

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that CITY OF PORTLAND

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.



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: 2012-07-4381-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	Owner Address: 389 CONGRESS ST PORTLAND, ME 04101	Phone:
Business Name: Cabot Creamery Cooperative	Contractor Name: Maine Events by Design – MJ Dillingham	Contractor Address: 80 Massachusetts Ave., South Portland, ME 04106	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:	CEO District:
		Fire Dept: 7/5/12 Signature: <i>[Signature]</i> (58)	Inspection: Use Group: Type: <i>Temp Tent</i> Signature: <i>[Signature]</i> 7/3/12
Proposed Project Description: Celebrate Portland Festival; Bronson Stage		Pedestrian Activities District (P.A.D.)	
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>OK [Signature]</i> 7/2/12</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>
	CERTIFICATION		

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the 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



Tent/Canopy or Temporary Event Staging Permit Application

Bronson Stage
Red Stage - on file
942-4531

D 2012 - 07 - 4381 - SE

Entered 8/2/12
(8)

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: Payson Park Triangle		
Date of Set up/Event 7/6/2012 Set-up / 7/7/2012 Event		Date of Breakdown/ End of Event 7/7/2012 End of Event / 7/9/2012 Breakdown
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 159 6001	Property Owner:	Telephone:
Lessee/Buyer's Name (If Applicable) Cabot Creamery Cooperative	Applicant name, address & telephone: Cabot Creamery Cooperative 1 Home Farm Way Montpelier, VT 05602	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ol style="list-style-type: none"> Certificate of Flammability Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City of Building Inspections 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><i>Call do not send</i></p> <p>Who should we contact when permit is ready: <u>MJ Dillingham - Maine Events by Design</u> Address: <u>80 Massachusetts Ave. So Portland, ME 04106</u> Telephone: <u>207-420-5575</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>		

RECEIVED
JUL 02 2012
Dept. of Building Inspections
City of Portland Maine

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: *MJ Dillingham* Date: 5/30/2012

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

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



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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 Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-07-4381-SE - Celebrate Portland Festival; Bronson Stage			
Additional Comments: 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
 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	2/15/12 revised: 3-6-2012 revised: 5-14-12 revised: 6-15-12	ORGANIZATION NAME	Cabot Creamery Cooperative					
ORGANIZATION ADDRESS	1 Home Farm Way		CITY	Montpelier	STATE	VT	ZIP	05602
CONTACT NAME(S)	Diana Meehan MJ Dillingham	TITLE	Director of Marketing- National Partnerships Event Coordinator					
HOME #	WORK 802-371-1262 (Diana) 420-5575 (MJ) portland contact	CELL				FAX		
EMAIL	dmeehan@cabotcheese.com		EMAIL	mj@maineeventsbydesign.net				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park Grass Triangle, 1 st entrance closed, Dyer's Flat				
EVENT DAY & DATE(S)	7/6/2012 FRI – Setup 7/7/2012 SAT	RAIN DAY & DATE(S)	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 START & END TIME OF EVENT	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 space/park and describe Event in detail.

Cabot is working with East Coast Greenway , AARP, Portland Trails, Maine Credit Union League and Maine Crafts Association to celebrate the Portland community. FUN WALK (starting and finishing at Payson Park) start time: 9:00 AM. Payson Park – Triangle Grass Area will be set up with canopies offering demonstrations and information in addition to a **Large TENT (20x30)** where presentations and entertainment (**small stage**) will take place.

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 non-profit.

Organizer will rent Porta-Restrooms for event.

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 patrol park roadways and grounds).

2 Bicycle EMTs & 1 Ambulance with 2 EMTs will also be hired for the event.

Some set up on Friday morning, afternoon, evening... (Parking Lot reserved on late Thursday night).

A shuttle TROLLEY (Portland Discovery Land & Sea Tours) will give rides from Deering Oaks (Farmers Market), to Cheverus, to Payson Park.

IS THERE A REGISTRATION FEE?	NO
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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 western side of the triangle will be barricaded off. Volunteer and handicap parking will be in the lot located on this road. Parking will be located at Dyers Flat. Additional parking with shuttle trolley will be available in Cheverus High School parking lot.

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) ? 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		
* 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		
* 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		
* Will the event require reserved parking spaces / parking meters ? How many?		X	
* 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		
* 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-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 - 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? (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 an additional insured on the certificate, in this way: certificate 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			

\$400,000. Please have your insurance company fax a copy to Portland Recreation: 207-756-8279 or email 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, 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

- ◆ 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	DM	DATE	2/14/12
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ASSUMPTION OF RISK & LIABILITY

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	DM	DATE	2/14/12
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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	\$ 635 pd	Vest, Barricade, Cone Deposit: \$10 per/item	\$ 7
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G = Generator
H = Handwashing Station
= Santization Station

TROLLEY
PICK-UP

Bouncy
House

H

Calves

18 17 16 15 14 13 12 11 10 9 8 7

19

20

21

H

H G

F

G

E

D

C

B

A

1/2

G

Rocky

Ambulance

Handicap Parking

Port-a-lettes

Volunteer
Tents

VIP Tent

Hannaford Cabot

Refer Truck

Dumpsters

G C

H B

A G

Stage

3

4

5

6

G

Bike Track Area

Power Box

irk

11

From: "MJ Dillingham" <mj@maineeventsbydesign.net>
To: <bjs@portlandmaine.gov>
Date: 6/12/2012 7:35 AM
Subject: Celebrate Portland Festival
Attachments: tentpermit.pdf; Entertainment License.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