Inspections Division
Date: 09/18/13

Building Inspections - Tent/Canopy Permit - Alzheimer's Association Event 9/28 Payson Park

From: "Costa, Marlene M" <MCosta@UNUM.COM>
To: "buildinginspections@portlandmaine.gov" <buildinginspections@portlandmai...
Date: 9/17/2013 5:03 PM
Subject: Tent/Canopy Permit - Alzheimer's Association Event 9/28 Payson Park
CC: "Costa, Marlene M" <MCosta@UNUM.COM>
Attachments: Alzheimers Walk 2013 Payson Pk -_ AP (revised 7 8 13) (2).doc; Certificate of Flame Resistance 20X40 Frame.jpg; Certificate of Flame Resistance 20X50 Frame.jpg; Certificate_of_Insurance_City_of_Portland_092813.pdf; fasttrackaffidavit.pdf; Payson Park Site Plan.pdf; tentpermit.pdf

I am working with the Alzheimer's Association for an event that will be held at Payson Park on Saturday, September 28th.

I have worked with Ted Musgrave on the Public Park and Space Application and with Janice Gardner to secure the Single Concert / Dance Permit.

Attached for your review are the items required to secure the Tent/Canopy Permit.

1) Certificates of Flammability (two)

2) Public Park and Space Application

3) Tent Installer is A+ Party Rental; 10 Washington Ave.; Scarborough, ME 04074

   Phone Number is 883-4472

4) Plot/Site Plan showing the approximate location of the stage and tents at Payson Park

5) Certificate of Insurance

Given the nature of this request it was suggested that I also complete the Fast Track Affidavit. Note that I am not certain that I completed this correctly as I am not the property owner. Please advise if I need to make any modifications to this document.

Laurie Trenholm, Executive Director of the Alzheimer Association's Maine Chapter will contact your office on Wednesday or Thursday of this week to pay the necessary fees.

Should you have any questions please contact me at either of the numbers listed below.

Thank you in advance,

Marlene Costa

Marlene Costa
Implementation Specialist
Client Services
Unum

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