

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: 2011-05-1031-SE

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

has permission to Erect 20' x 20' tent on 06/11/11 and remove same day 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 CARD**

*[Handwritten signature]*  
*5/24/11*

## BUILDING PERMIT INSPECTION PROCEDURES

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

or email: [buildinginspections@portlandmaine.gov](mailto: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.



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

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

Job No: 2011-05-1031-SE	Date Applied: 5/10/2011	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: The Center for Grieving Children - Diane Kimball	Contractor Name: Atlantic Tent Co	Contractor Address: Freeport, ME	Phone: 775-5216
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS - Tents	Zone: ROS
Past Use: City Park (Payson)	Proposed Use: Same: City Park - to erect a tent to be install on 6/11/11 and removed same day	Cost of Work: 0.000000	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type: Temp Signature:
		Signature: <i>Bjorn...</i> (58)	Signature: <i>[Signature]</i>
Proposed Project Description: Payson Park erect a tent		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Gayle		<b>Zoning Approval</b>	

	Special Zone or Reviews	Zoning Appeal	Historic Preservation
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building Permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.	<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM	<input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
	Date: <i>5/17/11</i>	Date:	Date:
	<b>CERTIFICATION</b>		

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 appication 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

5/10/11

**Job Summary Report**  
**Job ID: 2011-05-1031-SE**

Report generated on May 13, 2011 8:27:51 AM

<b>Job Type:</b>	Special Event	<b>Job Description:</b>	Payson Park	<b>Job Year:</b>	2011
<b>Building Job Status Code:</b>	Initiate Plan Review	<b>Pin Value:</b>	1400	<b>Tenant Name:</b>	
<b>Job Application Date:</b>		<b>Public Building Flag:</b>	N	<b>Tenant Number:</b>	
<b>Estimated Value:</b>	0	<b>Square Footage:</b>			
<b>Related Parties:</b>		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		RECREATION OPEN SPACE					DISTRICT 5	WOODFORDS

**Structure Details**

**Structure: 20' x 20' tent**

**Occupancy Type Code:**

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Amusement Social Recreational	0			427 OCEAN AVENUE NORTH

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property Value
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**Structure: ROS**

**Occupancy Type Code:**

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

66

2011 05 1031



# Tent/Canopy or Temporary Event Staging Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address/Park of Installation: <u>Parson Park</u>		
Date of Set up/Event <u>6/11/2011</u>	Date of Breakdown/ End of Event <u>6/11/2011</u>	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>159      G      001</u>	Property Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>The Center for Surviving Children PO BOX 11438 Portland, ME 04104 207-775-5216</u>	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ol style="list-style-type: none"> <li>1. Certificate of Flammability</li> <li>2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</li> <li>3. Company name of installer (contact info).</li> <li>4. Plot Plan showing the following: Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li>5. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00</li> </ol> <p>Who should we contact when permit is ready: <u>Diane Kimball</u> Address: <u>555 Forest Ave, Portland, Maine</u> Telephone: <u>207-775-5216</u></p>		
Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.		

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

*Renewal*  
**RECEIVED**

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>Diane Kimball</u>	Date: <u>May 3, 2011</u>
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**RECEIVED**  
MAY 10 2011  
Dept. of Building Inspections  
City of Portland Maine

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/16/2011

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).

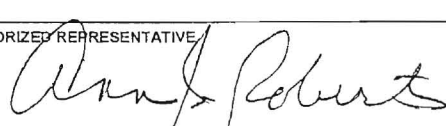
<b>PRODUCER</b> The Insurance Source of Maine Inc 2543 North Belfast Avenue P.O. Box 4838 Augusta ME 04330		<b>CONTACT NAME:</b> James Perry <b>PHONE (A/C, No, Ext):</b> (207) 622-2443 <b>E-MAIL ADDRESS:</b> bperry@isomaine.com <b>PRODUCER CUSTOMER ID#:</b> 00000419		<b>FAX (A/C, No):</b> (207) 622-6206
<b>INSURED</b> Center For Grieving Children, The PO Box 1438 Portland ME 04104		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Philadelphia Insurance Cos.		
		<b>INSURER B:</b>		
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

**COVERAGES** CERTIFICATE NUMBER: CL1131603515 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			PHPK618310	10/3/2010	10/3/2011	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 - COM/OP AGG	\$ 2,000,000
								\$
	GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <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	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	EXCESS LIAB							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMIT'S	OT-HER
	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 is listed as additional insured for Petwalk only.

<b>CERTIFICATE HOLDER</b> (207) 756-8279 PORTLAND PARKS & RECREATION PEOPLE IN PETWALK ATTN: TED MUSGRAVE 134 CONGRESS STREET PORTLAND, ME 04101	<b>CANCELLATION</b> 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: 
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# Certificate of Flame Resistance

REGISTERED  
FABRIC  
NUMBER

F-140.01

ISSUED BY  
JOHNSON OUTDOORS INC.  
BINGHAMTON, NEW YORK 13902  
*Manufacturers of the Finest  
Tent Products Described Herein*

Date of Manufacture

FEB 2002

This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

NAME: ATLANTIC TENT CO

CITY: FREEPORT

STATE: ME

Certification is hereby made that:

The articles described on this certificate have been manufactured with an approved flame retardant chemical in compliance with California State Fire Marshal Code, NFPA-701, Underwriters Laboratory of Canada, and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43308C.


Type, color and weight of material: 14OZ. Vinyl WHITE BLOCKOUT

Description of item certified: 20X20 VISTA

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

Snyder Manufacturing, Inc.

Manufacturer of Flame Retardant Vinyl Laminates

  
TENT DEPARTMENT, JOHNSON OUTDOORS INC.

\*Large Scale





**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)**

<b>TODAY'S DATE</b>	7/27/10	<b>ORGANIZATION NAME</b>	The Center for Grieving Children				
<b>ORGANIZATION ADDRESS</b>	PO Box 1438	<b>CITY</b>	Portland	<b>STATE</b>	ME	<b>ZIP</b>	04104
<b>CONTACT NAME(S)</b>	Diane Kimball	<b>TITLE</b>	Development Assistant				
<b>HOME #</b>	<b>WORK</b> 775-5216	<b>CELL</b>	749-5265	<b>FAX</b>	773-7417		
<b>EMAIL</b>	diane@cgcmaine.org		<b>EMAIL</b>				

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Payson Park – (1 <sup>st</sup> entrance closed) - Back Cove Walkway – Dyer's Flat				
<b>EVENT DAY &amp; DATE(S)</b>	Saturday, June 11, 2011	<b>RAIN DAY &amp; DATE(S)</b>	n/a		
<b>EVENT START TIME</b> (i.e. set-up start time)	8:00am	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	1:00pm	<b>ACTUAL START &amp; END TIME OF EVENT</b>	9am – 12:30pm on pathway at 10am

EVENT NAME	EXPECTED ATTENDANCE
Pet & People Walk	125

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

- Fundraiser walk with pets around Back Cove walkway with walk ending at Payson Park.
- Refreshments
- DJ will play music and speeches will be given – electricity needed.  
TENT 20x20 for DJ **(tent to go up Saturday morning at 8am / comes down in afternoon)**

<b>IS THERE A REGISTRATION FEE?</b>	No – Walkers receive pledges	
<b>IF YES, HOW MUCH?</b>	<b>FEE</b>	\$
	<b>STUDENT FEE</b>	\$

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?**

- Volunteer Parking – Parking Lot off the 1<sup>st</sup> entrance into the park and also at Dyer's Flat
- Participant Parking – Dyer's Flat

**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 <b>canopy(s)</b> ? (canopy is 10x10 size) How many: 2	X		
*	Do you wish to set up a <b>tent(s)</b> ? (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): <b>20x20</b> <b>(tent to go up Saturday morning at 8am / comes down in afternoon)</b> 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 <b>tables and/or chairs</b> ? How many tables: 16 chairs: 40	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 <b>refreshments</b> at the event? <b>YES</b> Do you wish to <b>sell food</b> ? <b>Yes</b> (If so, you will need approval from Recreation) List food and drink: Prepackaged snacks and water/juice 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 <b>non-food items</b> (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell:			X
*	Are you setting up a <b>PA (sound) system</b> ? Yes Are you planning on having <b>Amplified Music</b> ? <b>Yes</b> 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 <b>electricity</b> ? Electricity is available at some of the parks & squares	X		
*	Are you planning on bringing a <b>Grill for a Barbecue</b> ? 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 <b>reserved parking spaces / parking meters</b> ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.		X	
*	Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: <b>Cones w/No Parking signs</b> 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 <b>street closures</b> ? (Please be specific under "Description of Event")		X	
*	Will your event require <b>Police</b> assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		X	
*	Will your event require <b>Fire/EMS</b> assistance?		X	
*	Will your event require <b>porta-restroom</b> 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 <b>banner over the street</b> 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: <a href="mailto:tvm@portlandmaine.gov">tvm@portlandmaine.gov</a>				

### RECREATION POLICIES

#### ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity.

#### BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

#### PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (\*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, \*Entrance to Dyer's Flat – beside Payson Park, \*Deering Oaks Park – across from the Playground, \*East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (United Site Services, 800-442-1286, M-F) to request and pay for a cleaning.

**TRASH**

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

**PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES**

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

**TOBACCO FREE ZONES**

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

**NOTIFICATION**

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

**REVOCABLE PERMIT**

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

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>DK</b>	<b>DATE</b>	<b>7/27/10</b>
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**ASSUMPTION OF RISK & LIABILITY**

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

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>DK</b>	<b>DATE</b>	<b>7/27/10</b>
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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.

**PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:**

- ◆ Portland Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: [tvm@portlandmaine.gov](mailto: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:	\$ 180 DUE	Vest, Barricade, Cone Deposit: \$10 per/item	\$ ?
Electricity: \$5per/hr	\$ 20 DUE	Public Space / Park Security Deposit: \$250	\$ 250 DUE
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$ 25

**FOR OFFICE USE ONLY**

DATE REC'D APPLICATION	7-30-2010	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT

**The Center for Grieving Children  
20th Annual Pet & People Walk  
Saturday, June 11, 2011  
9:00AM - 12:30PM**

