

Building Inspections - Tent/Canopy Permit - Alzheimer's Association Event - Saturday September 27th at Payson Park

From: "Costa, Marlene M" <MCosta@UNUM.COM>
To: "buildinginspections@portlandmaine.gov" <buildinginspections@portlandmai...>
Date: 9/9/2014 6:22 PM
Subject: Tent/Canopy Permit - Alzheimer's Association Event - Saturday September 27th at Payson Park
CC: "Costa, Marlene M" <MCosta@UNUM.COM>, Ross Endres <rendres@alz.org>
Attachments: Alzheimers Walk 2014 Payson Pk - AP.doc; Single Concert Dance Permit.pdf; Certificate of Flame Resistance 20X50 Frame.jpg; Certificate of Flame Resistance 20X40 Frame.jpg; Site Plan.pdf; Chapter Insurance Certificate.pdf; Fast Track Application.pdf

I am working with the Alzheimer's Association for an event that will be held at Payson park on Saturday, September 27th.

I have worked with Ted Musgrave on the Public Park and Space Application and have prepared the Single Concert/Dance Permit application which I will finalize working with Janice Gardner.

Attached for your review are the following items which I understand are required to secure the Tent/Canopy Permit.

- 1) Public Park and Space Application
- 2) Tent Installer is A+ Party Rental; 10 Washington Ave.; Scarborough, ME 04074 Their phone number is 207-883-4472
- 3) Certificates of Flammability (two)
- 4) Plot/Site Plan showing the approximate location of the stage and tents within Payson Park. Note that the stage is also provided and installed by A+ Party Rental, the stage is 12'X12' with one set of 2' stairs and 24" legs
- 5) Certificate of Insurance
- 6) Last year I also completed the Fast Track Application, I have done that again this year.

Laurie Trenholm, the Executive Director of the Alzheimer's Association, Maine Chapter, will contact your office within the next couple days to pay the necessary fees.

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

Thank you in advance for your assistance.

Marlene Costa

Marlene Costa
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