

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 2013-00424	Issue Date:	CBL: 175 B001001
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Location of Construction: 370 STEVENS AVE	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST PORTLAND, ME 04101		Phone:
Business Name:	Contractor Name: Jamie Fitch	Contractor Address: 35 Main Street, Suite 3 Windham ME 04062		Phone (207) 892-4700
Lessee/Buyer's Name	Phone:	Permit Type: Tents		Zone: R5 ROS
Past Use: Deering High School	Proposed Use: Deering High School	Permit Fee:	Cost of Work: \$0.00	CEO District: 7
Proposed Project Description: 2013 Urban Runoff 5k / Green Neighbor Family Fest Stage & Tents **FEES WAIVED** 04/20/13 - Set up and take down on April 20, 2013		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A		INSPECTION: Use Group: Type:
		Signature: Signature:		
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
		Signature: Date:		

Permit Taken By: bjs	Date Applied For: 03/04/2013	Zoning Approval		
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<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.. 	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: 3/4/13	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
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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 application 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



Tent/Canopy or Temporary Event Staging Permit Application

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: Front lawn of Deering High School, 370 Stevens Ave., Portland, ME 04103		
Date of Set up/Event Saturday, April 20, 2013		Date of Breakdown/ End of Event Saturday, April 20, 2013
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: City of Portland	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: Jami Fitch 35 Main St., Suite 3, Windham ME 04062 office: 207.892.4700 cell: 207.576-6267	Fee: \$30.00 <i>Waived</i>
<p><i>Portland</i></p> <p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <p style="text-align: center;"><i>Urban Runoff + Green Neighbor Family Fest</i></p> <ol style="list-style-type: none"> Certificate of Flammability 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). Company name of installer (contact info). 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). 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 style="text-align: right;">RECEIVED MAR 04 2013 Dept. of Building Inspections City of Portland</p> <p>Who should we contact when permit is ready: _____ Address: <i>above</i> Telephone: _____</p> <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.</p>		

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: <i>Jami Fitch</i>	Date: <i>3-1-13</i>
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This is not a permit; you may not commence ANY work until the permit is issued.

Temporary Staging Product

Information sent by

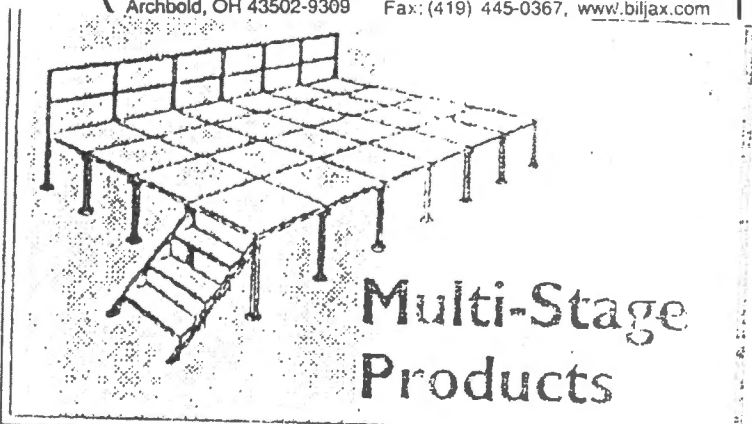
A+ Party Rental



bil - jax[®]

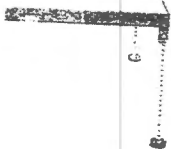
A Member of the plettac Group

125 Taylor Parkway Ph: (419) 445-8915 or (800) 537-0540
 Archbold, OH 43502-9309 Fax: (419) 445-0367, www.biljax.com



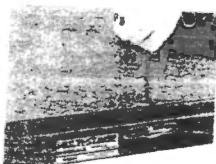
**Multi-Stage
Products**

Sizes available for the Multi-Stage decks include the popular 4' square section, a 2' x 4' section and a 45° corner section. Standard decks include a 3/4" AC exterior plywood stained in gray enclosed in a steel frame edge protector. Other deck options are available.



4' Deck Section

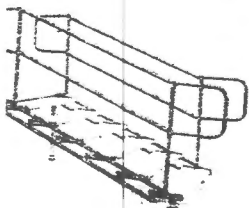
**CAPACITY 150 PSF
(732kg per sq. meter)**



Standard on all decks is the original cam lock feature which firmly fastens stage sections together from the top of the stage platform. Cam lock holes are neatly plugged with a cap to fill the surface.

OPTIONS

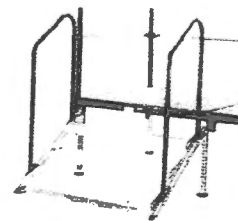
Adjustable stair packages come complete with stair step stringers, stair stringer extensions, handrails, aluminum stair planks. These stair packages offer easy access to the stage platform area and can be adjusted to fit various stage heights within the package range.



The new Ultra-Stair decreases set up time and labor. Multiple units are available for platform heights from 24". The units, with detachable handrails, fold flat for storage and ease in shipment.

Package Sizes Available:

- 12"-18" Stage Ht. Pkg.
- 2'-3' Stage Ht. Pkg.
- 3'-4' Stage Ht. Pkg.
- 4'-6' Stage Ht. Pkg.





10 Washington Ave. Scarborough, Me 04074
Tel: 207-883-4472

ORDER 18708-2

DAY: SATURDAY DATE: 04/20/2013
TIME: 1 DAY RENTAL
DEL: SAT 04/20/2013 7:00AM
P/U: SAT 04/20/2013 2:30PM
SP: MT ORD DT: 02/27/2013
PO #:

BETTY M
B CUMBERLAND COUNTY SOIL AND WATER CON
I 35 MAIN ST SUITE 3
L
L WINDHAM ME 04062
TEL: (207) 892-4700 x100 FAX:

STEVENS AVE
S DEERING HIGH FRONT LAWN
H SATURDAY SET UP
I ME
P

ITEM ID	QTY	ITEM DESCRIPTION	PRICE	TOTAL
STAIR2	1	STAIRS 2' HGHT	0.00	0.00
8X12S15	K 1	8X12 STAGE 15" LEGGS	198.00	198.00
TB6BQ	40	6' BANQUET TABLE	7.00	280.00
BLBJSKRT	3	BLACK BANJO SKIRT 30"X13'	16.25	48.75

SPECIAL INSTRUCTIONS:
PICK UP @ 2:30 ENDS @ 1:30P
PLEASE CHARGE REMAINING BALANCE TO CC ON FILE
ON DAY OF DELIVERY

TOTAL:	526.75
SALES TAX:	0.00
DELIVERY:	75.00
LABOR:	0.00
TOTAL:	601.75
DEPOSIT PAID:	300.00
BALANCE DUE:	301.75



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/21/2013

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 Agency 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
	INSURER(S) AFFORDING COVERAGE
	INSURER A: National Casualty Company NAIC # 11991
INSURED Road Runners Club of America 2013 & Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209	INSURER B: Nationwide Life Insurance Co. 66869
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 2013 - \$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		KRO 000000 3086500	12/31/2012 12:01 A.M.	12/31/2013 12:01 A.M.	EACH OCCURRENCE \$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000	
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000	
	<input checked="" type="checkbox"/> Legal Liability to Participant \$1,000,000					PERSONAL & ADV INJURY \$ 1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:	GENERAL AGGREGATE \$ NONE						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		Abuse & Molestation Aggregate \$5,000,000			PRODUCTS - COMP/OP AGG \$ 1,000,000	
A	AUTOMOBILE LIABILITY		KRO 000000 3086500	12/31/2012 12:01 A.M.	12/31/2013 12:01 A.M.	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input type="checkbox"/> ANY AUTO	X				BODILY INJURY (Per person) \$	
	<input type="checkbox"/> ALL OWNED AUTOS					<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					<input checked="" type="checkbox"/> NON-OWNED AUTOS	PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$	
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$	
	DED	RETENTION \$				\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A			OTHER	
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$	
B	EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)	X	SPX 00000 25699000	12/31/2012 12:01 A.M.	12/31/2013 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: 04/20/13 Urban Runoff 5K INSURED CLUB/EVENT MEMBER: Cumberland County Soil & Water Conservation District, attn: Betty McInnes, 35 Main St, Suite 3, Windham ME 04062

CERTIFICATE HOLDER

CANCELLATION

04/20/13 City of Portland Attachment: KRGL56 134 Congress St Suite 2 Portland, ME 04101	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/LORENZ

National Casualty Company

ENDORSEMENT
NO. 0000

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
KR0000003086500	12/31/12	ROAD RUNNERS CLUB OF AMERICA AND ITS	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED OWNERS AND/OR LESSORS OF PREMISES, SPONSORS OR CO-PROMOTERS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The policy is amended to include as an additional insured any person or organization of the types indicated by an "X" in any boxes shown below, but only with respect to liability arising out of your operations:

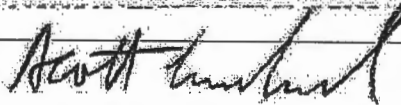
Owners and/or lessors of the premises leased, rented, or loaned to you, subject to the following additional exclusions:

- This insurance applies only to an "occurrence" which takes place while you are a tenant in the premises;
- This insurance does not apply to "bodily injury" or "property damage" resulting from structural alterations, new construction or demolition operations performed by or on behalf of the owner and/or lessor of the premises;
- This insurance does not apply to liability of the owners and/or lessors for "bodily injury" or "property damage" arising out of any design defect or structural maintenance of the premises or loss caused by a premises defect.

With respect to any additional insured included under this policy, this insurance does not apply to any negligence of such additional insured.

- Sponsors
 Co-Promoters
 Any individual person(s) or organization(s) listed below:

Coaches, Officials and Volunteers are additional insureds but only while acting within the scope of their duties for the insured (others by request and endorsement, subject to underwriting approval). Medical Personnel is available at 2% of GL premium or a minimum premium of \$250, whichever is greater. With \$2 million option the premium charge is still 2% of GL premium but with a minimum premium of \$300, whichever is greater.



AUTHORIZED REPRESENTATIVE

DATE

State of Maine

CERTIFICATE OF INSURANCE

Producer <i>State of Maine Risk Management Division 85 State House Station Augusta, Maine 04333 Telephone: 1-800-525-1252</i>	ISSUE DATE: 02/13/2013 # 517
	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	COMPANIES AFFORDING COVERAGE COMPANY LETTER A <i>State of Maine Self Insurance Fund</i>
Insured <i>Agriculture Soil & Water Dist. Windham 35 Main Street, Suite 3 Windham, Me 04062</i>	COMPANY LETTER B

COVERAGES


THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOT WITHSTANDING 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 PRESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<u>GENERAL LIABILITY</u> MAINE TORT CLAIMS ACT	IMF13/105	07/01/2012	07/01/2013	BODILY INJURY AND PROPERTY DAMAGE COMBINED PER OCCURRENCE \$400,000.00
	<u>AUTOMOBILE LIABILITY</u> X ALL OWNED AUTOS HIRED AUTOS NON-OWNED AUTOS				BODILY INJURY AND PROPERTY DAMAGE COMBINED PER OCCURRENCE
	WORKERS' COMPENSATION	n/a	n/a	n/a	STATUTORY LIMITS
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS / EVENTS:

USE OF DEERING HIGH SCHOOL PREMISE FOR URBAN RUNOFF 5K RACE AND GREEN NEIGHBOR FAMILY FEST ON SATURDAY, APRIL 20, 2013 CUMBERLAND SOIL AND WATER CONSERVATION DISTRICT

Additional Insured (AI) status is limited to those areas where the named insured is primarily liable and immunities are waived under the Maine Tort Claims Act (MTCA). Protections afforded the named insured under the MTCA do not necessarily apply to any AI and do not extend to professional or employers' liability matters.

CERTIFICATE HOLDER and ADDITIONAL INSURED <i>City of Portland 134 Congress Street Suite 2 Portland, ME 04101</i>	CANCELLATION / ALTERATION CANCELLATION / ALTERATION - Should any of the above described policies be cancelled or altered before the expiration date thereof, the issuing company will attempt to give 10 days written notice to the certificate holder. AUTHORIZED REPRESENTATIVE  Patricia Hayden, Risk Assessor
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CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE APPLICATION (3 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	2/28/13	ORGANIZATION NAME	Cumberland County Soil & Water Conservation District					
ORGANIZATION ADDRESS	35 Main St., Suite 3		CITY	Windham	STATE	ME	ZIP	04062
CONTACT NAME(S)	Jami Fitch			TITLE Stomwater Outreach Manager				
HOME #	WORK 207-892-4700	CELL	FAX	207-892-4773				
EMAIL	jami@cumberlandswcd.org		EMAIL					

PARK AREA OR PUBLIC SPACE REQUESTED	Leland Street, Presumpscot Park (for Urban Runoff 5k) Deering High School front lawn (for Green Neighbor Family Fest)				
EVENT DAY & DATE(S)	Saturday, April 20, 2013		RAIN DAY & DATE(S)	N/A – held rain or shine	
EVENT START TIME (i.e. set-up start time)	5:00 a.m.	EVENT END TIME (i.e. when event cleanup is complete)	4:00 p.m.	ACTUAL START & END TIME OF EVENT	Race: 9:00-11:00 a.m. Festival: 9:30 a.m. – 1:30 p.m.

EVENT NAME	EXPECTED ATTENDANCE
Urban Runoff 5k	700 (race)
Green Neighbor Family Fest	1,000 (festival)

DESCRIPTION OF EVENT:
 This is the second annual Urban Runoff 5k to be followed by the Green Neighbor Family Fest, both to be held in the Deering High School area on Sat. April 20, 2013. The race and festival are being coordinated by the Cumberland County Soil & Water Conservation District with assistance from the city's Public Services Dept. (Stomwater Program) to raise community awareness about watershed and water quality issues. Approximately 700 runners are expected for the race, with 1,000 estimated to attend the Festival.

Race organizers would like to close off a section of street (Leland Street) for the start and finish lines, and limit vehicle access to the Parking Lot on Leland Street (see attached start and finish area map). (Race designed by Erk Boucher, race director – phone: 207-210-8655)

Route: This is a 5 kilometer/3.1 mile run (see attached course map).

Runners assemble for race on and around Leland Street. At 9:00 a.m. runners take off down Leland, take a right onto Ludlow Street, then Left on Candlewyck Rd., then Right on Starlight Rd., then Right on Warwick St., Left on Glen Haven Rd. West, Right on Woodvale St., Get onto Evergreen Cemetery Trail, and Exit trail onto College St. inside UNE Campus, then Right on Stevens Ave., then Right on New St., Left on Leland St., and Finish on Leland St. near Access Rd. to Presumpscot Park.

Section of Leland Street closed to traffic is: Ludlow St. up to W. Concord Street (8 a.m. – 11 a.m.).

In order to hold the race, Ludlow Street would need traffic held back while the runners round the corner from the Leland Street Starting Line (9 a.m. – 9:05 a.m.). The finish line area also needs to be closed to traffic: Leland Street from Ludlow St. up to W. Concord Street. Time frame: 8 a.m. – 11 a.m.

A Public Announce system will be set up at the start and finish area on Leland St. An announcer will play music and talk to participants from 8a.m. to 11a.m.

Race intersections would be staffed by volunteers (to hold back traffic if necessary, and to let vehicles through intermittently when space allows). Barricades would be used at the Finish Line intersections where traffic is detoured. "No Parking" Signs will be needed for the UNE and Evergreen Cemetery side of Stevens Avenue from College St to New St. Orange cones will also be place along the white line from College St to New St. Runners will run to the right of the cones along Stevens Ave.

Green Neighbor Family Fest Description: The Green Neighbor Family Fest (GNFF) serves as the City of Portland's kickoff event to the Greener Neighborhoods Cleaner Streams Program, part of the City's Capisic Brook restoration effort. The goal of the GNFF is to raise awareness of the Capisic Brook watershed and impacts to it, and provide attendees an opportunity to celebrate Earth Day. Many local organizations will offer children's environmental activities about water or other conservation topics (forestry, energy, waste, etc.). Tables/canopies will be set up on the front lawn of Deering High School for these activities. Live entertainment will be provided, including a children's singer/songwriter, stage show, and magician. A small stage (8' x 12') will be set up on the DHS front lawn for these performances. A children's bouncy tent will be setup.

IS THERE A REGISTRATION FEE?	Yes, for the race only.	
IF YES, HOW MUCH?	FEE	Race: \$20 pre-registration/\$25 day-of registration
	STUDENT FEE	\$ 12 pre-registration/\$15 day-of registration

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

Athletes & festival attendees will be presented with a parking plan that encourages them to first ride their bicycle and also to carpool as much as possible. Some cars will be allowed to park on the Access Rd off Leland if space is available. Otherwise participants will be allowed to park on nearby neighborhood streets including the following: Ludlow St., Edgeworth Ave., Westminster Ave., Columbia Rd., Rosemont Ave., Hillis St., Caldwell St., Marlow St., and Stevens Ave. A free bike valet parking area will be set up next to the Deering High School buildings.

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: 10-20 Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Public Service's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Public Services, Event Office.	YES		
* 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): 20 x20 Exact Location(s) of Tent Placement Requested: lawn in front of Deering High School In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	YES		
* Will you be setting up tables and/or chairs ? How many tables: ~40 chairs: ~20	YES		
* Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: Stage for live performances	YES		
* Will there be refreshments at the event? YES Do you wish to sell food? YES (If so, you will need approval from Public Services) List food and drink: PREPACKAGED SNACKS & BOTTLED DRINKS 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.) ? If so, you will need approval from Public Services, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: T-SHIRTS & WATER BOTTLES	YES		
* Are you setting up a PA (sound) system ? YES Are you planning on having Amplified Music ? YES 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 & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.	YES		
* 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.		NO	

*	Will the event require reserved parking spaces / parking meters ? How many? CLOSED IN FRONT OF DEERING HIGH SCHOOL "No Parking" signs may be purchased at Public Services, 55 Portland Street.	YES		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: 6 BARRICADES 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.	YES		
*	Will your event require street closures ? (Please be specific under "Description of Event")	YES		
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		NO	
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)		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.)		NO	
*	Do you wish to have a banner over the street to advertise your event? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Public Services: 874-8801.		NO	

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 tm@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.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces - i.e. No Charcoal Grills or open burning. Barbecuing must first be approved by Public Services 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 - Playground + Ravine, *East End Beach). 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 JF DATE 2/28/13

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 JF DATE 2/28/13

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.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO: (PLEASE EMAIL APPLICATION IN)

- ◆ Public Services, Event Office ~ 55 Portland Street ~ Portland ~ ME ~ 04101 email preferred: tvm@portlandmaine.gov

TOTAL AMOUNT(S) DUE TO PUBLIC SERVICES (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:		Vest, Barricade, Cone Deposit: \$10 per/item	
Electricity: \$5per/hr		Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$500	
Key Deposit: \$50 per key		Other (Porta-Restroom User Fee, etc.)	

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY

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

Sonia Bean - Urban Runoff/Green Neighbor Family Festival 2013 - Planning Ahead

From: Doug Roncarati
To: Sonia Bean
Date: 6/20/2012 1:26 PM
Subject: Urban Runoff/Green Neighbor Family Festival 2013 - Planning Ahead

Hi Sonia,

I would greatly appreciate it if you would share the following information and request with the City Manager:

The Urban Runoff/Green Neighbor Family Festival events in the Capisic Brook Watershed were such a success this year that we are planning to hold them again next year. We will, again, be working with the Cumberland County Soil & Water Conservation District and Interlocal Stormwater Working Group to organize the events. IDEXX, the major sponsor of this year's Urban Runoff, was so impressed with the race that they have already pledged to sponsor it next year!

To that end, I hoping the City Manager will once again grant us permit fee waivers, since these events are being hosted, sponsored & funded, in part, by the City to meet water quality outreach and education requirements under our state stormwater permit. This is a very affordable way for us to work with other municipalities and local partners to reach out to the residents and businesses of the Greater Portland Area to help them understand the importance of protecting water quality in our streams, rivers and coastal waters and how they can make a difference.

Note that I have also contacted Recreation about waiving their permit fees again for the events.

Thank you,
Doug

Douglas A. Roncarati, Jr.
Stormwater Program Coordinator
City of Portland
Department of Public Services, Engineering
(207) 874-8848

*OIC TO waive permit
fees*

*DLH
6/22/12*

*cc: Anita LaCheney
Kathy Jones*

Temporary Staging Information: Green Neighbor Family Fest

Deering High School Front Lawn, ~~April 21, 2012, 9:30 a.m. - 2:00 p.m.~~ April 20, 2013, 9:30a.m. - 2:00p.m.

Installer & Contact Info.:

A+ Party Rental

10 Washington Ave.

Scarborough, ME 04074

207-883-4472

Stage Dimensions: 8' x 12' with 15" legs

Stage comes in 4' x 4' sections

Parking for the event will be behind DHS on Access Rd. and on surrounding streets. We have worked with Public Services & Parks & Rec. to secure approval for this parking plan. Parking on Stevens Ave in front of DHS will be closed to increase visibility and to allow for those putting on festival activities to unload and load.

Plot plan:

Note:
Not to
scale

