

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that PORTLAND, CITY OF

Located At 427 OCEAN AVE

Job ID: 2011-05-1010-SE

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

has permission for three (3) tent(s) setup for "Take Steps for Crohn's & Colitis" on 05/21/2011
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.

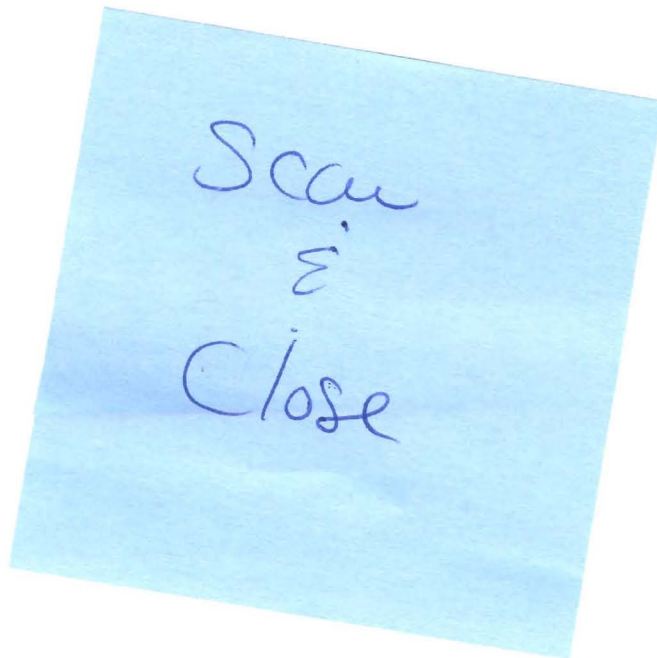
A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

05/17/2011

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

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





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: 2011-05-1010-SE

Located At: 427 OCEAN AVE

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

Conditions of Approval:

Fire


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

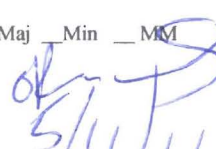
Building

1. This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.
2. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2011-05-1010-SE	Date Applied: 5/11/2011	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: Crohn's & Colitis Foundation of America	Contractor Name: Allison Lodge	Contractor Address: 210 High St, Somersworth, NH 03878	Phone: 646-734-6137
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS - Tents	Zone: ROS
Past Use: City Park	Proposed Use: City Park – to erect a tent on 5/21/11 – to be removed same day	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: Tent/Trip Signature: 
Proposed Project Description: Payson Park Take Steps for Crohn's & Colitis		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Lannie		Zoning Approval	

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False 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:  5/11/11</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>
	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



Fax 207-874-8716

Tent/Canopy or Temporary Event Staging Permit Application

City of Portland, ~~Box~~ 389 Congress St. RM 315 Portland ME 04101
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. 874-8693

Location/Address/Park of Installation: <u>Payson Park - Portland, ME</u>		
Date of Set up/Event <u>5/21/11 - TS for Crohn's & Colitis</u>		Date of Breakdown/ End of Event <u>5/21/11 7:00pm - 7:30pm</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>159 G1</u> XXXX	Property Owner: <u>City of Portland</u>	Telephone: <u>---</u>
Lessee/Buyer's Name (If Applicable) <u>Crohn's & Colitis Foundation of America</u>	Applicant name, address & telephone: <u>Allison Lodge 6416-734- 210 High St. Somersworth, NH 03878 6137</u>	Fee: <u>\$30.00</u>
<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 <u>N/A</u> 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). - <u>Attach App.</u> Company name of installer (contact info). - <u>Exeter Tents & Events / #: 603-778-9838</u> 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). - <u>Contact Exeter Tents & Events</u> If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00 - <u>attach</u> <p>Who should we contact when permit is ready: <u>Allison Lodge</u> Address: <u>210 High St - Somersworth, NH 03878</u> Telephone: <u>6416-734-6137</u></p> <p>Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.</p>		

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

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

Signature of applicant: <u>Allison Lodge</u>	Date: <u>4/11/11</u>
--	----------------------

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

RECEIVED
MAY 11 2011
Dept. of Building Inspections
City of Portland Maine

From:



ALLISON LODGE
COMMUNITY RELATIONS

280 Hillside Avenue
Needham, MA 02494
Telephone: 646-734-6137
Fax: 781-449-0325
Internet: <http://ne.ccia.org>
E-mail: alodge@ccla.org

To: 207-874-8716

Please let me know if
you have any questions.

Certificate of Flame Resistance

Registered Application Number

F 4 1 9 . 0 1



ISSUED BY

Central Tent
San Fernando, CA

Date of Manufacture:

8/1/03

This is to certify that the materials described have been flame retardant treated (or are inherently nonflammable).

FOR EXETER RENTS ADDRESS 38 PORTSMOUTH AVE
CITY EXETER STATE NH ZIP 03833

Certification is hereby made that:

The Articles described on this certificate have been treated with a flame-retardant fabric or material registered and approved by the State of California Fire Marshal.

Trade name of flame-resistant fabric or material used: Lam-Tex Reg. F419.01

The Flame Retardant Process Used will not be Removed by Washing.

Type, Color, and weight of canvas / vinyl: VINYL LAMINATE WHITE 13 OZ

Description: 10X10 WHITE TOP

Name of Applicator of Flame Resistant Finish:

California Combining Corporation

SIGNATURE

CENTRAL TENT MANUFACTURER

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F536Q1

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

03/03/03

*This is to certify that the materials described
are inherently flame retardant.*

Name EXETER-RENT-ALL

Address 38 PORTSMOUTH AVE

City EXETER

State NH

Zip 03833

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPAI84, ULC109, MVSS302.

Method of Application: _____

Description of item certified: PARTY 20x20 BLACKOUT WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTEC, INC.



Name of Production Superintendent

MODEL TTP202005

SERIAL # 231544B

04/07/2011 13:51

2077538279

PORTLAND PARKS&REC

PAGE 01/01

JD - Allison
781-449-0325

1 page map
4-7-11

PRYSON
PARK
Plot Plan

20x
20
VIP

20x20
MISSION

10x10
VIP

10x10

power

20x
20
REGISTRATION

10x10



20x20
FOOD
20x20
COURT SEATING

Baxter Blvd

water

Security

Security



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/21/2011

PRODUCER (516)621-9000 FAX: (516)621-0092
Fabricant & Fabricant, Inc.
1251 Old Northern Boulevard
P.O. Box 9004
Roslyn NY 11576

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Crohn's & Colitis Foundation Of America, Inc.
386 Park Avenue South
17th Floor
New York NY 10016

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A: Massachusetts Bay Ins		22306
INSURER B: Hanover Ins. Co.		22292
INSURER C: Ins. Co. State of PA		19429
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 ADDL LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	RDY268549102	12/31/2010	12/31/2011	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	RDY268549102	12/31/2010	12/31/2011	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
B	EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	DHY279172702	12/31/2010	12/31/2011	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under SPECIAL PROVISIONS below Y/N <input type="checkbox"/>	WC005191737	12/31/2010	12/31/2011	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
City of Portland, Maine as additional insured per written contract as respects Take Steps Main/Walk-a-thon 05/21/2011 10:00 am - 8:00 pm

CERTIFICATE HOLDER

Payson Park
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

Robert Fabricant/JUD

ACORD 25 (2009/01)
INS025 (200901)

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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



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	1-4-2011	ORGANIZATION NAME	Crohn's & Colitis Foundation of America			
ORGANIZATION ADDRESS	280 Hillside Avenue	CITY	Needham	STATE	MA	ZIP 02494
CONTACT NAME(S)	Allison Lodge TITLE: Community Development Manager					
HOME #	WORK	CELL	(646) 734-6137	FAX	(781) 449-0325	
EMAIL	alodge@ccfa.org		EMAIL			

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park Back Cove Pathway 1 st Entrance into Park closed to traffic Dyer's Flat for overflow parking				
EVENT DAY & DATE(S)	Saturday, May 21, 2011	RAIN DAY & DATE(S)	N/A		
EVENT START TIME (i.e. set-up start time)	10am-11am	EVENT END TIME (i.e. when event cleanup is complete)	8pm	ACTUAL START & END TIME OF EVENT	4-7pm walk begins at 5pm

EVENT NAME	EXPECTED ATTENDANCE
Take Steps for Crohn's and Colitis	450-500
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.	
<p>Take Steps is a fundraising walk-a-thon which will take place along the Back Cove Pathway. 4 20x20 Tents will be set up in Payson Park (some small canopies too) and participants will check in, eat, and participate in activities at Payson Park until the walk starts at 5:00pm along the Back Cove pathway. BBQ GRILL for: We will not be using a BBQ this year????? Participant will use parking at Payson Park / Dyers Flat.</p> <p>A dumpster will be placed on the dirt parking lot (off 1st entrance). Extra porta-restroom there as well. A Radio Van may be parked there as well.</p> <p>DJ setup on grass area, and a possible bounce house on grass. Electricity needed.</p>	
IS THERE A REGISTRATION FEE?	No (participants collect donations from friends and family members)
IF YES, HOW MUCH?	FEE \$
	STUDENT FEE \$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
Yes - participants will park where spaces are available in Payson Park (near baseball fields) and in additional dirt lot next to Payson park

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		
* 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): 4- 20x20 Exact Location(s) of Tent Placement Requested: Payson Park -- grassy area between entrances (Triangle Grass Area)	X		

	In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up tables and/or chairs ? How many tables: 35 chairs: 100	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 : Moon Bounce (TBD), Radio Van/Tent (TBD), Generator, Grill (TBD)	X		
*	Will there be refreshments at the event? YES Do you wish to sell food ? NO (If so, you will need approval from Recreation) List food and drink: Granola bars, bananas, apples, and water 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.) ?		X	
*	Are you setting up a PA (sound) system ? YES Are you planning on having Amplified Music ? YES Radio Station and DJ 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 &	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-VESTS		
*	Will your event require street closures ? (Please be specific under "Description of Event")	X – 1 ST 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		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, 508-594-2626, 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	DIRECTOR SIGNED – PDF FILE	DATE
---	----------------------	-----------------------------------	-------------

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	DIRECTOR SIGNED – PDF FILE	DATE
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CREDIT CARD INFORMATION

Visa or MasterCard Number		Exp Date (Mon/Yr)	
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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: 9-10	Vest, Barricade, Cone Deposit: \$10 per/item
Electricity: \$5per/hr	Public Space / Park Security Deposit: \$250
Key Deposit: \$50 per key	Other (Porta-Restroom User Fee, etc.)

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	12-2-2010	DATE REC'D INSURANCE	3-22-2011	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT

FAX JOURNAL REPORT

TIME : 04/11/2011 15:00
 NAME :
 FAX : 2078749716
 TEL :
 SER.# : 000D7J529371

NO.	DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
#155	03/18	10:30	9414926062	43	02	OK	RX ECM
	03/18	12:42		52	01	OK	RX
	03/18	14:31	97729078	01:32	07	OK	TX ECM
	03/19	10:21	207 772 3388	25	01	OK	RX
#156	03/21	07:42		19	01	OK	RX ECM
	03/21	20:05	207 772 3388	25	01	OK	RX
	03/22	14:08	915184533586	16	01	OK	TX ECM
	03/22	14:52		17	01	OK	RX ECM
#157	03/22	15:44	207 772 3388	25	01	OK	RX
	03/23	12:35		52	01	OK	RX
	03/23	16:01	207 772 3388	25	01	OK	RX
	03/23	20:11		22	01	OK	RX ECM
#158	03/24	09:48	92876489	41	06	OK	TX ECM
	03/24	15:27	2078791387	40	03	OK	RX ECM
	03/24	16:01	207 772 3388	25	01	OK	RX
#159	03/25	10:33	2078791387	29	02	OK	RX ECM
	03/25	10:54	98781122	51	02	OK	TX ECM
#160	03/25	12:39	98787871	21	02	OK	TX ECM
	03/26	10:10	207 772 3388	25	01	OK	RX
	03/28	08:32	912076965623	13	01	OK	TX ECM
#161	03/28	15:28	508 291 4593	01:15	05	OK	RX ECM
	03/28	16:14	207 772 3388	25	01	OK	RX
#162	03/29	09:47	92876489	13	01	OK	TX ECM
	03/29	15:55	207 772 3388	25	01	OK	RX
#163	03/30	08:59	92876489	13	01	OK	TX ECM
	03/30	15:47	207 772 3388	25	01	OK	RX
#164	03/30	17:22		52	01	OK	RX
	03/31	13:01	95631138	35	02	OK	TX ECM
#165	03/31	15:53	207 772 3388	25	01	OK	RX
	04/01	11:48	95631138	36	02	OK	TX ECM
#166	04/02	10:00	207 772 3388	25	01	OK	RX
	04/04	07:34	630 201 0914	52	01	OK	RX ECM
#167	04/04	07:39	630 201 0914	32	01	OK	RX ECM
	04/04	15:00		52	01	OK	RX
#168	04/04	15:40	207 772 3388	25	01	OK	RX
	04/05	15:47	207 772 3388	25	01	OK	RX
#169	04/06	06:17		22	01	OK	RX ECM
	04/06	14:24	914057029485	07:19	08	OK	TX ECM
#170	04/06	15:39	207 772 3388	25	01	OK	RX
	04/07	14:09	92368517	18	01	OK	TX ECM
#171	04/08	11:14		51	01	OK	RX ECM
	04/08	11:38	92876489	13	01	OK	TX ECM
#172	04/08	11:38	92876489	13	01	OK	TX ECM
	04/08	11:46		47	04	OK	RX ECM
#173	04/08	12:08	97997816	22	01	OK	TX ECM
	04/09	10:09	207 772 3388	25	01	OK	RX
#174	04/11	11:35	97662507	19	01	OK	TX ECM
	04/11	13:01	2077566148	43	03	OK	RX ECM
#175	04/11	14:49	915184533586	16	01	OK	TX ECM
	04/11	14:54	603 841 5064	05:43	11	OK	RX ECM

BUSY: BUSY/NO RESPONSE
 NG : POOR LINE CONDITION / OUT OF MEMORY
 CV : COVERPAGE
 POL : POLLING
 RET : RETRIEVAL
 PC : PC-FAX

ADDITIONAL COVERAGES

Ref #	Description Employee Benefits	Coverage Code EBLIA	Form No.	Edition Date	
Limit 1 1,000,000	Limit 2 1,000,000	Limit 3	Deductible Amount 1,000	Deductible Type	Premium
Ref #	Description Non-owned	Coverage Code NOWND	Form No.	Edition Date	
Limit 1 1,000,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Hired/borrowed	Coverage Code HRDBD	Form No.	Edition Date	
Limit 1 1,000,000	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Premium discount	Coverage Code PDIS	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description WC & Employer's liability	Coverage Code WCEL	Form No.	Edition Date	
Limit 1 1,000,000	Limit 2 1,000,000	Limit 3 1,000,000	Deductible Amount	Deductible Type	Premium
Ref #	Description Expense constant	Coverage Code EXCNT	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description Experience Mod Factor 1	Coverage Code EXP01	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
Ref #	Description	Coverage Code	Form No.	Edition Date	
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

OFADTLCV

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Fax 207-874-8716

Tent/Canopy or Temporary Event Staging Permit Application

City of Portland, ~~Box~~ 389 Congress St. RM315 Portland ME 04101
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. 874-8693

Location/Address/Park of Installation: <u>Payson Park - Portland, ME Triangle Grass</u>		
Date of Set up/Event <u>5/21/11 - TS for Crohn's & Colitis</u>		Date of Breakdown/ End of Event <u>5/21/11 7:00pm - 7:30pm</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner:	Telephone:
<u>159 & 1</u> 159 & 1	<u>City of Portland</u>	<u>---</u>
Lessee/Buyer's Name (If Applicable) <u>Crohn's & Colitis Foundation of America</u>	Applicant name, address & telephone: <u>Allison Lodge 6416-734-210 High St. Somersworth, NH 03878 6137</u>	Fee: <u>\$30.00</u>
<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 N/A per specification 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). - <u>Attach App.</u> Company name of installer (contact info). - <u>Exeter Tents & Events / #: 603-778-9838</u> 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). - <u>Contact Exeter Tents & Events</u> If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00 - <u>attach</u> <p>Who should we contact when permit is ready: <u>Allison Lodge</u> Address: <u>210 High St. Somersworth, NH 03878</u> Telephone: <u>6416-734-6137</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.portlanmaine.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:

Date:

4/11/11

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

Certificate of Flame Resistance

Registered Application Number

F 4 1 9 . 0 1



ISSUED BY

Central Tent
San Fernando, CA

Date of Manufacture:

8/1/03

This is to certify that the materials described have been flame retardant treated (or are inherently nonflammable).

FOR EXETER RENTS ADDRESS 38 PORTSMOUTH AVE
CITY EXETER STATE NH ZIP 03833

Certification is hereby made that:

The Articles described on this certificate have been treated with a flame-retardant fabric or material registered and approved by the State of California Fire Marshal.

Trade name of flame-resistant fabric or material used: Lam-TEX Reg. F419.01

The Flame Retardant Process Used will not be Removed by Washing.

Type, Color, and weight of canvas / vinyl: VINYL LAMINATE WHITE 13 OZ

Description: 10X10 WHITE TOP

Name of Applicator of Flame Resistant Finish:

California Combining Corporation

SIGNATURE

CENTRAL TENT MANUFACTURER

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53601

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

03/03/03

*This is to certify that the materials described
are Inherently flame retardant.*

Name EXETER RENT-ALL

Address 38 PORTSMOUTH AVE

City EXETER

State

NH

Zip

03833

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.

Method of Application: _____

Description of item certified: PARTY 20x20 BLACKOUT WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTEC, INC.


Name of Production Superintendent

MODEL TTP202005

SERIAL # 231544B

04/07/2011 13:51

2877538279

PORTLAND PARKS&REC

PAGE 01/01

TD - Allison

1 page map

761-449-0325

7-7-11

Payson
Park
Plot Plan

20x
20
VIP

20x20
MISSION

20x20
COURT
20x20
POOL

20x20
POOL

20x20

Power

20x
20
REGISTRATION

20x20
POOL



20x20
POOL

Boxter Blvd

water

Living

Living



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/21/2011

PRODUCER (516) 621-9000 FAX: (516) 621-0092

Fabricant & Fabricant, Inc.
1251 Old Northern Boulevard
P.O. Box 9004

Roslyn NY 11576

INSURED

Crohn's & Colitis Foundation Of America, Inc.
386 Park Avenue South
17th Floor
New York NY 10016

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.

INSURERS AFFORDING COVERAGE

INSURER	INSURER NAME	NAIC #
INSURER A	Massachusetts Bay Ins	22306
INSURER B	Hanover Ins. Co.	22292
INSURER C	Ins. Co. State of PA	19429
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 ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	RDY268549102	12/31/2010	12/31/2011	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	RDY268549102	12/31/2010	12/31/2011	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
B		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	UHY279172702	12/31/2010	12/31/2011	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below Y/N <input type="checkbox"/>	WC005191737	12/31/2010	12/31/2011	WC STATUTORY LIMITS OT-HER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
		OTHER				

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

City of Portland, Maine as additional insured per written contract as respects Take Steps Main/Walk-a-thon 05/21/2011 10:00 am - 8:00 pm

CERTIFICATE HOLDER

Payson Park
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
Robert Fabricant/JUDACORD 25 (2009/01)
INS025 (200901)

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Lannie -



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	1-4-2011	ORGANIZATION NAME	Crohn's & Colitis Foundation of America				
ORGANIZATION ADDRESS	280 Hillside Avenue	CITY	Needham	STATE	MA	ZIP	02494
CONTACT NAME(S)	Allison Lodge TITLE: Community Development Manager						
HOME #	WORK	CELL	(646) 734-6137	FAX	(781) 449-0325		
EMAIL	alodge@ccfa.org		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park Back Cove Pathway 1 st Entrance into Park closed to traffic Dyer's Flat for overflow parking				
EVENT DAY & DATE(S)	Saturday, May 21, 2011		RAIN DAY & DATE(S)	N/A	
EVENT START TIME (i.e. set-up start time)	10am-11am	EVENT END TIME (i.e. when event cleanup is complete)	8pm	ACTUAL START & END TIME OF EVENT	4-7pm walk begins at 5pm

EVENT NAME	EXPECTED ATTENDANCE
Take Steps for Crohn's and Colitis	450-500

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

Take Steps is a fundraising walk-a-thon which will take place along the Back Cove Pathway. 4 20x20 Tents will be set up in Payson Park (some small canopies too) and participants will check in, eat, and participate in activities at Payson Park until the walk starts at 5:00pm along the Back Cove pathway. BBQ GRILL for: We will not be using a BBQ this year?????? Participant will use parking at Payson Park / Dyers Flat.

A dumpster will be placed on the dirt parking lot (off 1st entrance). Extra porta-restroom there as well. A Radio Van may be parked there as well

DJ setup on grass area, and a possible bounce house on grass. Electricity needed.

IS THERE A REGISTRATION FEE?	No (participants collect donations from friends and family members)	
IF YES, HOW MUCH?	FEE	\$
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?
 Yes - participants will park where spaces are available in Payson Park (near baseball fields) and in additional dirt lot next to Payson park

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		
* 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): 4- 20x20 Exact Location(s) of Tent Placement Requested: Payson Park - grassy area between entrances (Triangle Grass Area)	X		

	In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up tables and/or chairs? How many tables: 35 chairs: 100	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: Moon Bounce (TBD), Radio Van/Tent (TBD), Generator, Grill (TBD)	X		
*	Will there be refreshments at the event? YES Do you wish to sell food? NO (If so, you will need approval from Recreation) List food and drink: Granola bars, bananas, apples, and water 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.)?		X	
*	Are you setting up a PA (sound) system? YES Are you planning on having Amplified Music? YES Radio Station and DJ 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 &	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-VESTS		
*	Will your event require street closures? (Please be specific under "Description of Event")	X - 1 ST 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		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, 508-594-2626, M-F) to request and pay for a cleaning.