

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that Exeter Rent All

Located At 427 OCEAN AVE

Job ID: 2012-05-3989-SE

CBL: 159- G-001-001

has permission to set-up (4) 20 by 20 foot and (2) 10 by 10 foot Tents "American Heart Association Walkathon" 5/19/12 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

05/15/2012

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.**

Set-up/ Final

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

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



PORTLAND MAINE

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

Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-05-3989-SE

Located At: 427 OCEAN AVE

CBL: 159- G-001-001

Conditions of Approval:

Building

1. This permit DOES NOT authorize any construction activities. The tent(s)/ stage must be removed at the end of the event.
2. A separate permit is required for any temporary electrical work.
3. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.

Fire

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



PORTLAND MAINE

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Receipts Details:

Tender Information: Check , Check Number: 46001

Tender Amount: 30.00

Receipt Header:

Cashier Id: bsaucier

Receipt Date: 5/14/2012

Receipt Number: 43884

Receipt Details:

Referance ID:	6499	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-05-3989-SE - American Heart Association; 5/19/12			
Additional Comments: Payson Park			

Thank You for your Payment!



Entered 5/14
(18)

Tent/Canopy or Temporary Event Staging Permit Application

2012 05 3989 - SE

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 (427 Ocean Ave)</u>		
Date of Set up/Event <u>5/19/12</u>		Date of Breakdown/ End of Event <u>5/21/12</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>159 6001</u>	Property Owner: <u>City of Portland</u>	Telephone: <u>207-879-5700</u>
Lessee/Buyer's Name (If Applicable) <u>Exeter Rent-All</u>	Applicant name, address & telephone: <u>American Heat Association 5105 Route 1 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> <p><i>* Call do not send</i></p> <p>RECEIVED MAY 14 2012 Dept. of Building Inspections City of Portland Maine</p> <ol style="list-style-type: none"> Certificate of Flammability Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks & Recreation (756-8275). Company name of installer (contact info). Plot Plan showing the following: Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks & Recreation for maps of Portland's Parks @ 756-8275). If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00 <p>Who should we contact when permit is ready: <u>Pauline Cormier</u> Address: <u>5105 Route 1, Scarborough ME 04074</u> Telephone: <u>207-523-3059</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.

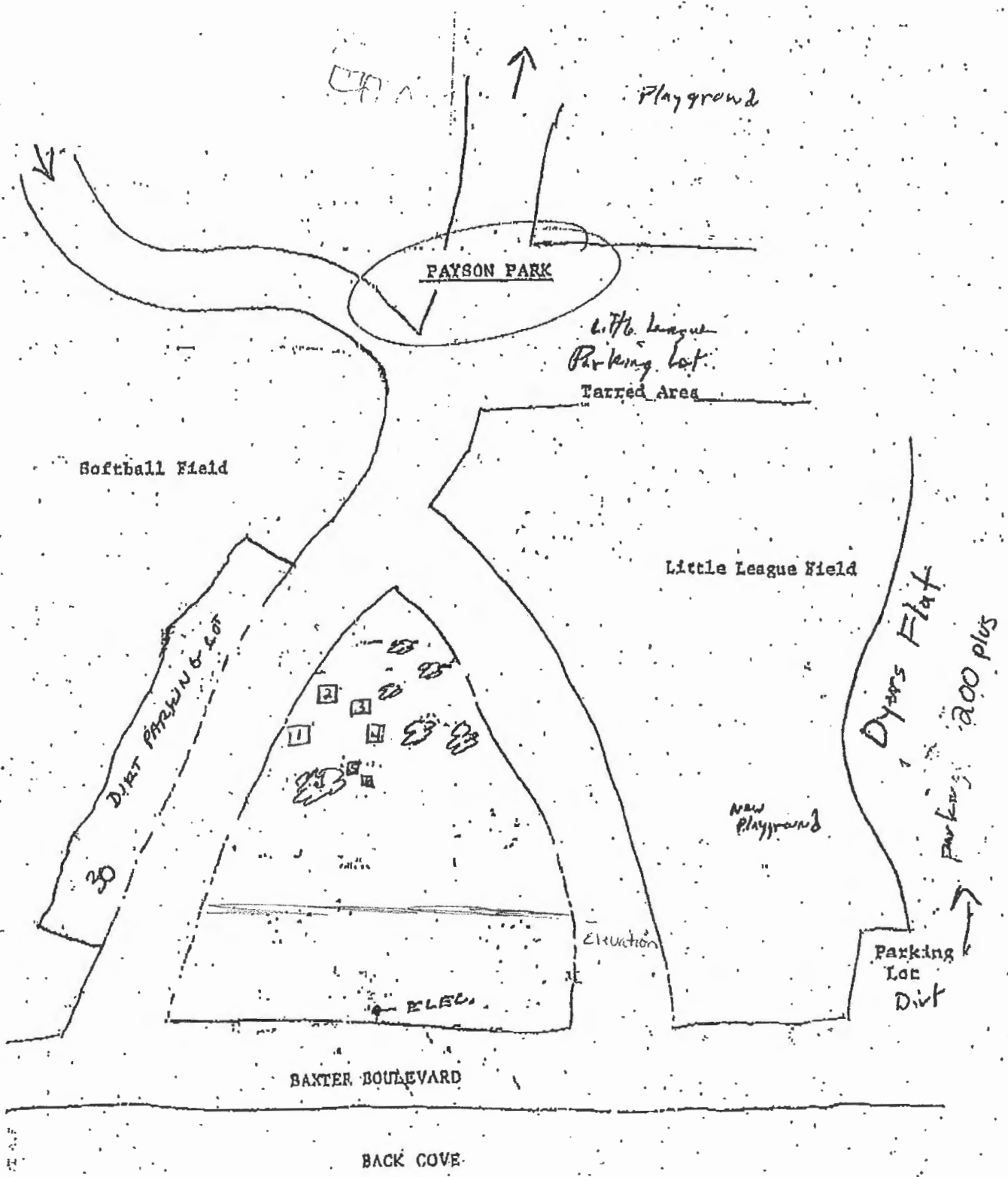
I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, 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>Pauline Cormier</u>	Date: <u>5/7/12</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

1
2
3
4 } 20 x 20

5
6 } 10 x 10



FOR TENT APPLICATION + REVIEW BY P.M. MANAGERS

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

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:

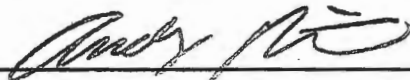
The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPAI84, ULC109, MVSS302.

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

Certificate of Flame Resistance



REGISTERED
APPLICATION
CONCERN No.

F-419.01

ISSUED BY
Academy Tent & Canvas
5035 Gifford Ave.
Los Angeles, CA 90058
(323) 277-8368

Date treated or
manufactured

5/25/99

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

FOR THE EXETER RENT-ALL ADDRESS 38 HAMPTON ROAD
CITY EXETER STATE NH 03833

Certification is hereby made that: (Check "a" or "b")

(a) The articles described below this certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used Chem. Reg. No.

Method of application

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

Trade name of flame-resistant fabric or material used ...VINYL..... Reg. No. F-419.01

The Flame Retardant Process Used Will Not Be Removed by Washing
(will or will not)

David Bradley

Name of Applicator or Production Superintendent

By Tom Shapiro - President

Title

THIS FABRIC WAS USED IN THE MANUFACTURING OF THE FOLLOWING

5ea 7x20 PANORAMA SIDEWALLS	2EA 12X12 2PC TOP ONLY U/W
2EA 10X10 2PC TOP ONLY	1EA 15X15 2PC TOP ONLY U/W
CONTROL NO. 2EA 10X20 MID TOP S ONLY U/W	1EA 12X6 MID TOP ONLY U/W
CUSTOMER ORDER NO. 33998	2EA 8X4 U/W 2PC GABLE TOPS
CUSTOMER INVOICE NO. 36128	1EA 8X4 GABLE MID TOPS
YARDS OR QUANTITY	1EA 8X2 U/W GABLE MID TOP
COLOR	
STYLE	
DATE PROCESSED	

*** ALL MATERIALS ARE CERTIFIED BY THE CALIFORNIA STATE FIRE MARSHAL AND MEET THE REQUIERMENTS OF;NFPA 701 AND UL 214***

Certificate of Flame Resistance



REGISTERED
APPLICATION
CONCERN No.

F-419.01

ISSUED BY
Academy Tent & Canvas
5035 Gifford Ave.
Los Angeles, CA 90058
(323) 277-8368

Date treated or
manufactured

4/21/99

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

FOR THE EXETER RENT ALL ADDRESS 38 PORTSMOUTH AVENUE
CITY EXETER STATE NH 03833

Certification is hereby made that: (Check "a" or "b")

(a) The articles described below this certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used Chem. Reg. No.

Method of application

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

Trade name of flame-resistant fabric or material used ...VINYL..... Reg. No. ...F-419.01

The Flame Retardant Process Used ^{Will Not} Be Removed by Washing
(will or will not)

David Bradley

Name of Applicator or Production Superintendent

By Tom Shapiro - President

Title

THIS FABRIC WAS USED IN THE MANUFACTURING OF THE FOLLOWING

1EA 30X30 ULTRAWHITE MIDDLE TOP

2EA 10X10 U/W 2PC TOPS

CONTROL 1EA 10X10 ULTRAWHITE MIDDLE TOP

1EA 10X5 ULTRAWHITE MIDDLE TOP

1EA 20X10 ULTRAWHITE FEMALE EN

CUSTOMER ORDER NO. _____

CUSTOMER INVOICE NO. 35057

YARDS OR QUANTITY 35631

COLOR _____

STYLE _____

DATE PROCESSED _____

*** ALL MATERIALS ARE CERTIFIED BY THE CALIFORNIA STATE FIRE MARSHAL AND MEET THE REQUIERMENTS OF;NFPA 701 AND UL 214***

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

TOPTEC PRODUCTS, LLC

1073 Neely Ferry Road
Laurens, SC 29360

Date Manufactured

01/11/07

*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 NFPA701-99, ULC214, MVSS302.

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

Description of item certified: PARTY 20x20 BLACKOUT WHITE

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

TOPTEC PRODUCTS, LLC.

Name of Production Superintendent

MODEL TTP202007

SERIAL # 271170B

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

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

Date Manufactured

03/13/06

*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

Zip

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 20x20 WHITE

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

TOPTEC, INC.

A handwritten signature in black ink, appearing to read "Theodor E. Colangelo".

Name of Production Superintendent

MODEL TTP202007

SERIAL # 261834B

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

31.02

Issued by

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

Date Manufactured

2/15/00

*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.

A handwritten signature in cursive script that reads "Andy Whitton".

Name of Production Superintendent

MODEL TTP202005

SERIAL # 201536D

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
ALL PERSONS OR ORGANIZATIONS WHERE REQUIRED BY WRITTEN CONTRACT
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole

or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



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		March 20, 2012		ORGANIZATION NAME		American Heart Association					
ORGANIZATION ADDRESS				52 US Route 1, Suite M		CITY	Scarborough	STATE	ME	ZIP	04074
CONTACT NAME(S)		Pauline Cormier and Ina Levassuer			TITLE		organizers				
HOME #	WORK	879-5700		CELL	229-4097		FAX	879-5918			
EMAIL	Paulne.cormier@heart.org			EMAIL	Ina.levasseur@hart.org						

PARK AREA OR PUBLIC SPACE REQUESTED		Payson Park, 1 st entrance into park, Back Cove Pathway, Dyers Flat									
EVENT DAY & DATE(S)		Sunday, May 20, 2012 (6am – 1pm)				RAIN DAY & DATE(S)		none			
EVENT START TIME (i.e. set-up start time)		Sat., May 19 (after-8:00 pm) for tent setup May 20 - 6am		EVENT END TIME (i.e. when event cleanup is complete)		Noon Then on Monday the 22 nd for tents to come down by noon.		ACTUAL START & END TIME OF EVENT		8:30am – Noon registration @ 8:30am Walk starts at 9:30am	

EVENT NAME	EXPECTED ATTENDANCE
Heart Walk (setup day: Saturday / walk held on Sunday)	900

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

A fundraising walkathon around Back Cove using the Pathway. Start and end at Payson Park.
 Five tents, 4 20 x 20 and 2 10 x 10 will be set up in the triangle grass area (tent setup on Saturday, removed on Monday).
 The 1st entrance into the park will also be closed to traffic (from Baxter to tip of grass triangle).
 Dyer's Flat Parking area will be used for overflow parking. (Organizers will hire a PCO to patrol the park)
 Refreshments will be served Electricity is needed for music and announcements.
 Organizer will rent 5 port-a-restrooms (positioned along the pathway).

IS THERE A REGISTRATION FEE?	No walkers solicit pledges
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Dyers Flat. Over flow parking is approved to go in the Catholic Diocese of Portland on Ocean Ave (and part of the church parking lot if needed) that can hold an additional 200 cars. If additional overflow needed, the second back-up will be USM area. A van has been hired

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: 2	2		
* 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	4		

	approved so that the Tent Permit Application may go forward. State size(s): 20 x 20 (4 tents this size) Exact Location(s) of Tent Placement Requested: Triangle Grass at Payson 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: 25 chairs: 120	X SAME AS LAST YEAR		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:	MOONBOUNCE SPEAKERS FOR DJ, SM HELIUM		
*	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: 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.	BAGELS, FRUIT BARS, WATER, JUICE BOXES RAISINS, APPLES, ORANGES, SMALL SUBS,		
*	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	WE WILL HAVE A DJ WITH MICROPHONE		
*	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		X	
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: roadway in park A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	X Barricades		
*	Will your event require street closures ? (Please be specific under "Description of Event")	X - JUST PARK ROADWAY		
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		X-	
*	Will your event require Fire/EMS assistance?		X- EMS FROM AM HEART	
*	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-WE PLAN TO HAVE 4-5		
*	Do you wish to have a banner over the street to advertise your event ? (Banners		X	

INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - general liability. The City of Portland needs to be named as additional insured in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.	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.

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 (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

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

TOBACCO FREE ZONES

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

NOTIFICATION

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

REVOCAABLE 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	PPC	DATE	MARCH 30, 2012
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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	PPC	DATE	MARCH 30, 2012
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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: 7 HRS	\$230 due	Vest, Barricade, Cone Deposit: \$10 per/item	
Electricity: \$5per/hr	\$20 due	Public Space / Park Security Deposit: \$500	\$500 due
Key Deposit: \$50 per key	n/a	Other (Porta-Restroom User Fee, etc.)	\$25 due if one not at Payson

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	3-29-2012	DATE REC'D INSURANCE		NEED	PERMIT FEE AMT REC'D	NEED	SECURITY DEPOSIT	NEED
PAYMENT TYPE								
VISA	\$\$	MC	\$	CK #	CK AMOUNT	CASH AMT	\$	