

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND BUILDING PERMIT



This is to certify that <u>CITY OF PORTLAND</u>

Located At 427 OCEAN AVE

Job ID: 2012-07-4381-SE

CBL: 159- G-001-001

has permission to Celebrate Portland Festival; Bronson 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.



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

Acting Director of Planning and Urban Development Gregory Mitchell

Job ID: 2012-07-4381-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/stage must be removed at the end of the event.

Fire

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.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2012-07-4381-SE	Date Applied: 7/2/2012		CBL: 159- G-001-001			
Location of Construction: 427 OCEAN AVE	Owner Name: CITY OF PORTLAND Contractor Name: Maine Events by Design – MJ Dillingham		Owner Address: 389 CONGRESS ST PORTLAND, ME 0	Phone:		
Business Name: Cabot Creamery Cooperative			Contractor Addre 80 Massachuset 04106		ortland, ME	Phone: 420-5575
Lessee/Buyer's Name:	Phone:		Permit Type: TENTS			Zone: ROS
Past Use: City Park – Payson Park	Proposed Use: Same: City Park – to install 20' x 30' tent To set up on 7/6/2012 and break down 7/9/2012		Cost of Work: Fire Dept: $\frac{1}{2}$ Approved w/ conditions $\frac{1}{2} 5 12$ $\frac{1}{2}$ Denied N/A Signature: GLOWARD (58)			CEO District: Inspection: Use Group: Type: TemP Tent Signature:
Proposed Project Description Celebrate Portland Festival; Bron			Pedestrian Activ	ities District (P.A	D.)	2/3/12
Permit Taken By: Brad				Zoning Appr	oval	(
 This permit application of Applicant(s) from meetin Federal Rules. Building Permits do not septic or electrial work. Building permits are voie within six (6) months of False informatin may inv permit and stop all work. 	ng applicable State and include plumbing, d if work is not started the date of issuance. validate a building	Shorelan Wetland Flood Zo Subdivis Site Plan	s one ion	Zoning Appea Variance Miscellaneous Conditional U Interpretation Approved Denied Date:	se Not in D Does no Requires Approve	Preservation Dist or Landmark It Require Review States Review End and w/Conditions

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	FIGNE
SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE

Stagn	ing ren	ші Аррисацо	Bronson Stage Red Stage - o 942-4531
If you or the property owner owes re- within the City, payment atrangem			
Location/Address/Park of Installation: Pay	son Park Triar	gle	
Date of Set up/Event 7/6/2012 Set-up / 7/7/	2012 Event	Date of Breakdown/ End of 7/7/2012 End of Event /	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property O	wner:	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant n Cabot Crea	ame, address & telephone: amery Cooperative	Fee: \$30.00
Cabot Creamery Cooperative	1 Home Fa		
The permit fee and the following items me to receive a permit. 1. Certificate of Flammability 2. Letter of approval from property own If the City is owner, attach a comm	Montpelier, ust be comple ner.	ted and submitted along w	D 2 2012 Wilding Inspections Wilding Space from
 If the City is owner, attach a comp Parks & Recreation (756-8275). Company name of installer (contact in 4. Plot Plan showing the following: Tent/Canopy or temp proposed and existing. 	ust be comple ner. oleted copy of nfo). oorary event stag , parking and ex roduct informat 66-8275). tificate of Insur eady: <u>MJ Dillin</u>	ted and submitted along JUL Application to Use City of Der City of ging locations, including dimen- tion. (Applicant may call Park rance listing the City as addition gham - Maine Events by Des-	nsions, exits and entrances of his is temporary staging, you s & Recreation for maps of onal insured. Minimum amount

Signature of applicant:	Man All	Date: 5/30/2012

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

	Rick Bronson	207-942-4531	p.2
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6/3/2012 Lt. Ben Wallace City of Portland by fax to (207) 874-8410

Re: Stage roof cover for set up on Friday July 6, 2012 and use on Saturday July 7, 2012 at Payson Park.

Attached is a copy of the flame resistance certificate for the roof cover that will be used over a stage which is to be provided by others. This is one of the stage roof covers that was used by us at Old Port Festival under City of Portland Building Permit job ID 2012-05-4102-SE and other dates and permits.

If there are questions please contact me at (207) 745-6800.

Rick Bronson Bronson Stage Rentals, LLC



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

Receipts Details:

Tender Information: Check , Check Number: 158139 **Tender Amount:** 30.00

Receipt Header:

Cashier Id: bsaucier Receipt Date: 7/2/2012 Receipt Number: 45549

Receipt Details:

Referance ID:	7110	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment	
		Date:	
Transaction	30.00	Charge	30.00
Amount:		Amount:	
Job ID: Job ID: 2012	2-07-4381-SE - Celebrate Portland Festival; Br	onson Stage	· ·
Additional Comm	ents: Payson Park		

Thank You for your Payment!



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 tvm@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	2/15/12 revised: 3-6-2 revised: 5-14 revised: 6-15	2012 4-12	ORGANIZAT	ORGANIZATION NAME Cabot Creamery Cooperative								
ORGANIZ	ORGANIZATION ADDRESS 1 Home Farm W			ome Farm Way			CITY	Montpelier		STATE	VT	ZIP	05602
	T NAME(S)	MJ Dillingh	nam	TITLE Even	nt Coord	linator	g- Nation	al Partnerships					
HOME #		802-371-1262 (420-5575 (MJ)			CELL			1	AX				
EMAIL	EMAIL dmeehan@cabotcheese.com			-	EMAIL	mj@m	aineeventsbyde	sign.ı	net				
PARK AR	EA OR PU	BLIC SPACE R	EQUE	STED Pays	on Park	Grass Tr	iangle, 1	st entrance close	d, Dy	er's Flat			

EVENT DAY & DATE(S)	7/6/2012	FRI – Setup SAT	RAIN DAY & DATE(S) N/A		N/A	
EVENT START TIME (i.e. set-up start time)	5 am	EVENT END TIME (i.e. when event cleanup is complete)	5 pm	ACTUAL S TIME OF E	TART & END VENT	9am – 2pm WALK start: 9:00 am 10 am event start time at Payson Park

EVENT NAME	EXPECTED ATTENDANCE
Celebrate Portland Festival	1000 – 2500
DESCRIPTION OF EVENT: Please be specific regarding area of public s	space/park and describe Event in detail.
Cabot is working with East Coast Greenway, AARP, Portland Trails, Maine the Portland community. FUN WALK (starting and finishing at Payson Parl be set up with canopies offering demonstrations and information in addition entertainment (small stage) will take place.	k) start time: 9:00 AM. Payson Park – Triangle Grass Area will to a Large TENT (20x30) where presentations and
PA system + music at Payson Triangle Grass. ELEC & WATER NEEDED Refreshments and cheese samples given away. 2 BBQ Grills on site at.	
CD's from participating musicians/bands will be sold as part of a fundraiser	for pop-profit
Organizer will rent Porta-Restrooms for event.	ior non-prom.
Calves will be at Payson Park Triangle Grass in a small corral.	
Organizer will hire 2 Police Officers for event. A PCO will also be hired	(to natrol natk roadways and grounds)
2 Bicycle EMTs & 1 Ambulance with 2 EMTs will also be hired for the even	
Some set up on Friday morning, afternoon, evening (Parking Lot reserve	
A shuttle TROLLEY (Portland Discovery Land & Sea Tours) will give ride:	
Park.	s non beening cars (rainers market), to cheveras, to rayson
IS THERE A REGISTRATION FEE? NO	
WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT	IS YOUR PARKING PLAN?
The road from Baxter Blvd. to the top of Payson Park Triangle on the wester	
handicap parking will be in the lot located on this road. Parking will be loca	
available in Cheverus High School parking lot.	

PLEASE CHECK OFF AND ANSWER:

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

		X-YES	X-NO	X-NOT SURE
*	Are you setting up a canopy(s) ? Yes How many: 30 - 10 x 10	X		
*	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): 20' x 30' Exact Location(s) of Tent Placement Requested: please see attached mark-up In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	x		
*	Will you be setting up tables and/or chairs? How many tables: 30 chairs: 0	X		
*	Are other items or equipment being placed on City property ? Yes Please List: Cap'n Eli's Van, NE Dairy Council Van & Rocky the Maine Lobster (ME Lobster Festival) TRAILER – vehicles parked on grass	X VANS + TRAILER PARKED ON GRASS		
*	Will there be refreshments at the event? yes Do you wish to sell food ? yes (If so, you will need approval from Recreation) List food and drink: Cap'n Eli's Soda, Lobster Rolls, Crab Cakes, Shrimp Bowls, Tofu Burgers, Hamburgers, Cheese, Milk, Ice Cream, Fruit Smoothies 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.			
•	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: cd's to benefit non-profit, Maine Crafters Items	X		
ł	Are you setting up a PA (sound) system ? yes Are you planning on having Amplified Music ? yes 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		
r	Will your event require electricity? Electricity is available at some of the parks & squares	X		
*	Are you planning on bringing a Grill for a Barbecue ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.	x		
k	Will the event require reserved parking spaces / parking meters? How many?		Х	
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: vest, barricades, signs A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	x		
*	Will your event require 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 - 2 HIRED + PCO		
ł	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)	X		
*	Will your event require porta-restroom rental(s) or need existing porta-restroooms 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 - RENTED		
*	Do you wish to have a banner over the street to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.			X

INSURANCE CERTIFICATE INFORMATION		
Will your event require liability Insurance?	X	
(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.		
If you answered yes, please have "City of Portland, Maine" listed as an additional insured on th		
must say either: A) "the policy actually is endorsed to name the City of Portland as an Addition		
endorsement must come to the City of Portland with the certificate, or B) "the policy already inc	cludes an endorse	ement, such as the

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must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under 'Addl Insr," or which merely states The City of Portland is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is

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, 207-799-1980, 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

DM

DATE

2/14/12

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

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 DM DATE 2/14/12

CREDIT	CARD INFORMATION
Visa or MasterCard Number	Exp Date (Mon/Yr)
CREDIT CARD WILL ONLY BE CH	ARGED FOR SECURITY DEPOSIT(S) AS NEEDED

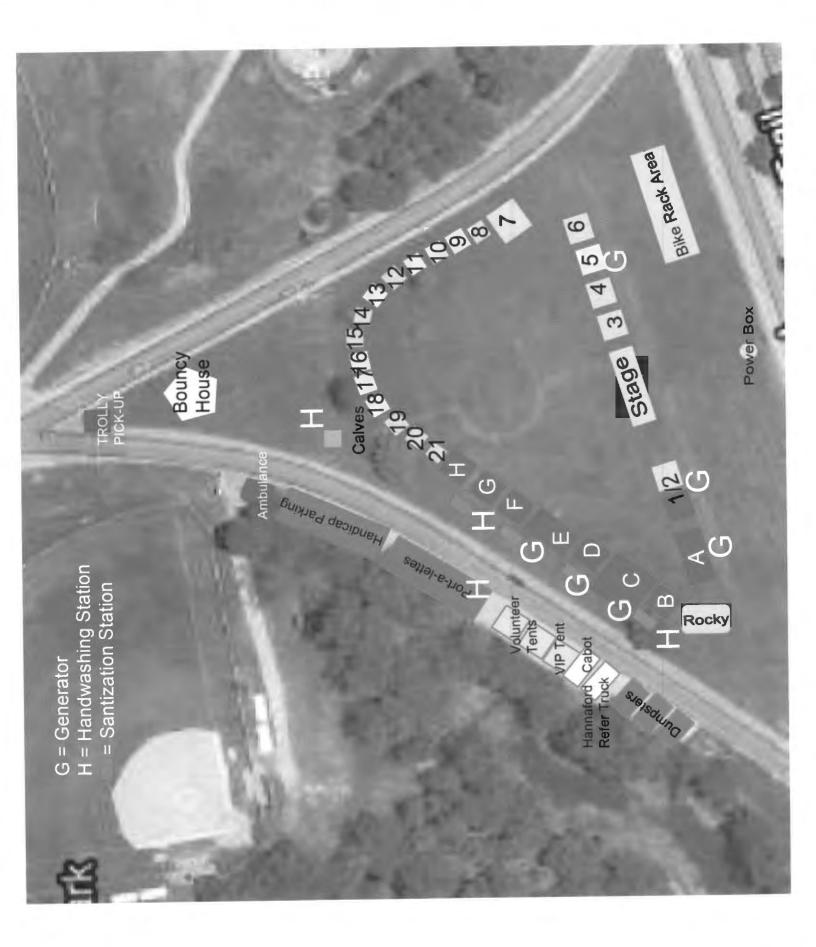
PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

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	\$ 635 pd	Vest, Barricade, Cone Deposit: \$10 per/item	\$7		

fee is returned (however \$40 is non-refundable) Number of Hours of Use: 9 hours each location: 18			
Electricity: \$5per/hr 5 hours each location	\$ 80 pd	Public Space / Park Security Deposit: \$500	S 580 pd
Key Deposit: \$50 per key	\$ n/a	Other (Porta-Restroom User Fee, etc.)	\$ nia

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CERTIFICATE HOLDER	CANCELLATION
City of Portland 134 Congress St., Suite 2 Portland, ME 04101	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
	E. And Zom

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From:	"MJ Dillingham" <mj@maineeventsbydesign.net></mj@maineeventsbydesign.net>
To:	
Date:	6/12/2012 7:35 AM
Subject:	Celebrate Portland Festival
Attachments:	tentpermit.pdf; Entertainment Licanse.pdf; pason park mark-up v7flat, portland, me.pdf

Good Morning,

We are finalizing the last of the details for the upcoming July 7th Festival at Payson Park and wanted to start the process of submitting these permit applications. I've also attached the map of the layout as it stands today. In order for Cabot to cut a check for the permits, we need to have an Invoice made out to Cabot plus a W-9. The invoice needs to include:

Cabot Creamery Coop

1 Home Farm Way

Montpelier, VT 05602

Please let me know if there are any changes that need to be made as well.

Thank you,

MJ Dillingham

Mobile: 207-420-5575