

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that Juvenile Diabetes Research Found., Located At 427 OCEAN AVE

Job ID: 2012-07-4550-SE

CBL: 159-G-001-001

has permission to JDRF EVENT: 9/16

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes 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
8/30/12

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

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Director of Planning and Urban Development
Jeff Levine

Job ID: 2012-07-4550-SE

Located At: 427 OCEAN AVE

CBL: 159- G-001-001

Conditions of Approval:

Fire

Installation shall comply with City Code Chapter 10.

All construction shall comply with City Code Chapter 10.

<http://www.portlandmaine.gov/citycode/chapter010.pdf>

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: 2012-07-4550-SE	Date Applied: 7/26/2012	CBL: 159- G-001-001	
Location of Construction: 427 OCEAN AVE – PAYSON PARK	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST., PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: Taylor Rental for Juvenile Diabetes Research Foundation	Contractor Address: 175 Ammon Drive, Ste 201, Manchester, N.H. 03103	Phone: 866-268-0832
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS	Zone: ROS
Past Use: City Park – Payson Park	Proposed Use: City Park: to erect 20' x 30' tents – to set up on 9/16/2012 and breakdown on 9/16/2012	Cost of Work:	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Perrine</i>	Inspection: Use Group: <i>J</i> Type: <i>Temp Structure</i> Signature: <i>[Signature]</i>
Proposed Project Description: JDRF EVENT; 9/16		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Brad		Zoning Approval	

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input type="checkbox"/> Not in Dist or Landmark
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
<input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK 7/30/12</i>	Date:	Date:

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 application 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



Entire 7/27/12
(S)

Tent/Canopy or Temporary Event Staging Permit Application

2012-07-4550-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</u>		
Date of Set up/Event <u>9/16/12</u>	Date of Breakdown/ End of Event <u>9/16/12</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>159</u> Block# <u>6001</u> Lot# 158 A024	Property Owner: <u>Taylor Rental</u>	Telephone: <u>866-268-0832</u>
Lessee/Buyer's Name (If Applicable) <u>JDRF</u>	Applicant name, address & telephone: <u>JDRF</u> <u>175 Ammon Dr, #201 Manchester NH 03103</u>	Fee: <u>\$30.00</u>
<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 in City Parks & Public Space from Parks & Recreation (756-8275). Company name of installer (contact info). Plot Plan showing the following: Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks & Recreation for maps of Portland's Parks @ 756-8275). If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00 		
<p>Who should we contact when permit is ready: <u>JDRF (Juvenile Diabetes Research Foundation)</u> Address: <u>175 Ammon Drive, Ste 201</u> Telephone: <u>866-268-0832</u> <u>Manchester, NH 03103</u></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.		

RECEIVED
JUL 26 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: Merry A. Wentworth Date: 6/5/12

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



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Receipts Details:

Tender Information: Check , Check Number: 472830

Tender Amount: 30.00

Receipt Header:

Cashier Id: bsaucier

Receipt Date: 7/27/2012

Receipt Number: 46397

Receipt Details:

Referance ID:	7411	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-07-4550-SE - JDRF EVENT; 9/16			
Additional Comments: Payson Park			

Thank You for your Payment!

Bringing the Cure Home.

Bay State Branch

60 Walnut Street
Wellesley Hills, MA 02481
p 781.431.0700
f 781.431.8836

Rhode Island Branch

2374 Post Road
Suite 203
Warwick, RI 02886
p 401.738.9898
f 401.738.7162

Northern

New England Branch

Serving Maine,
New Hampshire & Vermont
175 Ammon Drive
Suite 201
Manchester, NH 03103
p 603.222.2300
f 603.222.2006

To Whom it May Concern:

Enclosed is a completed application
for a tent permit.

Also included are a few other items
you needed

① Cert. of Flammability

② Check for \$30.00

③ Application for park use +
email from Ted Musgrave

④ All tents are open - if you need
more info please call Jeff Payson
w/ Taylor Rental @ 207-725-7400
or (c) 207-504-1282

Please call me or
email me w/ any
questions

Joanne

Joanne Kinnear

Special Events Assistant

Northern New England Branch
175 Ammon Drive, Suite 201
Manchester, NH 03103

t: 603 222 2300 f: 603 222 2006 toll free: 866 268 0832
jkinnear@jdrf.org

with APP

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 Shipment 5/2/2005
Tent Identification 04018995

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

1101401
TAYLOR RENTAL CENTER #15259-8
271-273 BATH ROAD

BRUNSWICK ME 04011

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. All fabric has been tested and passes NFPA 701-99, CPAI 84, ULC 109.

Serial # 8115910 (2)

Description of item certified:
ALL PURPOSE CANOPY TOP 20W X 30
YELLOW / WHITE VINYL

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

JOHN BOYLE STATESVILLE NC

Signed: *[Signature]*
SPECIAL EVENTS DIVISION - ANCHOR INDUSTRIES INC.

Kinnear, Joanne

From: Ted Musgrave <TVM@portlandmaine.gov>
Sent: Wednesday, July 18, 2012 10:53 AM
To: Kinnear, Joanne; Maine Chapter
Subject: Re: Portland Walk - VM from Jeff...?
Attachments: Juv Diabetes Walk 2012 - payson - revised.doc

Follow Up Flag: Follow Up
Flag Status: Flagged

re-emailing....

>>> Ted Musgrave 7/18/2012 10:29 AM >>>
hi ladies -

i got a VM today from Jeff (with your organization....?)
he was filling out APs for the walk (i guess city clerk's license Aps)..
he wanted to know about the line on the forms asking about Property Owner OK'ing use of site..
PLS alert jeff that he should include a photocopy of the Rec Application.. (attached) with the paperwork to the Clerk's
Office and other city departments.. and state that a PERMIT from Rec is underway
thanks



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		January 30, 2012 Revised: 6-22-12		ORGANIZATION NAME		Juvenile Diabetes Research Foundation (JDRF)					
ORGANIZATION ADDRESS				175 Ammon Drive		CITY	Manchester	STATE	NH	ZIP	03103
CONTACT NAME(S)		Kathleen Regan, Branch Manager Joanne Kinnear									
HOME #	WORK 866-268-0832 603-222-2300			CELL	N/A			FAX	603-222-2006		
EMAIL		maine@jdrf.org		jkinnear@jdrf.org		EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED				Payson Park and Back Cove pathway, 1 st entrance into park closed and Dyer's Flat for parking							
EVENT DAY & DATE(S)				Sunday, September 16, 2012				RAIN DAY & DATE(S)		N/A	
EVENT START TIME (i.e. set-up start time)		7:00AM		EVENT END TIME (i.e. when event cleanup is complete)		4:00PM		ACTUAL START & END TIME OF EVENT		10:00AM – 3:00PM Walk Start is 11:00AM	

EVENT NAME	EXPECTED ATTENDANCE
Juvenile Diabetes Research Foundation (JDRF) Walk to Cure Diabetes	1,000

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

A fundraising walkathon to raise money for type 1 diabetes. The Walk starts at 11:00AM around Back Cove pathway. There will be activities set up in the triangle grass area at Payson Park (on Baxter Blvd. side): free food (barbeque), public speakers, musical entertainment. Three 20' x 30' tents will be setup on the grass. Two 10' x 10' canopies. Tables and chairs will be setup on the grass. A PA system for the DJ on site and electricity is required. Two gas grills for the barbeque. The 1st entrance into Payson Park off of Baxter Blvd. will need to be closed to public access (except for event staff and volunteers).

A PCO will need to be hired by organizers.

IS THERE A REGISTRATION FEE?	No, Walkers receive pledges
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? *Parking will be at Dyer's Flat parking area and Payson Park parking lots*

PLEASE CHECK OFF AND ANSWER:
 PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

		X-YES	X-NO	X-NOT SURE
*	Are you setting up a canopy(s) ? (canopy is 10x10 size) How many: 2	X		
*	Do you wish to set up a tent(s)? 3 (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): THREE 20' X 30' Exact Location(s) of Tent Placement Requested: Payson Park: Triangle Grass Area In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X 3 TENTS		
*	Will you be setting up tables and/or chairs? YES How many tables: 50 chairs: 75	X		

*	Are other items or equipment being placed on City property ? YES (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: PA system, musical equipment, 2 gas grills, and helium tank.	X		
*	Will there be refreshments at the event? Yes, free BBQ lunch Do you wish to sell food ? No (If so, you will need approval from Recreation) List food and drink: Hamburgers, Hotdogs, waters, Juice, bags of chips, fresh fruit 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		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? Yes 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: Crafts, T-shirts	X		
*	Are you setting up a PA (sound) system ? Yes Are you planning on having Amplified Music ? Yes, DJ 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)	X		
*	Will your event require electricity ? Yes Electricity is available at some of the parks &	X		
*	Are you planning on bringing a Grill for a Barbecue ? Yes 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? "No Parking" signs may be purchased at Public Services, 55 Portland Street.		X	
*	Will your event need safety vests, signs, barricades and/or cones ? Yes Please list what you would like to borrow: Barricades for the volunteer parking next to Payson Park, and the Barricade at Dyer's Flat. 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		
*	Will your event require Police assistance? Yes An event such as a road race, march in the street, or parade would typically require police assistance.	X		
*	Will your event require Fire/EMS assistance? Yes	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		
*	Do you wish to have a banner over the street to advertise your event ? (Banners hung		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		
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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.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – across from the Playground, *East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Associated Septic, 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	KR	DATE	1/30/12
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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	KR	DATE	1/30/12
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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) Number of Hours of Use:	\$ 20 due	Vest, Barricade, Cone Deposit: \$10 per/item	
Electricity: \$5per/hr	\$ 25 due	Public Space / Park Security Deposit: \$100	
Key Deposit: \$50 per key	\$ 50 due	Other (Porta-Restroom User Fee, etc.)	\$ 20 due

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	1-30-2012	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT