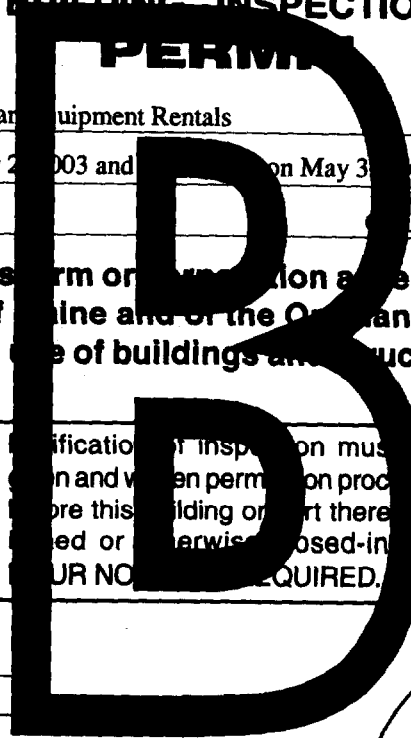


DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION

Permit Number: 030426

Please Read Application And Notes, If Any, Attached



This is to certify that City Of Portland /Handyman Equipment Rentals
has permission to Erect 20' x 20' tent on May 2 2003 and on May 3 2003.
AT 1000 Preble St 443 A001001

provided that the person or persons in charge accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Inspection must be made before this building or part thereof is occupied or otherwise closed-in. YOUR NO. REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. [Signature]
Health Dept. _____
Appeal Board _____
Other _____
Department Name _____

[Signature] 5/2/03
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 03-0426	Issue Date:	CBL: 443 A001001
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Location of Construction: 1000 Preble St	Owner Name: City Of Portland	Owner Address: 389 Congress St	Phone:
Business Name: n/a	Contractor Name: Handyman Equipment Rentals	Contractor Address: 357 Riverside Street Portland	Phone:
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Tents	Zone: ROS

Past Use: Park	Proposed Use: Park / Erect 20' x 20' tent on May 2, 2003 and Breakdown on May 3, 2003.	Permit Fee: \$35.00	Cost of Work: \$0.00	CEO District: 1
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Proposed Project Description: Erect 20' x 20' tent on May 2, 2003 and breakdown on May 3, 2003.	FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied INSPECTION: Use Group: <i>Tent</i> Type: <i>N/A</i> Signature: <i>[Signature]</i> Signature: <i>[Signature]</i>
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Permit Taken By: gg	Date Applied For: 04/30/2003	Zoning Approval	
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. 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"/>	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	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: <i>5/1/03</i>	Date:	Date:

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

03-0426

Tent 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 of Construction: <u>Back Cove Parking Lot</u>		
Date of Tent setup: <u>May 2, 2003</u>	Date of Tent breakdown: <u>May 3, 2003</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>158</u> Block# <u>A</u> Lot# <u>024</u>	Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable) <u>Katherine Freund</u>	Applicant name, address & telephone: <u>INDEPENDENT TRANSPORTATION NETWORK 90 BRIDGE ST. WESTBROOK, ME 04092 854-0505</u>	Fee: \$ 35.00
<p>The following must be included as submissions:</p> <ol style="list-style-type: none"> Certificate of Flammability Letter of approval from property owner. If the City is the owner, please contact Ted Musgrave from the Parks & Recreation @ 874-8793 Plot Plan showing the following: <ol style="list-style-type: none"> Property lines Parking Building locations Tent location, including dimensions of tent, exits and entrances in tent. 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; font-size: 2em;"><u>20' x 20'</u></p>		
Whom should we contact when the permit is ready: <u>Katherine Freund</u> Mailing address: <u>@ 854 0505 cell</u> PHONE: <u>854-0505 office</u> <u>415-1630 cell</u>		
<p>ASAP</p>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER WILL BE ISSUED AND A \$100.00 FINE LEVIED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP.		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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.

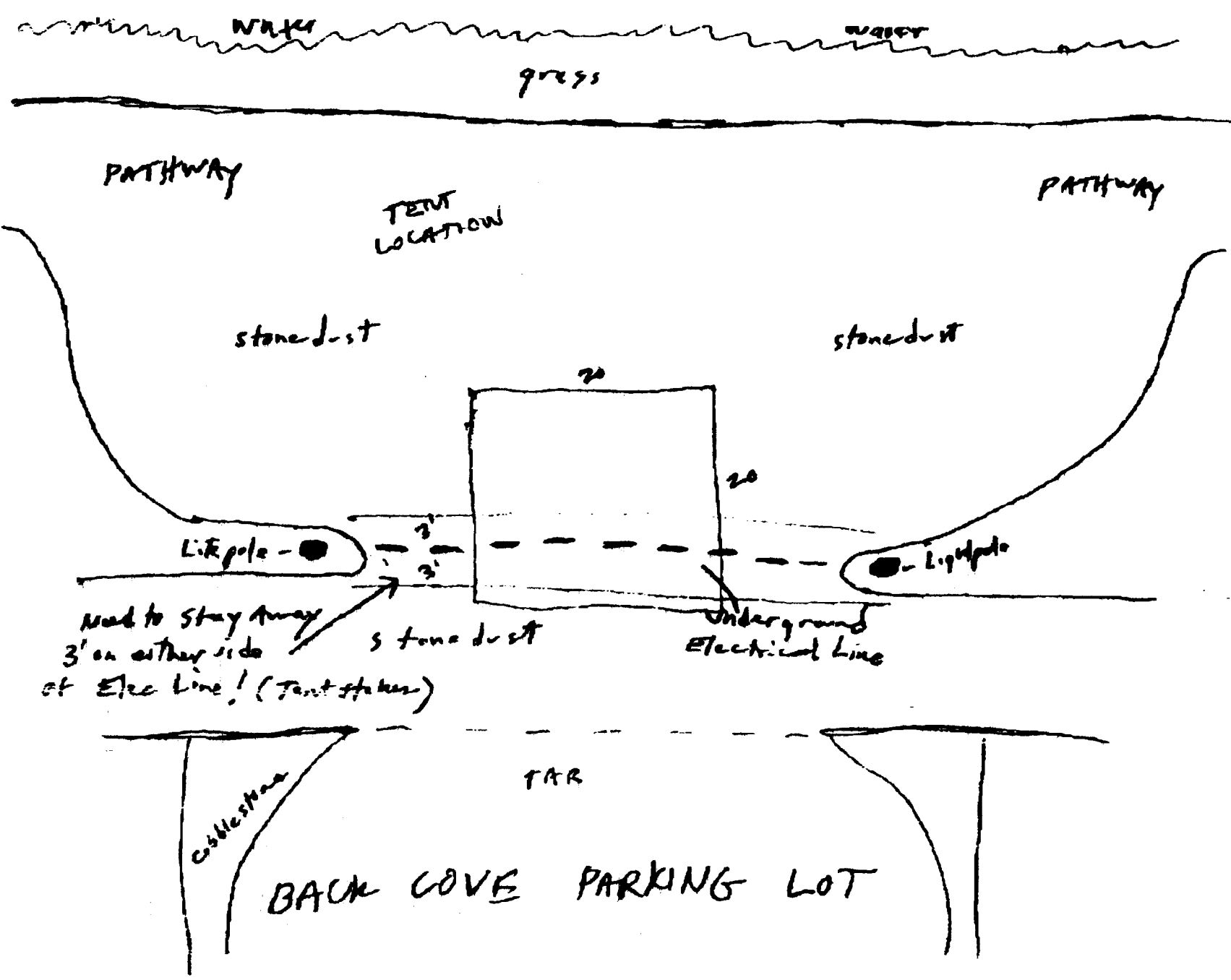
Signature of applicant: <u>Katherine Freund</u>	Date: <u>April 30, 2003</u>
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This is NOT a permit; you may not commence ANY work until the permit is issued.

Jan. 11 2000 02:59AM P2

FAX NO. :

FROM :



Certificate of Flame Resistance

ISSUED BY



EVANSVILLE, INDIANA 47711

MANUFACTURERS OF THE FINISHED
TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture	04/19/00
Order Number	31162

This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:

1102194
 HANDEMAN EQUIPMENT RENTAL #136
 357 RIVERSIDE ST.
 PORTLAND ME 04103

Certification is hereby made that:
 The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code, equal to exceeds NFPA 701, CPAI 84, ULC 109.
 The method of the FR chemical application is:

Serial #: 8023000 (1)

Description of item certified: FI EXP TOP 20W x 20 VL W W

Flame Retardant Process Used Will Not Be Removed By Washing And is Effective For The Life Of The Fabric

JOHN BOYLE STAATSVILLE NC
 Name of Applicant or Flame Retardant Finish

Signed: *James D. Amos*
 TENT DEPARTMENT-ANCHOR INDUSTRIES INC.

IMPORTANT DOCUMENT

Denise C. Albert, CPRP, Director
Parks & Recreation Department
276 Canco Rd. Portland, Maine 04103
756-8275 vm 211 fax: 756-8279

Joseph E. Gray, Jr.
City Manager



CITY OF PORTLAND

Ms. Kathy Atwater / Ms. Katherine Freund
Independent Transportation Network
90 Bridge Street
Westbrook, Maine 04092
854-0505 fax: 854-1026 Kfreund@itninc.org

April 29, 2003

Dear Kathy and Katherine:

This will acknowledge receipt of your letter requesting permission to use Back Cove Walkway and the Stone dust Area at Back Cove Park Parking Lot in order to hold the 24-hour 2nd annual March of the Members on Friday & Saturday, May 2 & 3, 2003. You will be walking the pathways & sidewalks of Portland and other towns nearby with a few friends on May 2, and on May 3, many of ITN's members will be walking around the Back Cove Walkway with you. Time frame for the walk on Saturday, May 3 is from 9am – 3pm, with registration beginning at 8am (setup of some items will begin at 7am / cleanup finished at 4pm). The walk will begin and end at the Stone Dust Registration area in the middle of the Preble Street Parking Lot (aka Back Cove Park). Refreshments would be served, tables and chairs set up, and electricity may be needed. A tent would be set up on the Stone Dust area (set up would be the day before – Friday, May 2). Approximately 100-200+ walkers are expected. There is no rain date.

Thank you for forwarding the certificate of insurance.

Please be aware that you are authorized to hold the walkathon around Back Cove and to use Back Cove Park – the Stone Dust area, as well as a portion of the parking lot - as a meeting area, subject to the following:

1. **PERMIT FEE / SECURITY DEPOSIT:** Please forward a \$35 permit fee (payable to City of Portland) to this office. We will also require a \$100 park security deposit to make sure the area is left as was found and that all conditions for use are adhered to – please make this a separate check as I hope to return this to you - (you will forfeit the security deposit if there is: trash left behind; damage to the park or grass areas; or the tent company does not abide by the conditions below). My new office number is: 756-8275 vm211 / fax number is: 756-8279.

2. **USE OF AREA:** If you would like to keep vehicles away from the Stone Dust registration area, then you will need to barricade off that middle section of the parking lot on Friday night. You will need 10 barricades to do this. Please call the Parks & Rec. Office at 17 Arbor Street: 874-8793, to arrange for reserving and picking up the barricades. You may speak to Kathy Allen, Peter Hodgkin, or Keith Hansen. There will be a \$10 per barricade security deposit required. Please plan on bringing back the barricades on Monday, May 5, unless otherwise arranged.

3. **TENT / CANOPY:** Please procure a tent permit from Inspection Services (Karen Dunfey: 874-8701, for application information). A small 10x10 free-standing canopy would not need a permit but a larger size tent will. You'll need to provide a site map and your tent company will need to show proof of flammability (I have already faxed your office a map of the grounds – and where the "no tent stakes allowed" area is located). A DIG SAFE does not need to be done as the area is already marked for electrical lines (the area will be marked out as well on May 2 in the morning hours.) Please make sure that the tent company knows this and keeps all stakes out of this marked area (please make sure they have a copy of the map I faxed you). Tent stakes must stay on the stone dust area (and not go into the tarred surfaces or cobblestone areas of the parking lot). The tent must come down on Saturday afternoon or early evening (it must not be left overnight Saturday). You do have permission for the tent to stay up over Friday Night. You may want to call the Police Department, 874-8574, and ask that they put a "special attention" on that area for Friday night. The city takes no responsibility for your items that are placed on city property.

(continued)

4. CITY CLERK'S LICENSES: For refreshments and food at the site, please call Brandi Maxwell at the City Clerks Office (874-8557) to receive a temporary food service license. Vendors must be licensed by the city. If you are playing amplified music at your event, please procure a concert license from Brandi as well.

5. ELECTRICITY: I recommend arranging your event so that electricity is not needed. Electricity is available, but it is quite a distance away. Closer to the Parking Lot entrance near the 295 overpass, there is a green electrical box attached to a telephone pole. There are exterior outlets attached there that you could use, but it would mean running 250' – 300' of extension cord over to that point. You would need to keep all cords running by the edge of the lot (except for the cords that ran from the Stone Dust area down to the edge of the Lot (those you could run beside the barricades that split the lot into three sections area). These 2 receptacles are on a 15amp breaker so not a lot of draw should be placed on these (or else the breakers will switch off – and these breakers are inside the locked box, so there is no access unless you borrow a key fro this office). The outlets are ground-faulted, so if power does go off, it can be switched back on by pressing in the button on the receptacle. The receptacles may continue to switch off if it is damp out. If it is drizzly or raining out, we would ask that you not use the outlets. Please check the outlets a few days before your walk to make sure they are working. If they are not working, please call me and I will come check them. Any extension cords in the public way, must be covered by rugs or other means so as to alleviate the tripping hazard to the public. If you run cords beside the edge of the lot and underneath barricades, you do not need to cover them (other than where they are in direct contact with the public – like a break in the barricades where people are walking in and out of the area).

6. PARKING: To keep the Back Cove Park area parking lot available for the regular users of the walkway, please ask participants to park at the Marginal Way Parking Lot, just around the corner from Preble Street.

7. BATHROOM FACILITIES: There is 1 handicap accessible porta-potty located at the Preble Street Lot and 1 located at the dirt parking lot on Baxter blvd. – just after the 2nd entrance into Payson Park. If early registration figures bring your numbers up to 150, then we require that you rent a porta-potty (you could place this one in the opposite location as the existing one). The company supplying the porta-potty currently there is: Associated Septic, 799-1980. If attendance totals 50-150, we only require that you cover the cost of a cleaning fee (\$25): please forward another check for \$25 to this office: (if your numbers are under 50, then send no cleaning fee).

8. TRASH ISSUES: Please make sure that you bring trash bags and remove all your trash from the site (carry in / carry out policy).

9. SIGNAGE: Please post signs along the route to alert the public that your walk is in progress. Please make sure that the route is not marked in any permanent way / do not nail signs to trees. (Don't forget to collect these signs after the event.)

10. SAFETY PRECAUTIONS: Please take all safety measures necessary to ensure a safe and accident-free event. If it were rainy or drizzly out we ask that you not use the electrical outlets.

11. OTHER EVENTS ON MAY 3: If the soccer fields are dry and playable, there may be soccer/lacrosse practices and games taking place at the Preble Street Fields. The Walk for Wishes / Dash for Dreams is taking place at 8:30am and they will use the walkway (they start and end over at Payson Park). Please keep this in mind as you go forward.

Good luck with the ITN March of the Members. If I may be of further assistance, please call me: 756-8275 vm211. As I anticipate the permit fee, security deposit and porta-toilet fee arriving, and the City Clerk's Office and Inspections Div. issuing you licenses and permits, this letter will act as your formal permit for use of Back Cove Walkway and the Stone Dust area at Back Cove Park (and that section of Parking Lot extending from the Stone Dust area to Preble Street sidewalk). Please bring this letter with you to the event.

cc: Sally DeLuca / Don Brewer / Phil Labbe / Jeff Tarling, P&R Managers
Sgt. Gary Rogers / Lt. Vernon Malloch, Police
Joel St. Pierre, P&R Fields Manager
Kathy Allen / Peter Hodgkin / Keith Hansen, P&R Admin.
Missy Lekas / Marie Sweatt, P&R Park Ranger Prog.
John Peverada / Paul Willey, Parking Control
Fred LaMontagne / Terry Walsh / John Brady, Fire and EMS
Brandi Maxwell, City Clerk's Office
Marge Schmuckal / Mike Nugent / Karen Dunfey, Inspections
Claire Sutton, Walk for Wishes

Yours truly,

Ted Musgrave
Special Activities
756-8275 vm211