

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that CITY OF PORTLAND – WCSH FIT AT
5K

Located At 427 OCEAN AVE

Job ID: 2012-06-4257-SE

CBL: 159- G-001-001

has permission to Erect a Temporary tent for WCSH6 Fit at 5K 2012, 6/29-6/30
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

[Signature] 6/26/12

Code Enforcement Officer / Plan Reviewer

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

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2012-06-4257-SE	Date Applied: 6/15/2012	CBL: 159- G-001-001	
Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS STREET, PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: WCSH -Debbie Sample	Contractor Address:	Phone: 523-2942
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS	Zone: ROS
Past Use: City Park - Payson Park	Proposed Use: Same: City Park - to erect 20' x 30' tent and 5' x 7' canopy - on 6-29-2012 and breakdown on 6-30-2012 for "Fit an 5K"	Cost of Work:	CEO District:
Proposed Project Description: Fit at 5K 2012, 6/29-6/30		Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Perrone</i>	Inspection: Use Group: <i>A</i> Type: <i>MA tent</i> <i>IPB 2009</i> Signature: <i>AMB</i> <i>6/26/12</i>
Permit Taken By: Brad		Zoning Approval	

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>___ Maj ___ Min ___ MM</p> <p>Date: <i>6/15/12</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 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>
	<p>CERTIFICATION</p>		

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	PHONE



PORTLAND MAINE

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Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-06-4257-SE

Located At: 427 OCEAN AVE

CBL: 159- G-001-001

Conditions of Approval:

Fire

1. Installation shall comply with City Code Chapter 10.
2. All construction shall comply with City Code Chapter 10.
3. <http://www.portlandmaine.gov/citycode/chapter010.pdf>
4. 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.

Building

1. This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.



Tent/Canopy or Temporary Event Staging Permit Application

Entered 6/15 (S)

2012-06-4257-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>6-29-2012</u>		Date of Breakdown/ End of Event: <u>6-30-2012</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>159 6001</u>	Property Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Debbie Sample</u> <u>WCSH6 - One Congress Sq.</u> <u>Portland, ME 04101</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 style="text-align: center;"><u>Fit at 5k</u> <u>20' x 30' Tent</u></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 style="text-align: right;">RECEIVED JUN 15 2012 Dept. of Building Inspections City of Portland Maine</p>		
Who should we contact when permit is ready: <u>Debbie Sample</u> Address: <u>WCSH6</u> Telephone: <u>523-2942</u>		
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: Debbie Sample Date: 6-14-2012

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



PORTLAND MAINE

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Receipts Details:

Tender Information: Check , Check Number: 8159

Tender Amount: 30.00

Receipt Header:

Cashier Id: bsaucier

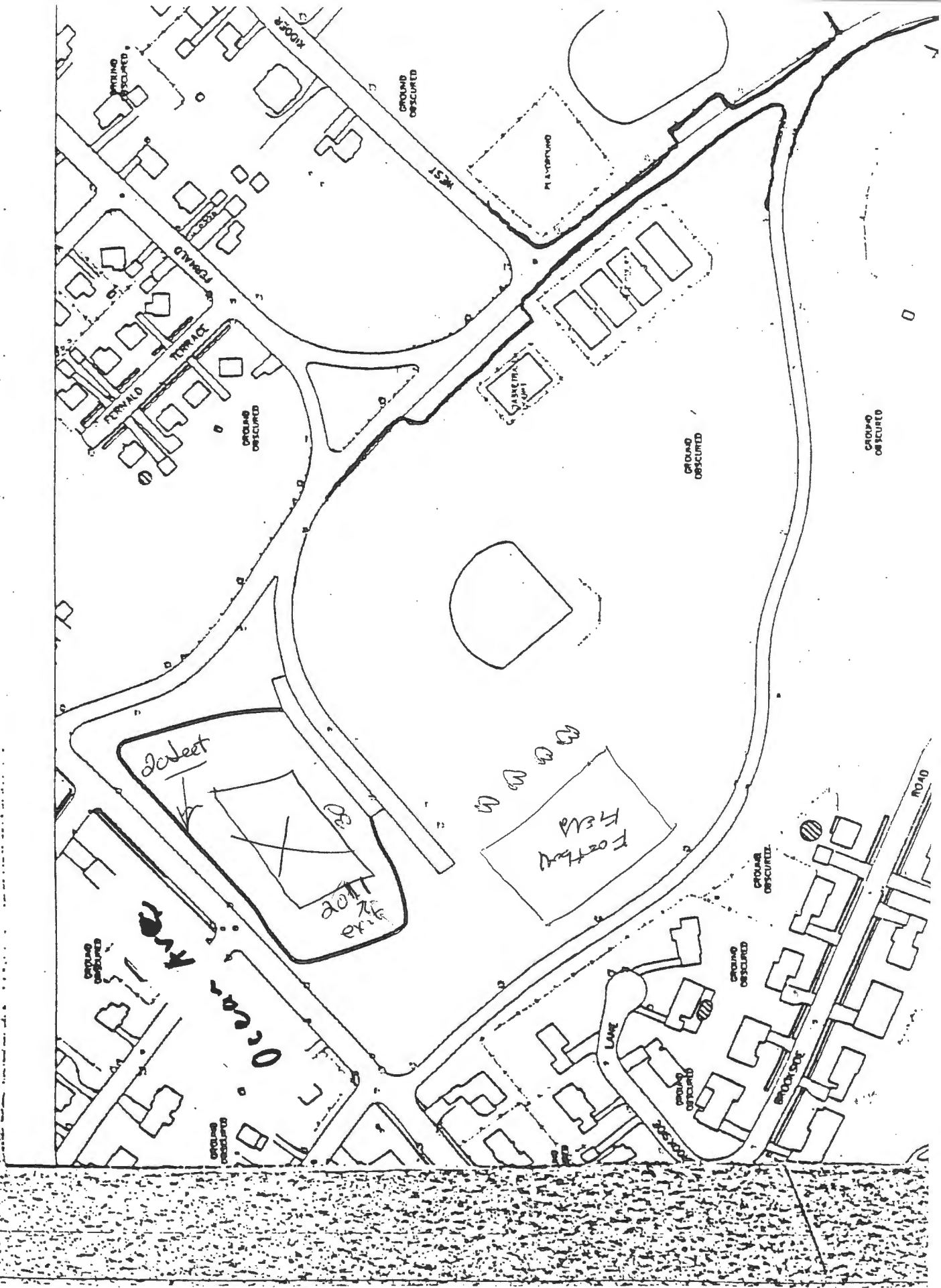
Receipt Date: 6/15/2012

Receipt Number: 45031

Receipt Details:

Referance ID:	6918	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-06-4257-SE - Fit at 5K 2012, 6/29-6/30			
Additional Comments: 427 Ocean; WCSH6			

Thank You for your Payment!



IMPORTANT DOCUMENT
Certificate of Flame Resistance

REGISTRATION
APPLICATION
NUMBER

F121.4



ISSUED BY



EVANSVILLE, INDIANA 47725
MANUFACTURERS OF THE FINISHED
TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture
06/11/02

Order Number
350195

This is to certify that the materials described have been flame-retardant treated
(or are inherently noninflammable) and were supplied to:

619757
NEW ENGLAND TENT & AWNING CO
178 PLEASANT ST

BRUNSWICK ME 040112213

Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code, equal to exceeds NFPA 701, CPAI 84, ULC 109.

The method of the FR chemical application is:

Serial #	8023300 (1)
Description of item certified:	11 EXP MID 20W X 10 VL W W

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

JOHN BOYLE STATESVILLE NC
Name of Applicator of Flame Resistant Finish

Signed: *James D. Small*
TENT DEPARTMENT - ANCHOR INDUSTRIES INC.



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	3-20-2012	ORGANIZATION NAME	WCSH6				
ORGANIZATION ADDRESS	One Congress Sq	CITY	Portland	STATE	ME	ZIP)(\$)!)
CONTACT NAME(S)	Debbie Sample	TITLE	Community Relations Director				
HOME #	WORK 523-2942	CELL	650-6666	FAX	828-6620		
EMAIL	Debbie.sample@WCSH6.com		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park – upper Grass Area by Ocean Ave... (NOT Little Lad Football Field) Park roadways and other city streets (for race route)					
EVENT DAY & DATE(S)	Saturday June 30 2012	RAIN DAY & DATE(S)	no			
EVENT START TIME (i.e. set-up start time)	6am	EVENT END TIME (i.e. when event cleanup is complete)	2pm	ACTUAL START & END TIME OF EVENT	6am-1pm RACE at 9am	

EVENT NAME	EXPECTED ATTENDANCE
Fit at Five 5K	300 runners Volunteers and spectators

DESCRIPTION OF EVENT:

The event (registration) will take place in Payson park (Grass Area near the Ocean Ave. side of the park) above and beside the Little Lad Football Field (BUT NOT ON THE FIELD ITSELF – due to recent rain, the Field Manager is requiring that runners and spectators stay off the field turf). Refreshments, PA system, large TENT setup, canopies, chairs/tables.

Race will start and finish on the park road beside this field. We will have registration from 7:30-8:30. Race begins at 9am concludes by noon. Given that this is for first time race participants we anticipate some people may take longer to complete the course.

We will close the following entrance and exits from 7:00 am until 12:00 pm. These barricades will be managed by volunteers.

1. One way into Payson Park from Ocean Avenue. This ROAD is where the start/finish of the race will happen.
2. 1st Entrance to Payson Park from the Boulevard.
3. We will also barricade off the tip of the triangle in the Park to keep the runner safe.

We will keep the following entrance and exits open to the park during the race hours. These roads will have volunteers at them to keep the traffic flowing in the right direction..

1. 2nd entrance into Payson Park from Ocean Avenue. Plus the park road up to Ocean Ave.
2. W. Kidder and Fernald Street into the Park – but traffic will have to move NORTH, exiting to Ocean Ave.

Parking Plan – we will use all parking lots in Payson park and will manage them with our volunteers. This will include: Dyers Flat parking area, Little League Field Parking Area, Dirt Parking Lot on First Entrance into Payson Park from Baxter Blvd, and parking lot near Tennis Court.

Route: At 8:45am, runners line up on the Payson Park Roadway (beside Little Ladd Football Field), hearing south (towards Back Cove). 9am Start. Runners head south on park roadway, bear left at park intersection, and follow park roadway down to Baxter Blvd., turn right onto Blvd. (this turn will be coned so runners have the far right lane – breakdown lane – to run in), take right to Vannah Ave. (again, at this corner, very right side of street coned off for runners), take right to Clifton (again, at this corner, very right side of street coned off for runners), then left to Codman, then take right to Ocean Ave. (again, at this corner, very right side of street coned off for runners), then take right to Chenery Street, then left to Clifton (here runners cross to the left side of the street – so they are running against traffic), then take left to Pya Road, then take right to Ocean Ave., (again, at this corner, very right side of street coned off for runners), then runners take right into Payson Park entrance roadway, and finish a couple hundred yards down the street (at the start line area).

ONE POLICE OFFICER NEEDS TO BE HIRED BY ORGANIZERS.

IS THERE A REGISTRATION FEE?	Race participants will pay a fee to participate	
IF YES, HOW MUCH?	FEE	\$25
	STUDENT FEE	\$

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

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
* Are you setting up a canopy(s) (canopy is 10x10 size) How many:	X 5-7		
* 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): 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 20X30 LOCATED ON UPPER OCEAN AVE GRASS (NOT FOOTBALL FIELD)	X	???
* Will you be setting up tables and/or chairs ? How many tables: chairs:	X 10 TABLES 10 CHAIRS		
* Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:	BALLOON FINISH OVER STREET	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: 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 HEALTHY SNACKS FOR RUNNERS		
* 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 ? 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 ANNOUNCEMENTS AND MUSIC		
* Will your event require electricity? Electricity is available at some of the	X - GENERATOR FOR PA		
* 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:	X	X	
* Will your event require street closures? (Please be specific under	X		
* Will your event require Police assistance? An event such as a road race,	X		
* Will your event require Fire/EMS assistance?	X EMS		
* 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 PARKING LOT		
* Do you wish to have a banner over the street to advertise your event ?	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	DS	DATE	3-20-2012
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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	DS	DATE	3-20-2012
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CREDIT CARD INFORMATION

Visa or MasterCard Number		Exp Date (Mon/Yr)	
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)	\$ 200 due	Vest, Barricade, Cone Deposit: \$10 per/item	\$?
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Number of Hours of Use: 8 hours			
Electricity: \$5per/hr	\$ N/A	Public Space / Park Security Deposit: \$500	\$ 500 due
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$ N/A renting

FOR OFFICE USE ONLY									
DATE REC'D APPLICATION	1-10-2012	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$	