

Building Inspections - Re: Crohn's & Colitis Foundation of America's Maine Take Steps walk, May 21st, 2016 at Payson Park- Tent Permit

From: Jessica Gale <jgale@ccfa.org>
To: "buildinginspections@portlandmaine.gov" <buildinginspections@portlandmai...>
Date: 3/22/2016 9:24 AM
Subject: Re: Crohn's & Colitis Foundation of America's Maine Take Steps walk, May 21st, 2016 at Payson Park- Tent Permit

Good morning,

There will be two 20x20 tents on May 21st at Payson Park. (The larger triangles in the event layout). Because we are splitting the area for two different walks that day, initially I was only applying for the one tent that I was responsible for. After speaking with the other walk manager for the morning event, I now will be taking care of both 20x20 tent permits and the stage permit.

So~ there are TWO 20x20 tents (identified as the larger triangles, all others are 10x10 pop ups). The 12x20 stage will be under the tent closest to Baxter Blvd. (The staging is documented in the contract from One Stop Event rentals). All the other tents are 10x10.

So in total, we will need 2 tent permits and 1 stage permit. I hope that helps with defining our needs? Do you need more documentation from me to move forward with the process?

Will you send an invoice for the total of \$90?

Thanks!

Jess

Register your team today for our New England Take Steps walks

Maine Take Steps

Location: Payson Park

Date: 5/21/2016

Check-in and Festival Start: 3:00PM

Walk Start: 4:00PM

www.cctakesteps.org/maine2016

Western Massachusetts Take Steps

Location: Stanley Park

Date: 10/15/2016

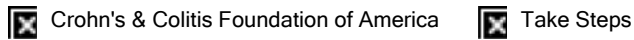
Check-in and Festival Start: 10:00AM

Walk Start: 11:00AM

www.takesteps.org/westernmassachusetts2016

Jessica Gale

Walk Manager



Crohn's & Colitis Foundation of America
 New England Chapter
 277 Town Farm Rd
 Oakland, ME 04963
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 jgale@ccfa.org
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Our Mission: To cure Crohn's disease and ulcerative colitis, and to improve the quality of life of children and adults affected by these diseases.

From: buildinginspections@portlandmaine.gov <buildinginspections@portlandmaine.gov>
Sent: Tuesday, March 22, 2016 8:08 AM
To: Jessica Gale
Subject: Re: Crohn's & Colitis Foundation of America's Maine Take Steps walk, May 21st, 2016 at Payson Park-Tent Permit

Jessica, how many total tents/canopies and/or stages are you using? Your plot plan shows a stage and multiple tents. The plot plan should show dimensions around the tents and staging as well. Also, if you are using staging, you need to provide documentation on the staging.

Please note: the pricing is \$30 PER tent and PER stage/event. Reminder; only tents ABOVE 10x10 (those "pop up" canopies) need to be permitted. Please review the checklist again and provide a complete application so this can move forward. Thank you.

>>> Jessica Gale <jgale@ccfa.org> 3/21/2016 8:46 AM >>>

Good morning,

This is the application for our 20x20 tent permit for our Maine Take Steps walk on May 21st at Payson Park. The tent will be scheduled to go up on Friday, May 20th and taken down on Saturday, May 21st by 7pm. The Cystic Fybrois Foundation will also be applying for a 20x20 that they will be arranging for set up and break down on the same day.

Please confirm that you received this application. Payment has been submitted and will be sent from our National office.

Thanks!

Jessica

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Jessica Gale

Walk Manager



CROHN'S & COLITIS
FOUNDATION OF AMERICA



Crohn's & Colitis Foundation of America

New England Chapter

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