

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that LOCO SPORTS INC.

Located At 427 OCEAN AVE

Job ID: 2012-07-4554-SE

CBL: 159-G-001-001

has permission to Loco Sports Road race: 8/16

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

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: 2012-07-4554-SE

Located At: 427 OCEAN AVE

CBL: 159- G-001-001

Conditions of Approval:

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2012-07-4554-SE	Date Applied: 7/27/2012	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:	Contractor Name: LOCO SPORTS, INC. -Arlon Chaffee	Contractor Address: PO BOX 423, New Market, N.H. 03857	Phone: (603)659- 2824
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS	Zone: ROS
Past Use: City Park - Payson Park	Proposed Use: Same: City Park - to erect 2- 10' x 20' EZ pop-up canopies for Harvard Pilgrim 5K road race -to set up on August 16, 2012 and breakdown on August 16, 2012	Cost of Work:	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type: Signature:
Proposed Project Description: Loco Sports Road race; 8/16		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</i> 7/30/12</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



Entered 7/27/12

Tent/Canopy or Temporary Event Staging Permit Application

(B)

2012-01-4554-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: Payson Park			2 - 10'x20' EZ-UP canopies		
Date of Set up/Event Thurs Aug 16, 2012 3PM			Date of Breakdown/ End of Event Thurs Aug 16, 2012 8PM		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 139 6001		Property Owner: City of Portland, ME		Telephone:	
Lessee/Buyer's Name (If Applicable)		Applicant name, address & telephone: Loco Sports, Inc. PO Box 423 Newmarket NH 03857		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"> 1. Certificate of Flammability - see attached 2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275). 3. Company name of installer (contact info). self-installed => 2 - 10'x20' EZ-UP canopies 4. 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). 5. 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: Arlon Chaffee (cell) Address: Loco Sports, Inc. PO Box 423 Newmarket NH 03857 Telephone: (603) 659-2824</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 23 2012
Dept. of Building Inspections
City of Portland

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: **Arlon Chaffee** Date: **April 17, 2012**

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: 296

Tender Amount: 30.00

Receipt Header:

Cashier Id: bsaucier

Receipt Date: 7/27/2012

Receipt Number: 46407

Receipt Details:

Referance ID:	7418	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-07-4554-SE - Loco Sports Road race; 8/16			
Additional Comments: Payson Park 8/16			

Thank You for your Payment!



WARNING

KEEP ALL FLAME AND HEAT SOURCES AWAY FROM THIS TOP FABRIC

This top is made with flame resistant fabric which meets **CPAI-84** specifications. **It is not fire proof.** The fabric will burn if left in continuous contact with any flame source.

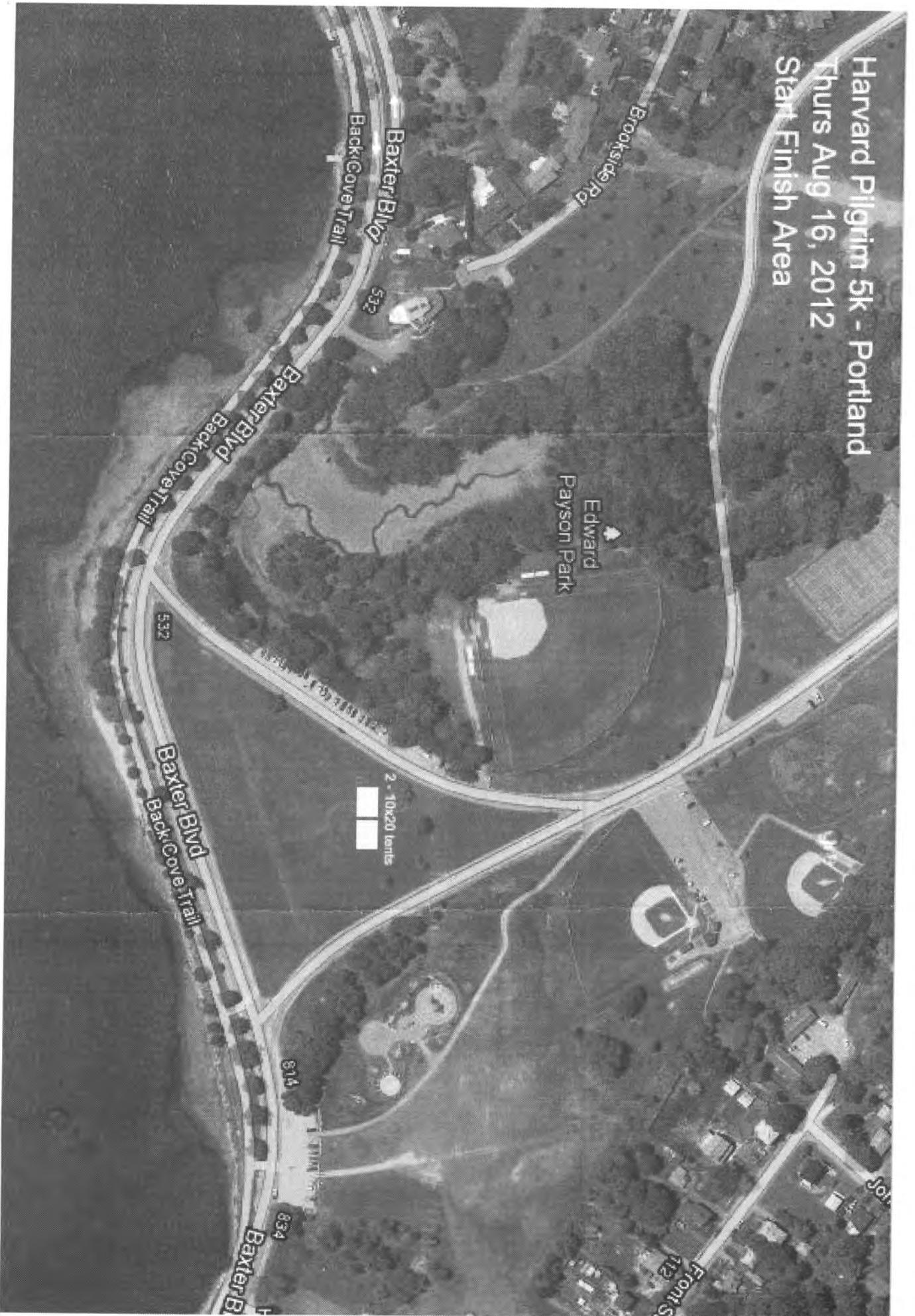
The application of any foreign substance to the top fabric may render the flame resistant properties ineffective. **Important!** Carefully read and follow the instructions provided with this product.

100% Polyester • Made in China • www.ezupdirect.com

Covered under one or more of the following patents: 4,607,656; 4,924,896; 5,244,001; 5,421,356; 5,485,863; 5,490,533; 5,511,572; 5,632,292; 5,632,293; 5,794,546; 5,797,412; 5,813,425; 5,865,127; 5,921,260; 5,934,301; 6,041,800; 6,070,604; 6,076,312; 6,129,102; 6,138,702; 6,192,910; 6,230,729; 6,240,940; 6,361,057; 6,363,956; 6,374,842; 6,382,224; 6,397,872; 6,412,507; 6,431,193; 6,439,251; 6,470,902; 6,502,597; 6,520,196; 6,601,599; 95704390; 94/2354; 91461; 132167; 95/0693; 95/6140; 95/6141; 84107895; 684,978; 2123096; 190486; 289754; 215344; 701077; 2128935; 2949648; 48648; DE 695 10 919 T2; WO96/03561. International Design Registration No. DM/009515 Benelux Design Registration No. 16959-04. Other US and foreign patents pending. © Copyright 2008 International E-Z UP, Inc. USA. All rights reserved.

01818-R01

Harvard Pilgrim 5k - Portland
Thurs Aug 16, 2012
Start Finish Area





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/19/2012

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).

PRODUCER STAR Insurance - Fort Wayne Office 2130 East DuPont Road Fort Wayne IN 46825		CONTACT NAME: Judy Weaver PHONE (A/C No. Ext): (260) 467-5697 FAX (A/C No.): (260) 467-5651 E-MAIL ADDRESS: judy.weaver@starfinancial.com	
INSURED Road Runners Club of America/2012 & Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209		INSURER(S) AFFORDING COVERAGE	
		INSURER A: National Casualty Company	NAIC # 11991
		INSURER B: Nationwide Life Insurance Co.	NAIC # 66869
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2012 - \$1M A.I. **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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	KRO 0000002210800	12/31/2011 12:01 A.M.	12/31/2012 12:01 A.M.	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Legal Liab. to Partic. \$1,000,000					PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ NONE PRODUCTS - COMP/OP AGG \$ 1,000,000 ABUSE & MOLESTATION \$ 500,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			A&M Aggregate \$5,000,000		
A	AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X	KRO 0000002210800	12/31/2011 12:01 A.M.	12/31/2012 12:01 A.M.	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)	X	SPX 0000025293800	12/31/2011 12:01 A.M.	12/31/2012 12:01 A.M.	EXCESS MEDICAL \$10,000 AD & SPECIFIC LOSS \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.

DATE OF EVENT: 08/16/12 Harvard Pilgrim 5K Portland INSURED CLUB: LOCO Sports, Inc., attn: Arlon Chaffee; P.O. Box 423, Newmarket, NH 03857

CERTIFICATE HOLDER 08/16/12 City of Portland Attachment: KRGL56 389 Congres Street Portland, ME 04101	CANCELLATION 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 John Lefever/JWE
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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	April 16, 2012 Revised: 4-23-12	ORGANIZATION NAME	LOCO Sports, Inc.				
ORGANIZATION ADDRESS	PO Box 423	CITY	Newmarket	STATE	NH	ZIP	03857
CONTACT NAME(S)	Arlon Chaffee	TITLE:	Co-Founder				
HOME #	WORK: 603-659-2824	CELL	603-682-9954	FAX			
EMAIL	arlon@locorunning.com		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park (start of Race ON Baxter Blvd – FINISH in Payson Park) BC Pathway 2 nd entrance into park closed Dyer's Flat for parking				
EVENT DAY & DATE(S)	Thurs August 16, 2012	RAIN DAY & DATE(S)	Ran or Shine!		
EVENT START TIME (i.e. set-up start time)	3PM	EVENT END TIME (i.e. when event cleanup is complete)	8PM	ACTUAL START & END TIME OF EVENT	6:15 – 7:30PM

EVENT NAME		EXPECTED ATTENDANCE	
Harvard Pilgrim 5K Corporate Road Race		500	
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.			
5K road race, assembly before at Payson Park, race starts on Baxter Blvd., route is counter-clockwise around Back Cove, finishing in Payson Park (2 nd Entrance Roadway). See attached proposed course map. Baxter Blvd. closed for short period (approx. 20 minutes) monitored vehicle flow thereafter. Street closures and course safety already discussed with Police Dept., final plan to be documented prior to the race. Runners would be migrated onto the pathway by the time they reach the Preble Street area and we would need to migrate them across Baxter to enter Payson Park at the finish. Detours proposed by Sgt. Troy Bowden were Bates to Washington on the North side and Forest to Ocean on the South. Two (min) Police Officers to be hired to cover the race, detours and closure of Baxter Blvd. Misc: Race benefits Portland Police Athletic League. Payson Park: canopies, 2 10x20 tents(permit in process), tables + chairs, 10-15 team canopies (10'x10'), refreshments, PA system for announcements + background music, ELEC NEEDED.			
IS THERE A REGISTRATION FEE?	Yes		
IF YES, HOW MUCH?	FEE	\$25	
	STUDENT FEE	\$15 (Youth – 17 yrs or younger)	

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? In Payson Park parking lots, Dyers Flats – volunteer parking marshals to assist.

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: 10-15 (est)	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): 2 – 10x20 Exact Location(s) of Tent Placement Requested: Payson Park triangle	X		

	In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up tables and/or chairs ? How many tables: 6 chairs: 12	X		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:		X	
*	Will there be refreshments at the event? Do you wish to sell food ? NO (If so, you will need approval from Recreation) List food and drink: water, sports drink, yogurt, bananas, pretzels, granola bars 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	X	
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?		X	
*	Are you setting up a PA (sound) system ? <u>for finish line announcer</u> Are you planning on having Amplified Music ? <u>background music only</u> 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 X		
*	Will your event require electricity ? Electricity is available at some of the parks &	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? "No Parking" signs may be purchased at Public Services, 55 Portland Street.		X	
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: barricades 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? 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? (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.)			
		ORG WILL RENT 1 PER 50 RUNNERS		
*	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		
♦	If you answered yes, please have "City of Portland, Maine" listed as additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: tvm@portlandmaine.gov			

RECREATION POLICIES

ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements.

BARBECUES - GAS GRILLS ONLY

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

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – near the Playground, *East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Associated Septic, 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	AC	DATE	4/19/2012
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ASSUMPTION OF RISK & LIABILITY

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

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	AC	DATE	4/19/2012
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CREDIT CARD INFORMATION

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

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ◆ Please make out security deposit checks separate from permit fees.

TOTAL AMOUNT(S) DUE TO RECREATION (Please make all security deposit checks out separately)

Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: 5	\$ 180 due	Vest, Barricade, Cone Deposit: \$10 per/item	\$???? org has all
Electricity: \$5per/hr	\$ 25 due	Public Space / Park Security Deposit: \$250 SEPARATE CHECK	\$ 250 due
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee, etc.)	\$0 org renting

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	4-12-2012	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT