

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

  
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:
		Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: A Type: MA tent ID# 2009 Signature: JMB
Proposed Project Description: Fit at 5K 2012, 6/29-6/30		Pedestrian Activities District (P.A.D.)  6/26/12	
Permit Taken By: Brad		<b>Zoning Approval</b>	

<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><b>Special Zone or Reviews</b></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 [Signature]</i></p>	<p><b>Zoning Appeal</b></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><b>Historic Preservation</b></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>
	<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	PHONE



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

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"> <li>Certificate of Flammability</li> <li>Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Recreation (756-8275).</li> <li>Company name of installer (contact info).</li> <li>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>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 style="text-align: right;"><b>RECEIVED</b> <b>JUN 15 2012</b> 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](http://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

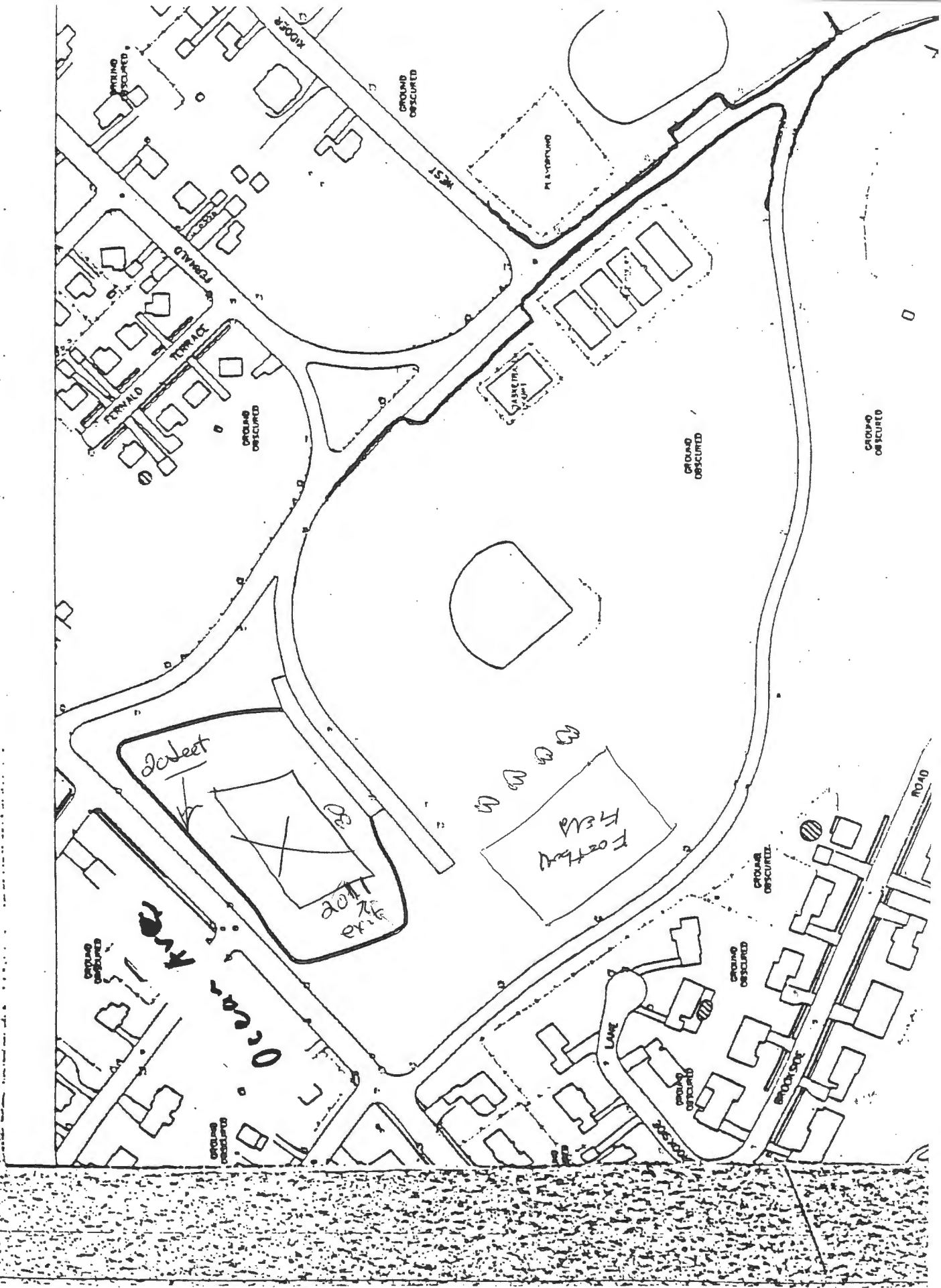
**Receipt Date:** 6/15/2012

**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!**





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
06/13/2012

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).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. Stamford CT Office 1600 Summer Street Stamford CT 06907-4907 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (847) 953-5390		
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> WCSH One Congress Square Portland ME 04101 USA	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Travelers Property Cas Co of America		25674
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER:** 570046531138      **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	<b>GENERAL LIABILITY</b>			TC2JGLSA229T1587TIL11	10/01/2011	10/01/2012	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				GENERAL AGGREGATE	\$1,000,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	
	<b>EXCESS LIAB</b>						AGGREGATE	
	DED	RETENTION						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	
							E.L. DISEASE-POLICY LIMIT	

Certificate No : 570046531138

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
RE: WCSH Fit at 5k Race, Race Preparation on Friday, June 29, 2012, Race Date: Saturday, June 30, 2012. City of Portland and Portland Parks and Recreation are included as Additional Insured as required by written contract, but limited to the operations of the Insured under said contract, per the applicable endorsement with respect to the General Liability policy.

<b>CERTIFICATE HOLDER</b>  City of Portland Portland Parks and Recreation Attn: Ted Musgrave 134 Congress Street Portland ME 04101 USA	<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.  <b>AUTHORIZED REPRESENTATIVE</b>  <i>Aon Risk Services Northeast Inc.</i>
--	--

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)**

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

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

<b>EVENT NAME</b>	<b>EXPECTED ATTENDANCE</b>
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. 2<sup>nd</sup> 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), heading 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.

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

**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 <b>canopy(s)</b> (canopy is 10x10 size) How many:	X 5-7		
* 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): 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 <b>tables and/or chairs</b> ? 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 <b>refreshments</b> at the event? Do you wish to <b>sell food?</b> (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 <b>non-food items</b> (like T-shirts, crafts, cd's, etc.) ?		X	
* Are you setting up a <b>PA (sound) system</b> ? Are you planning on having <b>Amplified Music</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 ANNOUNCEMENTS AND MUSIC		
* Will your event require <b>electricity?</b> Electricity is available at some of the	X - GENERATOR FOR PA		
* Are you planning on bringing a <b>Grill for a Barbecue</b> ?		X	
* Will the event require <b>reserved parking spaces / parking meters?</b> How		X	
* Will your event need <b>safety vests, signs, barricades and/or cones?</b> Please list what you would like to borrow:	X	X	
* Will your event require <b>street closures?</b> (Please be specific under	X		
* Will your event require <b>Police</b> assistance? An event such as a road race,	X		
* Will your event require <b>Fire/EMS</b> assistance?	X EMS		
* 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 PARKING LOT		
* Do you wish to have a <b>banner over the street</b> to advertise your event ?	X		

**INSURANCE CERTIFICATE INFORMATION**

* Will your event require <b>liability Insurance?</b> (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, 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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>DS</b>	<b>DATE</b>	<b>3-20-2012</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>DS</b>	<b>DATE</b>	<b>3-20-2012</b>
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### CREDIT CARD INFORMATION

Visa or MasterCard Number		Exp Date (Mon/Yr)	
<b>CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED</b>			

### 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)	<b>\$ 200 due</b>	Vest, Barricade, Cone Deposit: \$10 per/item	<b>\$ ?</b>
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