

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that March of Dimes

Located At 427 OCEAN AVE

Job ID: 2012-05-3894-SE

CBL: 159- G-001-001

has permission to March for Babies May 6th 1 tent and 8' x 8 Stage

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

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.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2012-05-3894-SE	Date Applied: 5/1/2012	CBL: 159- G-001-001	
Location of Construction: 427 OCEAN AVE - Payson Park	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS STREET PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: A-Plus Rental	Contractor Address: 342 US Route 1, Scarborough, ME 04074	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS - Tents	Zone: ROS
Past Use: Payson Park	Proposed Use: Same - Payson Park - March of Dimes "March for Babies" - Erect one 20' x 30' tent, 8' x 8' stage & six 10' x 10' tents - set up & breakdown May 6, 2012	Cost of Work:	CEO District:
Proposed Project Description: March for Babies May 6th 1 tent and 8' x 8 Stage		Fire Dept: <i>N/A</i> Approved Denied N/A	Inspection: Use Group: <i>U</i> Type: <i>Tent + Stage</i> Signature: <i>[Signature]</i>
Proposed Project Description: March for Babies May 6th 1 tent and 8' x 8 Stage		Pedestrian Activities District (P.A.D.)	
Permit Taken By:	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 information 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>___ Maj ___ Min ___ MM</p> <p>Date: <i>OK 5/2/12</i></p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>	<p>Historic Preservation</p> <p><input checked="" 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	PHONE



Tent/Canopy or Temporary Event Staging Permit Application

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

Location/Address/Park of Installation: <u>Payson Park, Portland, ME</u>		
Date of Set up/Event <u>May 6th 2012</u>		Date of Breakdown/ End of Event <u>May 6th 2012</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>159 6 1</u>	Property Owner:	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Maine Chapter March of Dimes 136 US Route One Scarborough ME 04074</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"> 1. Certificate of Flammability 2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to the City Parks & Public Space from Parks & Recreation (756-8275). 3. Company name of installer (contact info). <u>A Plus Events</u> 4. Plot Plan showing the following: Tent/Canopy or temporary event staging locations, including elevations, exits and entrances of proposed and existing, parking and existing building locations. <u>None</u> 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). 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 <p style="text-align: right; font-weight: bold; font-size: 1.2em;">RECEIVED MAY 01 2012 Dept. of Building Inspections City of Portland, Maine</p> <p>Who should we contact when permit is ready: <u>Janelle LoScuto</u> Address: <u>136 US Route One Scarborough ME</u> Telephone: <u>207-831-4113</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, 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>Janelle LoScuto</u>	Date: <u>4/14/12</u>
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This is not a permit; you may not commence ANY work until the permit is issued.



Stage: 8 by 8 from St. Joseph's, 4 10 by 10 tents from Hannaford(2 food, kids tent, mission tent), Health source tent, Walgreens tent, Table for St. Joseph's- where would you like that Maureen? Will Maine Medical Have a Table? Will the Bank of Maine Have a table? Spectrum? Checkpoints along route: Midcoast Hospital, Saco Biddeford Savings, Joe Bornstein

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

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

Date Manufactured

11/03/04

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

Name A-PLUS RENTAL

Address 342 US RT 1

City SCARBOROUGH

State

ME

Zip

04074

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: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: PARTY 20x30 WHITE

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

TOPTEC, INC.


Name of Production Superintendent

MODEL TTP203000

SERIAL # 244046B



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
03/21/2012

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

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

PRODUCER Aon Risk Services Northeast, Inc. New York NY Office 199 Water Street New York NY 10038-3551 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (847) 953-5390 E-MAIL ADDRESS:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Great Northern Insurance Co.</td> <td>20303</td> </tr> <tr> <td>INSURER B: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER C: Pacific Indemnity Co</td> <td>20346</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great Northern Insurance Co.	20303	INSURER B: Federal Insurance Company	20281	INSURER C: Pacific Indemnity Co	20346	INSURER D:		INSURER E:		INSURER F:
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INSURER E:															
INSURER F:															
INSURED March Of Dimes Foundation 1275 Mamaroneck Avenue White Plains NY 10605 USA															

Holder Identifier :

COVERAGES CERTIFICATE NUMBER: 570045585801 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. Limits shown are as requested

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 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			35812529D10	10/31/2011	10/31/2012	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			7352-50-21	10/31/2011	10/31/2012	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			79864742 SIR applies per policy terms & conditions	10/31/2011	10/31/2012	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			71737006	10/31/2011	10/31/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

Certificate No : 570045585801

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

RE: Event Name: March for Babies, Event Location: Payson Park, Portland, Maine, Event Date: May 6th, 2012.

CERTIFICATE HOLDER March of Dimes-Maine (376) Chapter Attn: Janelle LoSciuto 136 Route One Scarborough ME 04074 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2010/05)

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PORTLAND MAINE

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

Receipts Details:

Tender Information: Check , BusinessName: March of Dimes, Check Number: 82772
Tender Amount: 30.00

Receipt Header:

Cashier Id: Ldobson
Receipt Date: 5/1/2012
Receipt Number: 43449

Receipt Details:

Referance ID:	6344	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-05-3894-SE - March for Babies May 6th 1 tent and 8' x 8 Stage			
Additional Comments: March of Dimes			

Thank You for your Payment!



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE PERMIT (7 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	4-27-2012	ORGANIZATION NAME	March of Dimes			
ORGANIZATION ADDRESS	136 US Route One		CITY	Scarborough	STATE	ME ZIP 04074
CONTACT NAME(S)	Janelle Losciuto (Community Director) Erin O'Connor Jones (State Director)					
HOME #	WORK 289-2080	CELL	Janelle: 831-4113 Erin: 617-959-4042	FAX	289-2081	
EMAIL	jlosciuto@marchofdimes.com		EMAIL	eoconnor@marchofdimes.com		

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park BC Pathway Dyers Flat for parking 1 st entrance into park CLOSED				
EVENT DAY & DATE(S)	SUNDAY MAY 6 TH , 2012			N/A	
EVENT START TIME (i.e. set-up start time)	5am	EVENT END TIME (i.e. when event cleanup is complete)	2 or 3PM	ACTUAL START & END TIME OF EVENT	8AM-12PM walk starts at 9:00am

EVENT NAME	EXPECTED ATTENDANCE
March for Babies	800+

DESCRIPTION OF EVENT:
 This event will be a walking event that will start + end in Payson park, and use the Back Cove Pathway.

The event is being held in support of the March of Dimes and will bring together 800+ individuals walking to support healthier babies. In recent years, the event has also featured a play area for children such as face painting and food (BUT NO BBQ). This year, the event will feature Wayne from Maine for entertainment. In addition, the morning activities will be led by 97.9 WJBQ Morning Show personalities, live music from their station feed and a short morning program, focused on the March of Dimes mission. A few key sponsors will have tables at the event including Hannaford, WJBQ, the March of Dimes, and Maine Medical Center.

A LARGE TENT – 20x30 (from St. Joseph's College) will be setup in the Triangle Grass Area on Sunday early morning / removed Sunday afternoon. Organizer will RENT some additional PORTA-RESTROOMS (at least 1).

The Walk will officially kick-off at 9AM with walkers setting out on the 3.2 walk at this time (9:30am).
 The Walk will be led by 2012 Ambassador Family, Ben and Rachel Pasquale and their daughter, Isabella.

Music/speeches will be made from an 8 by 8 stage on the high ground closest to the electricity. RADIO van also parked on this entrance roadway. (1st roadway into the park)

The March of Dimes doesn't charge a registration fee to walk, but encourages walkers to raise money online. As an incentive, walkers that raise \$200+ are given an event tshirt. In addition, the National Foundation provides walkers with other incentives such as Macy gift cards for additional dollars raised. During the registration time, money will be collected by a skilled and experienced staff from TD Bank.

IS THERE A REGISTRATION FEE?	No, there is no fee for participation. But walkers receive pledges/donations
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Dyers Flat for parking 1 st entrance into park closed. MOD will have volunteers assisting with the parking.

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: 6	X, 6		
* 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): LARGE 20x30 Exact Location(s) of Tent Placement Requested: Triangle Grass Area In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X, 1		
* Will you be setting up tables and/or chairs ? How many tables: 6+ chairs: 12+	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: Bounce House, Helium Tank and an 8 by 8 stage.	X		
* Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from Recreation) List food and drink: Panera Pastries, DD Coffee + Donuts, Hannaford Water, bananas + granola bars 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, WILL NOT SELL FOOD		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?		X	
* Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? yes – radio station van And WAYNE FROM MAINE 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).	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 ?		X	
* Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.			X
* Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.		X WILL BRING OUR OWN	
* Will your event require street closures ? (Please be specific under "Description of Event")	X – PARK ROAD		
* 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 ORGANIZER RENTING		
* 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: 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 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 (Associated Septic, 799-1980, 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	JL	DATE	3/29/12
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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	JL	DATE	3/29/12
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CONDITIONS FOR USE

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

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

RECREATION FEES / INSURANCE CERT.:

Permit Fee: Permit fee for use of grounds: \$320. Additional fee for electricity (\$25).

Total: \$345. The credit card on file will cover these fees. Your card will be charged following the event.

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

Park Security Deposit Required: \$250. The credit card on file will cover these fees. You will forfeit the sec. dep. if areas of use are not left as were found, or conditions for use not followed (if warranted, your card will be charged following the event).

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

USE OF GROUNDS:

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

You have permission to set up a large tent in the Triangle Grass Area, pending a Tent Permit is issued from the Inspections Office.

You have permission to set up canopies, to set up tables and chairs, to give away food and to hold a musical concert (DJ / RadioVan + Wayne from Maine), and to sell non-food items at the park – pending City Clerk's licenses are issued.

You have permission to set up a Bounce House on the grass area (if you wanted).

You have permission to place a small riser on the grass to be used for entertainment and speeches.

You have permission to use electricity at the park.

Keep in mind (due to any recent rain), if grass areas are wet and soggy, Park Managers may decide that all activities slated for the grass must take place on hard surfaces (dirt parking lot, tarred parking lot, tarred 1st entrance into the park, etc.). This would mean that all TENTS and canopies would need to be FREE-STANDING, as no stakes can be pounded into the street, park roads, or dirt parking lot areas.

If we've had rain, I will call you as we get closer to the walk date to apprise you of the areas permitted for use.

You may still be given the OK to use the grass areas (but the stipulation may be that you need to keep to just the upper area of the grass triangle; the lower area is sometimes very mushy after a rain storm) or that ALL delivery vehicles staff off the grass.

CLOSING THE 1st ENTRANCE TO THE PARK:

You may use this area for some setup (tables + chairs, Radio Van on the park roadway near the wooden fence) and for ease of access to the grass area. This particular roadway is the entrance into the park which is the dirt parking lot directly beside it. This lot holds about 25 cars.

Barricades are needed to close the park entrance: The barricades you will be borrowing are now stored at the green storage shed near the softball field (dirt access roadway, near the tip of the triangle). The door to this shed will be unlocked. These barricades will need to be walked to the areas (i.e. a vehicle can not drive down the softball field dirt access road).

Please erect these at Baxter Blvd. and at the tip of the triangle. You will need to post volunteers at both ends. Volunteers must wear safety vests (please call the Rec. Office, 756-8275 vm211, to arrange for pickup; if you need to borrow vests - \$10 per vest sec. dep. required).

If you would like to reserve spots in the dirt lot (just off the 1st entrance), you may reposition these barricades (the night before when all vehicles have exited the lot) across the dirt lot to reserve spots. Please post a sign on the barricades to state that the spaces are reserved for your walkathon.

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

Please remember to place barricades back in the storage shed where they were originally found.

Obviously, the Radio Van parked in the roadway, should not move into place until the barricades are set up and staffed.

DYER'S FLAT PARKING AREA:

You have permission to use Dyer's Flat for parking (this area will accommodate 200 – 300 cars if parked in an organized way), so please direct most vehicles to that lot.

Dyer's Flat is the grass area (between Payson Park and Seaside Nursing Home).

You will need 2 barricades at the entrance to Dyer's Flat (at the dirt parking lot). They should be on site there near the gate (behind the granite pieces). You'll need the 2 barricades to create a funnel - for vehicles to drive up into the grass area. There will also be another barricade there (to place out near Baxter Blvd.).

There is a gate at the entrance (it will be unlocked). Please swing the gate aside so that your participants may park up inside on the grass. Please position a volunteer there to help coordinate and arrange for vehicle parking. Please make up a "Parking" sign to place on the additional barricade (and position that out near Baxter Blvd. – near the wooden light pole is a good spot for it.)

Please remember to dismantle these items after the event and place them back by the granite pieces near the gate (and swing the gate back shut when all vehicles have exited Dyer's Flat).

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

With the recent rain we've had, at this time Park Managers do NOT WANT vehicles driving onto the Triangle Grass area (even to unload). This includes the TENT TRUCK – which also will most likely deliver the tables + chairs, as well as the small riser. Please park the TENT TRUCK and other delivery vehicles in the dirt lot off the 1st entrance at Payson Park or in other tarred lots nearby (and walk items into the grass area).

PLEASE pass this information along to your TENT people (St. Joseph's College) so they know NOT to drive on the grass. (If this changes – so you can drive on the grass, I will notify you so that load-in can be a little easier).

If you are allowed to drive the TENT TRUCK onto the grass, the following are parameters for that privilege: please use the access points (wide openings between the wooden bollards) near the tip of the grass triangle, for entrance + exit to the grass. Do not drive the truck in the lower section of the triangle (beside the boulevard).

PARTICIPANT PARKING:

All participants vehicles must park in legal spots.

It is the city's understanding that organizers will provide volunteers to work on the parking issues at the park (that they will keep cars off the grass and from parking illegally) and to assist vehicles parking at Dyer's Flat.

There are to be no vehicles parking on the side of park roadways, on the grass, or in other illegal spots in and around the park. If parking concerns arise this year, then a PCO (parking control officer) will be a requirement for next year (and organizers will be responsible for covering that cost).

Organizer should consider publicizing car pooling and shuttle buses.

"NO PARKING" SIGNS FOR GRASS AREA BESIDE BOULEVARD:

There should already be some "No Parking" signs posted along Baxter Blvd. (at Payson Park). This is to remind participants and your vendors that there is to be NO parking on the grass areas, or along Baxter Blvd.

Recreation can give you some additional signs (and wooden stakes) for free to place around the park (to remind participants not to park on the grass area). Please arrange by calling the Recreation Office.

MARKING OF ROUTE / STREETS:

Please make sure that sidewalk chalk is used to mark out where items are to be placed on the street. Do not use spray paint. Tape on the sidewalk/street can also be used.

Signage pounded into the grass areas (park and along the BC Pathway) ON the morning of your event is permitted. Please make sure these are removed following the event.

PARKING CONTROL:

NO Parking Control Officer is required to be hired for this year's event. However, a PCO may be stopping in at the park to issue tickets. If parking concerns arise this year, then a PCO will be a requirement for next year, and organizer will need to cover that cost.

ELECTRICITY:

There is a green electrical box in the park close to the boulevard. The box will be unlocked for your use (the door will be closed but unlocked). During use, please keep the door duct-taped shut, or tied shut – pls note, if the door shuts, it will lock!

There are 4 receptacles inside (20-amp breakers).

If it were raining out, we require that you not use electricity (unless all connections and equipment are safely under a canopy: i.e. all stays dry). Extension cords in the public way, must be covered by rugs or orange cones (or brightly colored ribbon tied every 20 feet or so) or other means to alleviate the tripping hazard to the public. If you need orange cones, you may borrow some from Recreation (please call the Rec. Office, 756-8275 vm211, to arrange: \$10 per cone sec. dep. required).

INSPECTION SERVICES / TENT PERMIT / FOOD SERVICE: 874-8693, 8701, or 8703

Small free-standing 10x10 canopies do not need a tent permit, larger size tents do.

The area for your large 20x30 tent is in the middle of the large grass triangle (away from the streets). You have permission to set up the tent – given the following:

Please contact Lannie Dobson / Gayle Guertin at Inspection Services to apply for a tent permit (I trust Lannie/Gayle has your application and other needed paperwork already).

A DIG SAFE does not need to be done as that large triangle grass area does not have any utilities there (unless you get close to the streets). Please keep the tent and tent stakes well away from the streets (at least 10 feet away from the Boulevard, and the green electrical box, AND the park roadways) and not in line with any light poles (as electrical lines run underground there).

With the recent rain, large trucks will need to stay off the grass (so the truck will need to park on the park roadway and be walked into the grass area). I will call you about the grass conditions as we get closer to your walk (May 6).

Please know that is you are given the OK for a truck to drive up onto the grass that **any tire ruts/damage to the grass areas could mean a forfeit of the park security deposit.**

The city takes no responsibility for your items that are placed on city property.

If you have questions about food service, please call the Inspections Div., 874-8693, 8701 or 8703.

POLICE ASSISTANCE:

There should be no need for Police assistance (unless you want an officer there in the "cash" collection area). If so, you will need to call officers below to schedule (and pay for) an officer.

If you need assistance with crossing the large group of walkers across Baxter Blvd., please contact the Traffic Office: Erin Clark, 874-8532, or Lt. William Preis, 874-8569, at least a few days in advance to discuss this possibility.

In order to guarantee an officer on site, you would need to pay for one. If you rely on on-call officers (if available and approved by Police), you will need to hold off the start until one arrives.

Please call Police Dispatch, 874-8574 or 8575, the morning of your walk to remind them of your event.

CITY CLERK'S OFFICE REFRESHMENTS + MUSIC:

You have permission to serve refreshments: please procure a Temp. Food Service License from City Clerk's Office (874-8557 – Julie Ann / Janice). If you have questions about food service, please call Inspections.

For the amplified music at the park, please procure a concert license. Remember, a license to hold a concert does not give you permission to create a noise disturbance. If the Police Dept. receives calls, they will respond accordingly.

As I understand it, you have already applied for these licenses.

If you plan on selling t-shirts or balloons (or other non-food items) you will need a street good vendors license from the Clerk's Office. (I see by your application, that there are no "sales" of items planned.)

FIRE DEPT. ISSUES / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Fire Headquarters: Chris Pirone: 874-8405 or Dept. Chief Terry Walsh, 874-8400, prior to the event.

It is advisable to have first-aid staff on site for such a large walkathon.

TRASH / SMOKING POLICIES: Please see "Recreation Policies" section of permit.

ALCOHOL POLICY: As this is a public park, there is no alcohol allowed on site.

PORTA-RESTROOMS:

There is 1 handicap accessible porta-restroom located at the Preble Street Lot and another regular unit at the dirt parking lot at the entrance to Dyers Flat, beside Payson Park. Your walkers can use these facilities.

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

I understand that you are also renting some additional toilets (at least 1). This unit(s) may be placed over at the entrance to Dyers Flat (where the existing one is located), or placed in the dirt lot off the 1st entrance.

To reduce vandalism, please make sure these additional units are delivered on Sunday, May 6 and removed by Monday, May 7 in the afternoon. If you partition off the dirt parking lot (off the 1st entrance) in the early morning hours Sunday (or even Saturday night), then you will have space for those extra porta-restrooms right there at the lot.

NOTIFICATION:

Please post a sign on the early morning of your walk (can be hammered into the grass area) along the Back Cove Pathway - at Preble Street Parking Lot area and also across from Payson Park. In addition, because of the number of anticipated walkers, please post signage at either ends of the Tukeys Bridge ramp, to alert bicyclists (especially) to your walkers on the pathway and bridge sidewalk. Don't forget to collect these signs after the event.

Please make sure that the route is not marked in any permanent way. **Do not nail signs to trees.**

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

If there are members of the public in the areas you wish to use, please show them a copy of this permit to let them know you have reserved it and have permission to use the space. If you need assistance, please phone Police Dispatch: 874-8574 or 8575.

POTENTIAL CONFLICTS:

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

There are no other organized walks planned for Back Cove Pathway on Sunday, May 6.

Please remember to call the Police Dept. in the morning hours to remind them of your large walkathon around the cove.

If you have questions or concerns about use of the park or pathway on the day of your event, please call the Park Ranger cell phone: 712-0287 or Recreation Staff: 838-9067. Leave a detailed message if staff can not take your call.

CREDIT CARD INFORMATION						
Visa or MasterCard Number			2529	Exp Date (Mon/Yr)	7	15
CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED						

TOTAL AMOUNT(S) DUE TO RECREATION (Please make all security deposit checks out separately)			
Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: 9 HOURS (5am – 2pm)	\$ 320 pd via CC	Vest, Barricade, Cone Deposit: \$10 per/item 6 Barricades	\$ 60 (n/a – included in Park Sec Dep)
Electricity: \$5per/hr 5 HOURS (7am – 1pm)	\$ 25 pd via CC	Public Space / Park Security Deposit: \$250	\$ 250 pd via CC

Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee, etc.)	\$ 0 organizer renting
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FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	3/29/12 revised: 4-19-12	DATE REC'D INSURANCE	4-9-2012	PERMIT FEE AMT REC'D	\$320 + 25 pd via CC	SECURITY DEPOSIT	\$250 pd via CC		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$	