cone Deposit: \$10 per/item	\$
Electricity \$5per/hr	\$	Public Space / Park Security Deposit: \$100	\$
Key Deposit \$50 per key	\$	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		PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$
PAYMENT TYPE							
VISA	\$	MC	\$	CK #		CK AMOUNT	\$
						CASH AMT	\$



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

122
20 11

Received from Sally Walker

Location of Work 709 ...

Cost of Construction \$ _____ Building Fee: _____

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: _____

Total: 20

Building (IL) _____ Plumbing (I5) _____ Electrical (I2) _____ Site Plan (U2) _____

Other none

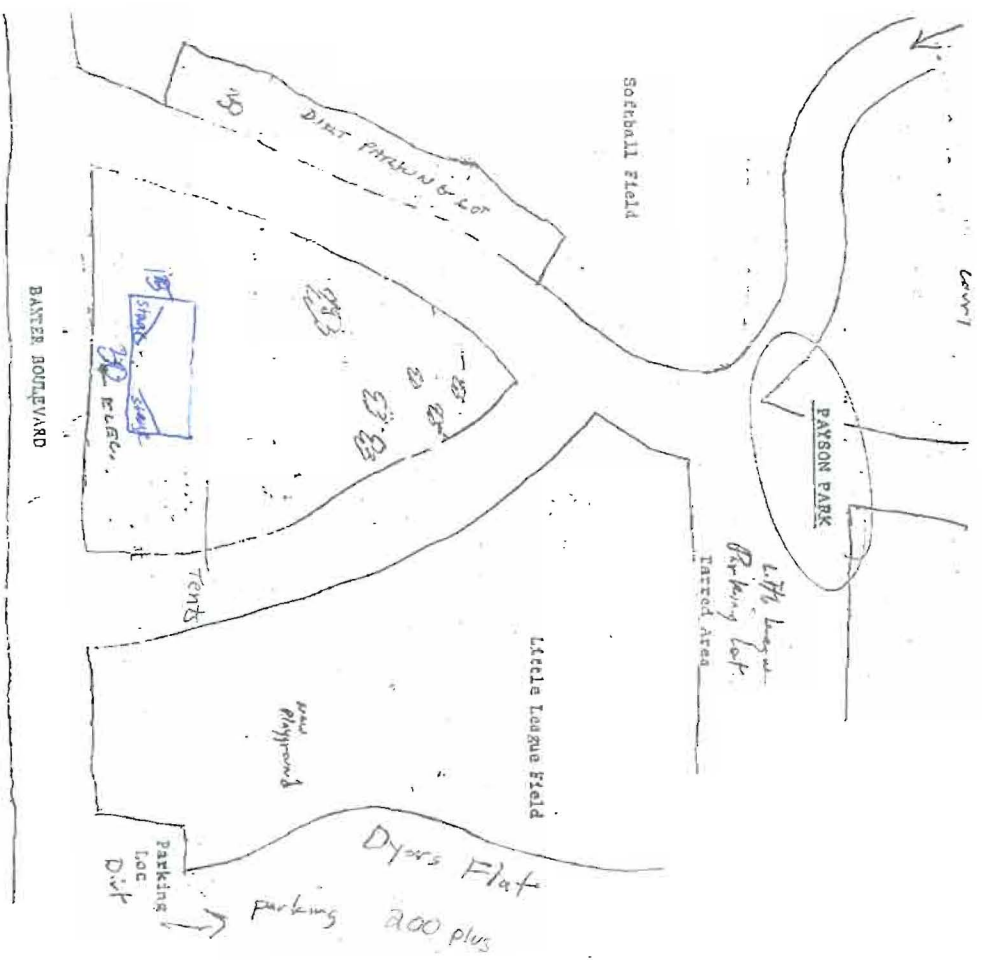
CBL: 155-6-1

Check #: 389 Total Collected \$ 20

**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



FOR TENT APPLICATION + REVIEW BY PIA. MEMBERS

Lannie Dobson - Re: Buddy Walk - 9/25/11

From: Ted Musgrave
To: Business Licensing
Date: 9/20/2011 3:22 PM
Subject: Re: Buddy Walk - 9/25/11
CC: Gayle Guertin; Lannie Dobson

it's all good by me...! LANNIE - i trust Jennifer has reached out to you....????? (sorry for the short notice again)

>>> Business Licensing 9/20/2011 3:17 PM >>>

Hello,

For your approval: **The Maine Down Syndrome Network** of Warren, ME is hosting their **Buddy Walk** on **9/25/11 from 10 a.m. to 4 p.m. at Payson Park**. They have applied for a Single Concert, Street Goods Vendor, and Temp FSE permits.

They will be using amplification for a band (Ancient Mariners) and a magician (Randy Judkins).

The contact is Jennifer Greslick, who can be reached at 233-8238.

Thanks!

Janice & Julie Ann

Business License Administrators
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