

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that OFPORTLAND CITY

Located At 427 OCEAN

Job ID: 2011-04-850-SE

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

has permission to Install Temporary Tent Walk for Haiti - June 4th 2011
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


Code Enforcement Officer / Plan Reviewer

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

4-27-11

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



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: 2011-04-850-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.

Capt. Gautreau

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2011-04-850-SE	Date Applied: 4/19/2011	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 - MAINE 04101	Phone:
Business Name: Konbit Sante Walk for Haiti 2011	Contractor Name: Polly Larned	Contractor Address: 10 Wildwood Lane, Scarborough	Phone: 883-4875
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS - Tents	Zone: ROS
Past Use: Payson Park recreational area	Proposed Use: Same: Payson Park - To erect 9'x13' screen porch and 20'x30' Tent for June 4, 2011	Cost of Work: 1000.000000	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type: <i>Temp Tent</i> Signature:
Proposed Project Description: Payson Park - Walk for Haiti - tents		Signature: <i>CAPT. R. Sauter</i> Pedestrian Activities District (P.A.D.)	
Permit Taken By: Lannie		Zoning Approval	

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input type="checkbox"/> Not in Dist or Landmark
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
<input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>04/19/11</i>	Date:	Date:

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	PHON

Job Summary Report
Job ID: 2011-04-850-SE

Report generated on Apr 21, 2011 2:05:09 PM

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Job Type:	Special Event	Job Description:	Payson Park - Walk for Haiti	Job Year:	2011
Building Job Status Code:	Initiate Plan Review	Pin Value:	1194	Tenant Name:	Walk for Haiti
Job Application Date:		Public Building Flag:	N	Tenant Number:	
Estimated Value:	1,000	Square Footage:			
Related Parties:		OF CITY		<i>Property Owner</i>	

Job Charges

Fee Code Description	Charge Amount	Permit Charge Adjustment	Net Charge Amount	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Net Payment Amount	Outstanding Balance
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Location ID: 22450

Location Details

Alternate Id	Parcel Number	Census Tract	GIS X	GIS Y	GIS Z	GIS Reference	Longitude	Latitude
926640	159 G 001 001		M				-70.271266	43.683162

Location Type	Subdivision Code	Subdivision Sub Code	Related Persons	Address(es)
1				427 OCEAN AVENUE NORTH

Location Use Code	Variance Code	Use Zone Code	Fire Zone Code	Inside Outside Code	District Code	General Location Code	Inspection Area Code	Jurisdiction Code
GOVERNMENTAL		NOT APPLICABLE <i>ROS</i>					DISTRICT 5	WOODFORDS

Structure Details

Structure: ROS

Occupancy Type Code:

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Other Non-Housekeeping	0			427 OCEAN AVENUE NORTH

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property	Value

Permit #: 20112900

Permit Data

Location Id	Structure Description	Permit Status	Permit Description	Issue Date	Reissue Date	Expiration Date
22450	ROS	Initialized	Walk for Haiti - June 4th 2011			

Inspection Details

m Q

Job Summary Report
Job ID: 2011-04-850-SE

Report generated on Apr 21, 2011 2:05:09 PM

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Inspection Id	Inspection Type	Inspection Result Status	Inspection Status Date	Scheduled Start Timestamp	Result Status Date	Final Inspection Flag			
							Fees Details		
Fee Code Description	Charge Amount	Permit Charge Adjustment	Permit Charge Adj Remark	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Payment Adj Comment	
Tent and Event Fees	\$30.00								

J us.



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: <i>Payson Park, Back Cove, Portland</i>		
Date of Set up/Event <i>June 4th 2011</i>		Date of Breakdown/ End of Event <i>June 4th 2011</i>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <i>159 6 1</i>	Property Owner:	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone:	Fee: \$30.00

The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.

- Certificate of Flammability *1 - 13'x9' screen porch certificate - meets flammable requirements of CPAI 84*
- 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). *NA*
- 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

RECEIVED

Who should we contact when permit is ready: *Polly Larned*
 Address: *10 Wildwood Lane Scarborough* Telephone: *883-4875* APR 19 2011

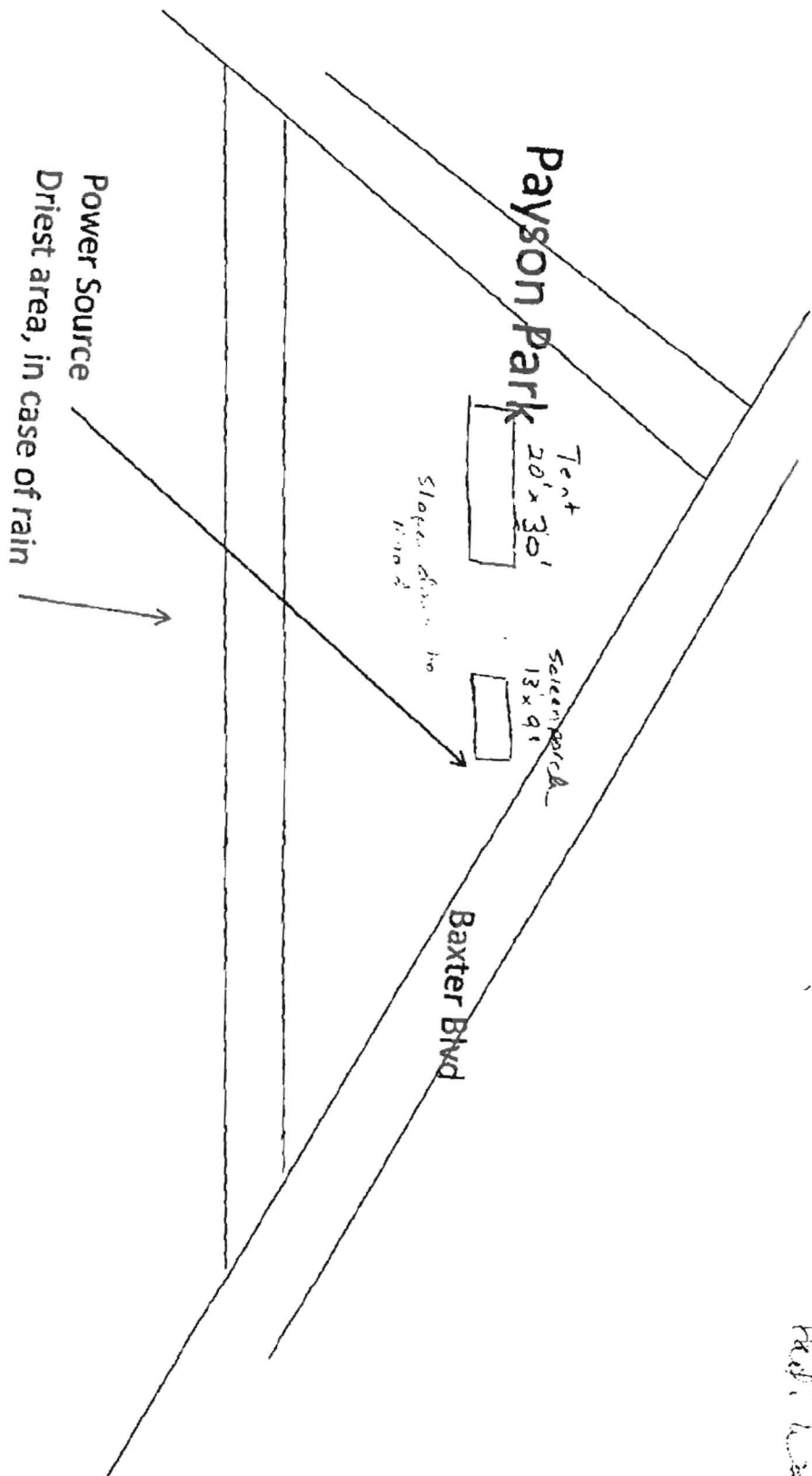
Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit. Dept. of Building Inspections
City of Portland, Maine

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: <i>Polly Larned</i>	Date: <i>4/14/11</i>
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This is not a permit; you may not commence ANY work until the permit is issued.



Hand-drawn

Subject

Cabela's Party Pavilion Fire Rating

Discussion Thread

Response (Matt G.)

05/11/2010 01:31

Hello Gene and thank you for contacting Cabela's Product Information Department,

The only documentation I have to pass along is the information listed in our notes in our computer system. Below is all the information on item 516843. Thank you for visiting cabelas.com. If you have any future questions feel free to contact us again.

Center pole: 1 3/8 inches diameter (steel)
Outside poles: 1 3/8 inches diameter (aluminum)
Fire rating: CPAI 84 approved.

20 x 20 - 7800
20 x 30 - 1,000

Sincerely,

Matt

Customer (Gene Hopkins)

05/11/2010 11:28

Thank you for your response. Is there any documentation on this that can be sent to me? They need to submit something to the town for the permit.

Response (Mitch)

05/10/2010 11:50

Gene,

We heard back from the vendor sooner than expected. The Cabela's Party Pavilion Item:UK-516843 is CPA approved. Please let us know if you need any further assistance.

Sincerely,

Mitch B.

Question Reference #100510-000554

Date Created: 05/10/2010 11:50 AM

Last Updated: 05/11/2010 01:31 PM

Status: Responded

Order Number:

Question Type:

[---001:001371:04785---

Polly Larned

From: Lynne Lovett [lynnelovett@mac.com]
Sent: Tuesday, May 11, 2010 11:20 PM
To: Polly Larned
Subject: Fwd: [Incident: 100510-000554]

Polly,

The information needed is at the bottom almost - follow the discussion thread.

here is the response from Cabela's. I hope this is a magic "yes it's fireproof" code:

Lynne

Begin forwarded message:

From: Gene Hopkins <GHopkins@carpetrends.com>
Date: May 11, 2010 2:47:44 PM EDT
To: Lynne Lovett <lynnelovett@mac.com>
Subject: Fwd: [Incident: 100510-000554]

See below.

Gene Hopkins
Carpet Trends, Inc.
Sent from my iPhone

*Cap Keith Gautreau
874-8405
knq@portlandmaine.gov
extinguishers
tent 2A10BC*

Begin forwarded message:

From: "Cabela's Customer Service" <cabelas@mailnj.custhelp.com>
Date: May 11, 2010 2:31:33 PM EDT
To: ghopkins@carpetrends.com
Subject: [Incident: 100510-000554]
Reply-To: "Cabela's Customer Service" <customer.service@cabelas.com>

Recently you requested personal assistance from our on-line support center. Below is a summary of your request and our response.

Thank you for allowing us to be of service to you.

To update this question by email, please reply to this message. Because your reply will be automatically processed, you MUST enter your reply in the space below. Text entered into any other part of this message will be discarded.

[====> Please enter your reply below this line <====]

[====> Please enter your reply above this line <====]

From: Ted Musgrave
To: Business Licensing; Carol Merritt; Carolyn Dorr; Gayle Guertin; Joe ...
CC: ANITA R. LACHANCE; Mike Murray; Pat Finnigan; Sally Deluca
Date: 4/15/2011 10:35 AM
Subject: Walk for Haiti (June 4) - fee waivers..!!!
Attachments: Konbit Sante Walk for Haiti 2011 doc

hi staff (and organizers) -

pls be advised that the acting city manager has waived fees for licenses, permits, etc. for the Walk for Haiti, taking place Sat., June 4, 2011.. at Payson Park and BC Pathway...

Applications to city departments still need to be filed.. and RECREATION will still require a SEC DEP for use of grounds

i do (already) have their certificate of insurance in the walk file..

for more info on the event (and what they are requesting), PLS c attached AP to use city property

thankx



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	October 21, 2010	ORGANIZATION NAME	Konbit Sante			
ORGANIZATION ADDRESS	PO Box 11281	CITY	Portland	ME	ZIP	04104
CONTACT NAME(S)	Polly Larned (Wendy Taylor / Danny Muller)					
HOME #	(office) 347-6733	CELL	917 217 6809 (Danny Muller)		FAX	
EMAIL	slarned1@maine.rr.com		EMAIL	info@konbitsante.org wdtaylor@konbitsante.org danny@konbitsante.org		

PARK AREA OR PUBLIC SPACE REQUESTED	Back Cove Pathway and Payson Park (Dyers Flat for parking) maybe 1 st entrance into park closed				
EVENT DAY & DATE(S)	June 4, 2011 (Saturday)	RAIN DAY & DATE(S)	None		
EVENT START TIME (i.e. set-up start time)	8:00 am	EVENT END TIME (i.e. when event cleanup is complete)	1:00 pm	ACTUAL START & END TIME OF EVENT	9:30 am to 12:30 pm walk at 10:40am

EVENT NAME	EXPECTED ATTENDANCE
Maine Walks for Haiti Sister City affiliation with City: Rec. is waiving Park Use Fees / but requiring Sec Dep. City Manager's Office has waived associated fees for licenses, permits, etc	250

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

Konbit Sante will be hosting a **walk to raise money** for its work in Haiti and celebrate the contributions to Haiti by people in Maine. There will be **music, coffee, fresh fruit, water, and T-shirt (sales)**. Other groups who work in Haiti will be invited to set up tables to educate people about their programs and **sell items (art and dry goods)** to support their work.
 People will gather at 9-9:30am and begin walking around Back Cove at 10:30am.
 There will be a **PA system** for announcements and **Haitian music**.
20x30 TENT... and canopies on grass. **Elec. Needed.**

IS THERE A REGISTRATION FEE?	yes
IF YES, HOW MUCH?	FEE \$20 STUDENT FEE \$0 (waived)

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? We will use the Dyers Flat for parking and several volunteers act as parking attendants to ensure people park well to maximize use of the space.

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:	X		UNSURE HOW MANY (~4)
*	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	X 20'X30' TENT WITH SIDE		

	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.	CURTAINS 13'X9' SCREEN PORCH		
*	Will you be setting up tables and/or chairs ? How many tables: 12 chairs: 50	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: water, sports drinks, coffee, apples, bananas to walkers A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at 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: Haitian art, Haitian coffee	X		
*	Are you setting up a PA (sound) system ? yes Are you planning on having Amplified Music ? yes If so, your event requires a concert license from the City Clerk's Office.	X		
*	Will your event require electricity ? Electricity is available at some of the parks &	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.	BARRICADES THE NIGHT BEFORE		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: safety vests, cones, barricades 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 PARK ROADWAY		
*	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	LAST YEAR AN OFFICER CAME AND IT WAS NICE
*	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		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.	HAVE OBTAINED		
♦ If you answered yes, please have "City of Portland, Maine" listed as additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: tvm@portlandmaine.gov				

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..

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) 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 / 508-594-2616, M-F) to request and pay for a cleaning.

TRASH

All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas. \$10 will be deducted from your security deposit for each vehicle parked on grass. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

TOBACCO FREE ZONES

By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- ◆ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- ◆ The City reserves the unconditional right to revoke or revise an issued permit.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	EG	DATE	10/21/10
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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.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	EG	DATE	OCT 21, 2010
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CREDIT CARD INFORMATION

Visa or MasterCard Number <input style="width:90%;" type="text"/>	Exp Date (Mon/Yr) <input style="width:80%;" type="text"/>
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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:	\$ N/A waived (sister city)	Vest, Barricade, Cone Deposit: \$10 per/item	\$???
Electricity: \$5per/hr	\$ waived	Public Space / Park Security Deposit: \$100	\$ 100 DUE
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee, etc.)	\$ waived

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	10-21-2010	DATE REC'D INSURANCE	4-7-2011	PERMIT FEE AMT REC'D	\$ N/A - waived	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT