



CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE PERMIT (7 pages)
 55 Portland St. ~ Portland ~ ME ~ 04101
 207-874-8826 (Event Office) ~ Fax 207-874-8816
 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	6-15-2014	ORGANIZATION NAME	American Liver Foundation New England Division			
ORGANIZATION ADDRESS	88 Winchester Street		CITY	Newton	STATE	MA ZIP 02461
CONTACT NAME(S)	Hung Pham, Campaign Manager					
HOME #	WORK 617-340-8655	CELL		FAX	617-527-5636	
EMAIL	hpham@liverfoundation.org		EMAIL			

PARK AREA OR PUBLIC SPACE REQUESTED	Payson Park; BC Pathway Dyers Flat WILL NOT BE AVAILABLE for PARKING (maybe 1 st entrance into park closed to traffic....?)				
EVENT DAY & DATE(S)	Sunday, June 22, 2014		RAIN DAY & DATE(S)	none	
EVENT START TIME (i.e. set-up start time)	7:00 AM	EVENT END TIME (i.e. when event cleanup is complete)	1:00 PM	ACTUAL START & END TIME OF EVENT	9:00 AM – Registration 10:00 AM - Walk

EVENT NAME	EXPECTED ATTENDANCE
Liver Life Walk Portland	300
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.	
<p>The Liver Life Walk is the American Liver Foundation's signature fundraising walk event. Course is around Back Cove with registration, and start/end at Payson Park (Triangle Grass Area). A 20x20 TENT setup in the Triangle. Canopies, tables + chairs set up. Small Stage, Music and PA System. ELEC needed. Refreshments / snacks given away.</p> <p>1st entrance into the Park may be closed down to traffic. Dyer's Flat may not be available for parking. THIS walk happens during a "SUNDAYS ON THE BLVD" event: Baxter Blvd closed to vehicles 9am – 4pm.</p>	
IS THERE A REGISTRATION FEE?	No. Walkers receive pledges.

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Estimate 80 cars, to be parked in areas in and around the park as usual
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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:	YES, 6		
* Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved by Public Services 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). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20x20 Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	YES, 1, FOR REGISTRATION		
* Will you be setting up tables and/or chairs ? How many tables: 14 chairs: 28	YES		
* Are other items or equipment being placed on City property ? (i.e. Moon Bounce,		NO	

	Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:			
*	Will there be refreshments at the event? YES Do you wish to sell food ? NO (If so, you will need approval from Public Services) List food and drink: Pre-packaged snacks 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.	YES		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?		NO	
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? yes Band ? 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). 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).	YES		
*	Will your event require electricity ? Electricity is available at some of the parks &	YES		
*	Are you planning on bringing a Grill for a Barbecue ?		NO	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.		NO	
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from Public Services, Event Office. 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	JUST PARK ROAD	
*	Will your event require Police assistance? An event such as a road race, march		NO	
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is		NO	
*	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.)	YES		

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 and the policy endorsed 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.	YES		
◆	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 Public Services: 207-874-8816 or email to tvm@portlandmaine.gov . (Email preferred)			

PUBLIC SERVICES 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.

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). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Public Services). 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

Public Services has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$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	HP	DATE	10/21/2013
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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	HP	DATE	10/21/2013
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CONDITIONS FOR USE

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND PUBLIC SERVICES EVENT OFFICE, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

Grass areas may be wet and soggy (activities may need to stay to tarred areas, and not use the grass).

CONDITION OF PATHWAYS / STREETS / PARKS ASSUMPTION OF RISK and LIABILITY:

Users of the pathways/trails and streets/sidewalks/parks/parking lots agree to accept the areas in an "as is" condition and shall be responsible for all risk and liability in using the grounds/city property for the event.

WEATHER EMERGENCY:

In the case of a weather emergency, the streets and sidewalks/parks/squares may not be usable for your event (they may be hazardous). Please call Public Services Dispatch, 874-8493 or 874-8461, (and Police Dispatch: 874-8575 / Shift Command: 874-8555), to discuss canceling.

PUBLIC SERVICES EVENT OFFICE FEES / INSURANCE CERT.:

Permit Fee: Permit fee for use of grounds: **\$240** (based on 6 hours use) DUE. Please forward a check (or CC info) to the PS Event Office.

There will be fees due from other city departments (for licenses, city staff assistance, etc.).

If porta-restrooms are not rented, then an additional \$25 will be required.

Park Security Deposit Required: **\$250**. Please forward a check (or CC info) to the PS Event Office. You will forfeit the sec. dep. (i.e. check deposited / CC charged) if areas of use are not left as were found, items damaged, or conditions for use not followed. (If borrowing items like vests + cones, there will be additional security deposits required.)

Insurance: Thank you for forwarding the certificate of insurance to PS Event Office.

The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

USE OF GROUNDS:

PLS KNOW – Baxter Blvd. is now closed to vehicular traffic on Sundays for "Sundays on the Boulevard," 9am – 4pm. Blvd is closed from Vannah Ave. to 2nd Payson Park Entrance. At 10am, when your walkers cross over the street, there should NOT be any vehicles on the boulevard.

You may use the (upper) triangle grass area for registration and entertainment, the Back Cove Pathway for the walk, and the 1st entrance into the park barricaded to traffic.

The "lower" area of the grass triangle is currently OFF-LIMITS as it is being reseeded this Spring/Summer (it will also probably be very soggy and wet).

You have permission to set up a large Tent, pending a Tent Permit being issued from Inspections.

You have permission to set up canopies, to set up tables and chairs, to give away food and to hold a musical concert (DJ / prerecorded music) – pending City Clerk's licenses are issued.

You have permission to place a dumpster at the park (dirt lot off 1st entrance) – if so desired.

You have permission to use electricity at the park (green box near the Blvd.).

You have permission to place signage out along Back Cove Pathway (on the morning of the event) which alerts the public to your activity. Please make sure all signage is collected immediately following the walk.

All cars must stay off the grass areas.

No vehicles are allowed to park on the side of the Park roadways or along Baxter Blvd. (except for the 1st entrance beside the Triangle, as you are closing that to traffic). All vehicles must park legally in Payson's parking lots or in other legal spots.

Keep in mind (due to any recent rain), if grass areas are wet and soggy, Park Managers may decide that all activities slated for the grass must take place on hard surfaces (dirt parking lot, tarred 1st entrance into the park, etc.). This would mean that all canopies and TENT would need to be FREE-STANDING, as no stakes can be pounded into the street, park roads, or dirt parking lot areas.

If we've had rain, I will call you as we get closer to the walk date to apprise you of the areas permitted for use.

You may still be given the OK to use the grass areas (but the stipulation may be that ALL delivery vehicles stay off the grass). You would still have access to the Back Cove Pathway for the walk.

You may set up water tables along the walk route (PLEASE see below about "Sundays on the Blvd.").

PARTICIPANT PARKING:

Please know, **Dyer's Flat is not available for parking** this Spring/Summer. You will need to park participant vehicles on the sides streets off Ocean Avenue (participants walk across Ocean Ave. and down into the Park). However, parking lots in the park should be available – if there are not softball games, etc. taking place.

Little League Teams should not be using the Little League Parking area – they do not typically play on Sundays. So this parking area (50 vehicles) should be available. Other parking lots in the park may be available for parking, but Parking in the park will definitely be limited – especially if it's a nice day out.

PLEASE KEEP VEHICLES OFF THE GRASS AREAS / DELIVERY VEHICLE:

All cars must stay off grass areas.

The only vehicle that has permission to drive and park on the grass are the Delivery Trucks – Tents, Canopies, tables, PA system. There are cut outs in the wooden fencing where the truck can drive through to the grass. Vehicles delivering registrations, refreshments, and small items must park in the dirt lot - on the 1st park entrance roadway, and items walked into the grass area.

CLOSING THE 1st ENTRANCE TO THE PARK / BARRICADES / GREEN SHED / SAFETY VESTS:

You may use this area for some setup (only take up 1 lane of the park street) and for ease of access to the grass area. This particular roadway is the entrance into the park which has the dirt parking lot directly beside it. This lot holds about 25 cars.

Barricades are needed to close the park entrance: The barricades you will be borrowing are now stored at the green storage shed near the softball field (dirt access roadway, near the tip of the triangle). The door to this shed will be unlocked. These barricades will need to be walked to the areas (i.e. a vehicle can not drive down the softball field dirt access road – unless the gate across the entryway is unlocked). Check the gate first however, as it is sometimes unlocked.

Please erect barricades at Baxter Blvd. and at the tip of the triangle. You will need to post volunteers at both ends.

Volunteers must wear safety vests (please call PS Event Office: 874-8826, if you need to borrow vests (\$10 per vest sec. dep. required)).

If you would like to reserve spots in the dirt lot (just off the 1st entrance), you may reposition these barricades (the night before when all vehicles have exited the lot) across the dirt lot to reserve spots. Please post a sign on the cones or barricades to state that the spaces are reserved for your walkathon. You may also use ribbon, rope, or caution tape to string between barricades (to stretch them out more).

Then in the morning when you arrive to setup, you may relocate the barricades to close off the 1st entrance to traffic.

PLEASE remember that there may be vehicles parked at the dirt lot when you arrive. These vehicles need an exit out, so do not block them in or setup events in the park roadway where it leaves no exit.

Following the event, please make sure these barricades are placed back into the green shed.

ACCESS TO BACK COVE PATHWAY (FROM PAYSON PARK):

Please have your walkers move to the Back Cove Pathway by using the 1st entrance / park roadway... and not walking down to the lower grass area (as that is being reseeded this Spring/Summer).

INSPECTION SERVICES:

You have permission to install a large tent (20x20) at the park, pending a Tent Permit being issued. Please procure a tent permit from Inspection Services (874-8693), Lannie Dobson or Brad Saucier.

The small (10x10) pop-up canopies do not need a tent permit.

Please make sure to **keep tent stakes well away from the streets** – a space of 15 feet back from the street (park roadways), is adequate protection from these underground lines. The Triangle Grass area does not need to be DIG SAFE'd, as long as these precautions are taken.

You have permission to erect the tents on Sunday morning; they must be removed on Sunday afternoon/evening.

The city takes no responsibility for your items that are placed on city property.

Remember, the tent truck may need to stay off grass areas (if grass areas are soggy).

Please keep in mind, if grass areas are wet and soggy, they may be off limits – even to walk participants. This would mean canopies and tents would need to be set up on the tarred or dirt areas beside the triangle (TENTS would then need to be free-standing, as no tent stakes would be permitted in the park roadway or dirt parking lot area).

CITY CLERK'S OFFICE REFRESHMENTS + MUSIC:

You have permission to serve refreshments: please procure a Temp. Food Service License from City Clerk's Office (874-8557 – Janice).

For the amplified music at the park, please procure a concert license. Remember, a license to hold a concert does not give you permission to create a noise disturbance. If the Police Dept. receives calls, they will respond accordingly.

ELECTRICITY / GENERATORS:

There is a green electrical box in the park, close to the boulevard. The box will be unlocked for your use (the door will be closed but unlocked). During use, please keep the door tied shut – pls note, if the door shuts, it will lock! There are 4 receptacles inside (20-amp breakers). If it were raining out, we require that you not use electricity (unless all connections and equipment is safely under a canopy: i.e. all stays dry).

You will still need to bring 200+ feet of extension cord with you, (and even more) especially if you are situating lots of your activities up further towards the very tip of the Grass Triangle. Extension cords in the public way, must be covered by rugs or orange cones or other means to alleviate the tripping hazard to the public (you may also tie brightly colored ribbon to the cord, every 10 or 15 feet). If you need orange cones, you may borrow some from PS Event Office, 874-8826: \$10 per cone sec. dep. required.

If you bring in generators, please make sure children are kept away from generators, and that adults are nearby. Please make sure fuel for generators is not stored near them and that generators are in safe working order. Please make sure a fire extinguisher is on site.

MARKING OF ROUTE / STREETS:

Please make sure that sidewalk chalk is used to mark out where items are to be placed on the street (park roadway – if using the park roadway). Do not use spray paint. Tape on the sidewalk/street can also be used.

Signage pounded into the grass areas (park and along the BC Pathway) ON the early morning of your event is permitted. Please make sure these are removed following the event.

TRASH / WATER STATIONS:

You may place water stations along Back Cove Pathway (paying mind to the section of Baxter closed to traffic).

Please see "Public Services Policies." You will need to bag up your trash and remove it from the areas.

POLICE ASSISTANCE:

There should be no need for police assistance (unless you need an officer at the registration collection area).

If you see a need, please contact Sgt. Aaron Pepin, 874-8554, or Police Shift Command, 874-8555, at least a few days in advance to discuss this possibility (by June 17 is recommended). In order to guarantee an officer on site, you would need to pay for one. If you rely on on-call officers (if available and approved by Police), they may be called away on emergencies.

On the day of the event, please call Police Dispatch, 874-8574 or 8575, to remind them of your walk around Back Cove and your events at Payson Park.

FIRE DEPT. ISSUES / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Fire Headquarters: Chris Pirone: 874-8405 or Dept. Chief Terry Walsh, 874-8400, prior to the event. It is advisable to have first-aid staff on site for a walkathon.

TRASH / SMOKING / ALCOHOL POLICIES:

Please see "Public Services Policies" section of Permit.

You will need to bag up your trash and remove it from the park. If you are bringing in a small DUMPSTER for trash, please position that in the Dirt Lot off the 1st entrance (and NOT on the side of the park roadways). Please have that removed from the park by Monday afternoon (June 23).

There is no alcohol allowed on city property.

PORTA-RESTROOMS:

There are no facilities currently at the park, except for a unit at the Softball Field (which your walkers may use). There is a unit at the entrance to Dyer's Flat (small parking area just before Seaside Health).

You may want to consider renting an additional unit. Please place it/them in the dirt lot off the 1st entrance. To reduce vandalism, please make sure these are delivered on the day of your event, and removed in the evening following your event, at the latest – Monday, June 23.

There is a porta-restroom at the Preble Street Parking Lot, and also the one at Dyer's Flat. Your walkers may use these 2 units.

For cleaning of the exiting units, please see above "Public Service Policies."

There would be an additional \$25 porta-restroom user fee, if attendance exceeds 150 walkers (and a unit is not rented for Payson Park).

"SUNDAYS ON THE BOULEVARD":

With the boulevard closed to vehicles from 9am – 4pm, this impacts your walkathon a number of ways.

1. Please alert your participants of the closure and that access to Payson Park (after 9am) is to be from Ocean Ave. or Washington Ave. Exiting the park after the walk will also be via Ocean Ave./Washington Ave.
2. Some Food Trucks may want to park in the Dirt Lot off the 1st Entrance. If they come into the park and ask to be let through the barricade, please do let them through, but ask them to park on the side of Baxter Blvd. (in close proximity to the 1st entrance). They may park on the water side or on the land side – but they must be near the 1st entrance.
If you'd like those trucks to be a part of your event, then please direct them to park in the Dirt Lot.
3. Lots of detoured vehicles will be moving in both directions on the 2nd entrance, more than normal. I.E. there will be more vehicle traffic in the park than typical on a Sunday morning/afternoon.
4. Since we do not want vehicles driving on the Blvd., you will need to position water tables on either side of the barricaded section - west of Vannah Ave. (for ease of delivery and pickup, etc.). Same policy for positioning signage (unless you are walking or bicycling these into the closed section of the boulevard).
5. Park Rangers will be dropping off and setting up barricades on the Boulevard. They are usually in a green Parks Truck. Please call their phone if you need to speak with rangers: 712-0287.

NOTIFICATION / POTENTIAL CONFLICTS:

Please bring a copy of the permit with you to the event, in case you are questioned by the public or city staff.

If there are folks using the grass area, please show them a copy of this permit to let them know that you have reserved it for your event (PLS do not send them down to the lower section of the Triangle – as again that is off-limits). Please contact the Police Dept., 874-8575, if you need assistance.

Please post signs across from Payson Park (Back Cove Pathway) which alerts the public to your event. In addition, please also post signage at the Ocean Ave. entrance into the park.

There may be basketball games and tennis matches, softball games (and little league games) taking place in Payson Park.

There will be many people out recreating "on" the boulevard itself: Sundays on the Boulevard.

There are no other organized walks or races on the Back Cove Pathway on Sun. June 22, however, there is "Sundays on the Boulevard" where the public is invited to come out and make use of the closed section of Baxter Blvd. (riding bikes, skateboarding, playing games, street hockey, etc.), so there might be lots of activity taking place on the Blvd. (between Vannah Ave. and the 2nd Entrance into Payson Park – just beyond where your group is set up). Time frame for this is 9am – 4pm.

If you have questions or concerns about use of the park on the day of your event, please call the PS Customer Service Office: 874-8461 or PS Event Staff: 874-8826 or 838-9067, or the Park Ranger: 712-0287. If you have hired Police Officers, you may also call your hired officer. Please leave a detailed message if staff can not take your call.

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 PUBLIC SERVICES (Please make all security deposit checks out separately)

Permit Fee for use of area: \$40 per hour (i.e. a 3 hour event totals \$120) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: 6 hours	\$ 240 due	Vest, Barricade, Cone Deposit: \$10 per/item	\$???
Electricity: \$5per/hr (fee only pertains to 1 st Amendment uses – i.e. no charge if paying hourly fee)	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 250 due

Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$ 25 due ?
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FOR OFFICE USE ONLY								
DATE REC'D APPLICATION	10-28-2013	DATE REC'D INSURANCE	6-13-2014	PERMIT FEE AMT REC'D	\$ NEED	SECURITY DEPOSIT	\$ NEED	
PAYMENT TYPE								
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT	\$