

July 14, 2015
Ms. Tammy Munson
Inspections Division
City of Portland, Maine
389 Congress Street Portland, Maine 04101-3509

**Subject: Tent/Canopy or Temporary Event Staging Permit
“TTIP Picnic” July 20, 2015
Thompson’s Point Amphitheater
Thompson’s Point, Portland**

Dear Tammy:

On behalf of Forefront Events, LLC I am pleased submit this package of materials in support of a *Tent/Canopy or Temporary Event Staging Permit* application for the “TTIP Picnic” this coming Monday, July 20, 2015. The *TTIP Picnic* is a gathering of local-food organizations with live music entertainment, policy presentations, and food provided by local food trucks. The event is being organized by the non-profit arts and agriculture organization, Greenhorns.

The *TTIP Picnic* event will take place within the Thompson’s Point Amphitheater venue site. The event will host 2-4 food trucks, local farm and food non-profits “tabling” in 10’x10’ tents, and 3 local bands performing on a stage no larger than 28’x24’. There will be no tents 20’x20’ or larger requiring permits. This permit application is for the stage.

The following files are included:

- 1. TentTempStagePermitApplication.pdf:** The electronic filing application form for the *Tent/Canopy or Temporary Event Staging Permit*.
- 2. LS1 Life Safety Plan 2015.pdf:** Life Safety Plan for the amphitheater. This plan, developed in consultation with Mark Cummings of Fire Risk Management, Inc., addresses the life safety aspects of the venue’s design and event management. This plan shall guide the planning and management of outdoor events at this venue on Thompson’s Point.
- 3. C1 Site Plan.pdf:** This drawing illustrates the approximate venue layout for the event, including: stage location and size, entrance and egress locations and sizes, venue perimeter fencing, and concessions locations.

4. **C2 ParkingMap.pdf:** A “Parking and Pedestrian” map. In addition to the 700 parking spaces available on-site, we have agreements with off-site facilities that provide at a minimum an additional 1,300 spaces.

5. **Q1 Stage:** The technical specifications for the stage model to be used, a Stage Right ME-1000 Support System. The stage will be placed under the Depot structure and will consist solely of a deck, measuring up to 28’ wide x 24’ deep. There will be no stage roof structure built with this stage.

If you have any question regarding any of these materials please contact me.

Sincerely,



Jim Ahearne
Thompson’s Point

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Phone • 207-671-2046

Attachments