

Revised 9/14/15

September 10, 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
Ice Rink at Thompson's Point – Nov. 2015 / March 2016
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 Ice Rink under the Depot at Thompson's Point, to be in operation from November 2015 to March 2016.

The ice rink will feature:

1. 60' x 120' skating rink
2. 8' x 40' ticket office and skate rental shop
3. 6' x 12' winterized bathroom trailer
4. 30' x 30' warming tent
5. 8' x 40' lounge
6. Food truck up to 8' x 30' footprint
7. 12' x 20' equipment garage

The rink will be in operation from Thanksgiving weekend through the end of school vacation break in February. We anticipate being open 7 days a week except for select holidays and operating between 10 a.m. and 10 p.m.

Food concessions shall be provided by a licensed food truck and on a limited schedule we also plan to offer beer and wine sales managed by a licensed caterer.

The following files are included:

1. TentTempStagePermitApplication.pdf: The electronic filing application form for the *Tent/Canopy or Temporary Event Staging Permit*.

2. **A1 Existing Conditions and Parking.pdf**: This drawing illustrates the existing conditions of the site as well as the vehicle access roads to the rink and parking area allocated to the ice rink activity on Thompson's Point.

3. **A2 Site Plan.pdf**: This drawing illustrates the ice rink layout within the Depot at Thompson's Point including: rink size and location, facility locations including tent location and size, entrance and egress locations and sizes, and operational infrastructure.

4. **B1 Power Distribution**: 800 amps three phase power supply and distribution

5. **B2 Ice Chiller**: Aggreko 100-ton ice chiller

6. **B3 Warming Tent**: 30'x30' frame tent

7. **B4 Office.pdf**: 8' x 40' shipping container custom fabricated as a ticket office and skate rental shop

8. **B5 Bathroom Trailer**: 6' x 12' winterized bathroom trailer

9. **B6 Food Truck**: specific vendor TBD

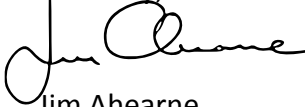
10. **B7 Lounge**: 8' x 40' shipping container custom fabricated as a lounge

11. **B8 Equipment Garage**: Approx. 12' x 20' insulated garage

12. **Q1 30x30 Tent Flammability Certificate** provided by Maine Bay Canvas, the provider and installer of the tent(s) to be used. If you have further questions regarding the tent Maine Bay Canvas is providing, please contact Dan Govin at Maine Bay Canvas. His office phone number is 207-878-8888.

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