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All Occasions

October 24, 2006

To Whom It May Concern:

This is to certify the tents supplied to ABBA, A Women's Resource Center is certified flame resistance that meets the requirements of the California Fire Marshall,

Underwriters Laboratory Test Flammability 354-H and Government Spec. CCC-C-428A.

Sincerely,

Leavitt & Parris Inc.

Rentors of Quality Tents and Party Related Accessories
Services for the Entertainment, Promotion, and Trade Show Industries
The International Fabrics Association Int'l & Members of the Northeast Canvas Ass'n
International Special Events Society & American Rental Association
Chamber of Commerce of Greater Portland and Androscoggin County

From: Ted Musgrave
To: Michael Collins
Date: 10/27/2006 2:36:23 PM
Subject: Re: Back Cove ROS (ABBA walkathon at preble street grass area, Nov. 4)

hi mike -

thanks for your e-mail reminder on this. i believe it is the ABBA Walk, Nov. 4, where a tent permit is needed.

pls c attached p&r permit for this event.... (which was originally sent out oct. 18 to the organizer). it has been revised to show that a 20x20' tent has been ok'ed by p&r for that grass area...

and i have cc'ed the organizer on this (so she has a correct copy to work from).... as the oct. 18th version did not mention the 20x20 tent... (which was a recent addition to the event).

thanks.

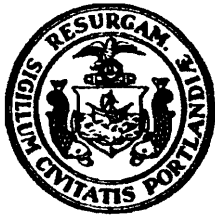
>>> Michael Collins 10/27/2006 1:46:04 PM >>>

Hi Ted.

I need a memo for this tent permit/event.

Thanks again

CC: abba@gwi.net; Lannie Dobson



**CITY OF PORTLAND
PARKS & RECREATION DEPARTMENT**

PUBLIC SPACE PERMIT (4 page permit)

PARK AREA / PUBLIC SPACE REQUESTED: Back Cove Park (aka Preble Street grass area), Back Cove Walkway, portion of parking lot
CONTACT NAME: Judy Cushing, Executive Dir.
GROUP / EVENT NAME / DESCRIPTION OF ACTIVITY: ABBA, A Women's Resource Center ABBA Walk-a-Thon A fundraising/awareness walk taking place on Back Cove Walkway. Participants assemble in the Preble Street grass area across from Hannaford's (near the soccer field). A 10x10 canopy will be setup on the grass area, as well as tables & chairs. A riser will be placed on the grass area, as well as a small PA system for announcements. Refreshments will be given away. Electricity is needed.
ADDRESS: 470 Forest Ave. Suite 211 Portland, ME 04101
TELEPHONE: 253-5555
EMAIL ADDRESS: abba@gwi.net
EVENT DATE(S): Saturday, November 4, 2006 RAIN DATE(S): none EVENT TIME(S): 7am - 1pm (walk begins at 8:30am) EVENT/REGISTRATION FEE: walkers receive pledges
NUMBER OF PEOPLE EXPECTED: 100-150 participants

Please be advised that the City of Portland, Parks & Recreation, has approved your use of

Back Cove Park (Preble Street Grass Area) - and a portion of the parking lot (if need be) and Back Cove Walkway for the ABBA Walk-a-Thon, Saturday, November 4, 2006, from 7am - 1pm (walk begins at 8:30am)

Pending the following conditions:

PERMIT FEES / INSURANCE / SECURITY DEPOSITS / ELEC. FEE / PORTA-POTTY FEE

PERMIT FEES: \$40 for first hour plus \$35 per each additional hour ~ Additional fees may be required for staff assistance, city licenses, etc. **Total Fee: \$215 (based on 6 hours use). Thank you for already forwarding payment to the P&R Office.**

CERTIFICATE OF INSURANCE: ABBA shall indemnify the City and hold it harmless from and against all claims arising out of activities during said event, and shall take out and maintain public liability insurance coverage in the amount of at least **\$400,000** combined single limit for personal or bodily injury, death or property damage for said purpose. This insurance certificate must also list the City of Portland as an additional insured in regards to the walk activities. **Thank you for already forwarding a copy of your insurance certificate to P&R.**

SECURITY DEPOSIT: \$100 Park Security Deposit Due. Please forward a check (payable to City of Portland) to the P&R Office.

You will only receive security deposit(s) back, if the areas are left as found and conditions for use are adhered to.

❑ PERMIT FEES / INSURANCE / SECURITY DEPOSITS / ELEC. FEE / PORTA-POTTY FEE
(continued)

ELECTRICITY FEE: \$5 per hour. Total: \$30 (based on 6 hours use). Thank you for already forwarding payment to the P&R Office.

PORTA-POTTY CLEANING FEE : \$25 Thank you for already forwarding payment. (Your payment will be returned if attendance does not exceed 150 people.)

ORANGE CONE SECURITY DEPOSIT: \$70 due. Please forward a check (payable to: City of Portland) to the P&R Office.

❑ USE OF GROUNDS

You have permission to use the small grass area beside the Preble Street Parking Lot and also to reserve 10 parking spaces closest to this grass area (and obviously to use Back Cove Walkway for the walk).

No vehicles may drive or park on the grass areas (or the pathways).

You have permission to setup tables & chairs on the grass area (and a 10x10 canopy).

You have permission to serve refreshments at your event.

You have permission to set up a small riser on the grass, to use a PA system, and to use the electrical outlets.

You may decorate the park and walkway (tie balloons and banners to the wooden fence along Preble Street, etc.) but please do not nail anything to trees.

Parks & Recreation has a strict policy that prohibits vehicles parking on the grass areas. Please make sure that all vehicles stay off grass areas and park only in designated parking areas. For each vehicle parked on grass, \$10 will be deducted from your security deposits. Monies may also be deducted from the security deposit for clean up, repair of grounds, non-compliance with the conditions for use, etc.

❑ CONDITION OF PATHWAY / ASSUMPTION OF RISK and LIABILITY

Users of the pathway agree to accept the pathway in an "as is" condition and shall be responsible for all risk and liability in using the pathway for the event.

Please note that some areas of the walkway may have been washed out by recent rains. P&R can try to remedy those areas, but there is no guarantee the washouts will be fixed. Please inspect the route a few days before the walk and phone Phil Labbe or Jeff Tarling, Park Managers, 874-8793, for specific areas that need attention.

You may want to staff volunteers at these trouble areas, and cone them off if need be. Signs (to warn walkers of trouble spots ahead) posted on the trail would benefit participants as well.

❑ PARTICIPANT PARKING

Parking for participants as well as volunteers, should be at the Marginal Way Parking Lot, just around the corner from the Preble Street Parking Lot (100 yards away). Please direct vehicles to that lot.

Please keep the Preble Street Parking Lot available for the regular users of the walkway.

❑ USE OF PARKING LOT / (RESERVING SPACES - ORANGE CONES)

You have permission to reserve 10 parking spaces in the Preble Street Parking Lot (directly in front of the grass area where your registration will take place). Reserving these spaces is easiest done by using 7 large orange cones, which I can let you borrow.

The cones will need to go out across the parking lot on Friday evening @ 6pm or so – when all cars have exited that area (so that Saturday morning there are no cars parked on that side of the lot).

A security deposit of \$10 per cone is required.

Please return cones to the P&R Office on Monday, Nov. 6.

Please call me (756-8275 vm211) to arrange for your Friday pickup of the orange cones (and leaving of security deposit).

❑ **CITY CLERK'S OFFICE / VENDOR LICENSES**

Amanda Berube ~ 874-8557

For refreshments to be served at your event, a temporary food service license needs to be issued. Please contact the City Clerk's Office, and complete and return a food application to Amanda (at the Clerk's Office). Your actual license to serve refreshments would be issued by an Inspector that morning.

If you have questions about food service, please call Inspections (874-8693).

❑ **TRASH**

Please abide by our Carry-in/Carry-out Policy. **DO NOT USE the trash barrels on site. You will need to bring extra trash bags and/or receptacles and REMOVE your trash from the area.**

Thank you for leaving the area as you found it.

❑ **ELECTRICITY**

Electricity at the site can come from the exterior outlets on the short pole in the grass area (registration 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). 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 require that you not use the outlets.

Please check the outlets a few days before your event to make sure they are working. If they are not working, please call me at the Recreation Office: 756-8275.

Any extension cords in the public way, must be covered by rugs, mats, or orange cones, to alleviate the tripping hazard to the public.

❑ **PARK RANGERS / PARKS & RECREATION DEPARMENT**

874-8793

Park Rangers may be available to assist as needed. Please call the Lead Park Ranger ~ Cell Phone # 232-9267 or the Ranger Supervisor: Phil Labbe: 874-8793. There may be a charge for staff time.

❑ **TENT PERMIT/ INSPECTION SERVICES**

874-8693, 8701 or 8703

You have permission to install 10X10' canopies at the Preble Street Grass area (beside the parking lot).

These small canopies do not require a tent permit from Inspection Services (larger tents do).

The city takes no responsibility for your items that are placed on city property.

An Inspector (from Inspection Services Div.) will be on site in the morning hours to inspect your food setup (if you are serving more than just water). You will need to pass inspection before you can distribute food. If you have questions about food service, please call the Inspections Div., 874-8693, 8701 or 8703.

❑ **BATHROOMS / PORTA-POTTIES**

Since attendance at your event is NOT expected to exceed 150 walkers, there is no cleaning fee required. I will return your \$25 payment should your walk not exceed 150 people.

As of October 19, there are 2 porta-toilets along the route (1 at the Preble Street Parking Lot and 1 at the Dyer's Flat Parking area near Payson Park). The toilet at the Dyers Flat location may be removed prior to your walk (but the Preble Street Lot toilet will still be there come November 4).

The toilets are cleaned on M, W, F & Sat. If you would like to insure that the toilet is cleaned at the Preble Street Parking Lot on Saturday early morning for the start of your event, you would need to call Margi at Blow Bros. (934-2525) and pay for that cleaning yourself - @ \$25; (P&R does not have a problem with you doing that). I have c'ed Margi (margi@blowbros.com) on this permit to give her a heads up you may be calling.

POLICE ASSISTANCE

Should you have a need for Police Department assistance, please call Sgt. Gary Hutcheson, 874-8554, or Lt. William Preis, 874-8569, prior to the event. On the day of the event, please call Police Dispatch, 874-8574 or 8575 (or 911 for emergencies).

FIRE / EMS ASSISTANCE

Should you have a need for Fire Department / EMS assistance, please call Fire Chief Fred LaMontagne or Dept. Chief Terry Walsh, 874-8400, prior to the event. It is advisable to have medical staff on site for your event.

SAFETY

Please take all necessary safety measures to ensure a safe and accident free event.

If it were raining out, please do not use the electrical outlets.

NOTIFICATION

We ask that you post a sign on the morning of your walk (can be hammered into the grass area) along the walkway at Preble Street – and also across the street from Payson Park, that alerts the public and regular walkers to your event.

OTHER EVENTS / POTENTIAL CONFLICTS

If weather is nice, there could be quite a few people out walking the boulevard/pathway.

There may be soccer games taking place at the soccer field and practice field at Preble Street. Please keep clear of these grass areas. Teams will need access to the metal storage container (at the edge of the Preble Street Parking Lot) for nets and other equipment. Please do not block their access to the doors of the storage container (this container is located within the parking lot area that you have permission to reserve).

REVOKABLE PERMIT

The City reserves the unconditional right to control or cancel events to protect public safety.

The City reserves the unconditional right to control or cancel events to prohibit damage to public property.

The City reserves the right to revoke or revise an issued permit.

Copy of City Licenses and City Permits must be on file at the Parks and Recreation Office.

Good luck with your event. If I may be of further assistance, please call me at 756-8275 ~ vm211. As I anticipate you following through on the above conditions for use (forwarding security deposit for park and cones, etc.), please bring this permit with you to your event. It will act as your "Formal Permit for Use."

Signature _____ Ted Musgrave _____ Date ____10____/____19____/____2006____

Ted Musgrave, P&R Special Activities Coord.

Portland Parks & Recreation ~ 134 Congress St. ~ Portland, ME 04101
(207) 756-8275 vm 211 ~ FAX (207) 756-8279 tvmm@portlandmaine.gov

JD: Bonnie
470 FMS. Wt 20253-5650

1 page Fax

Tent Drawn in

PREBLE STREET GRASS AREA
BACK COVE
PARK

Tent stakes must
stay out of this
area!

Barricades
or orange
cones

TENT

30 x 20 ft

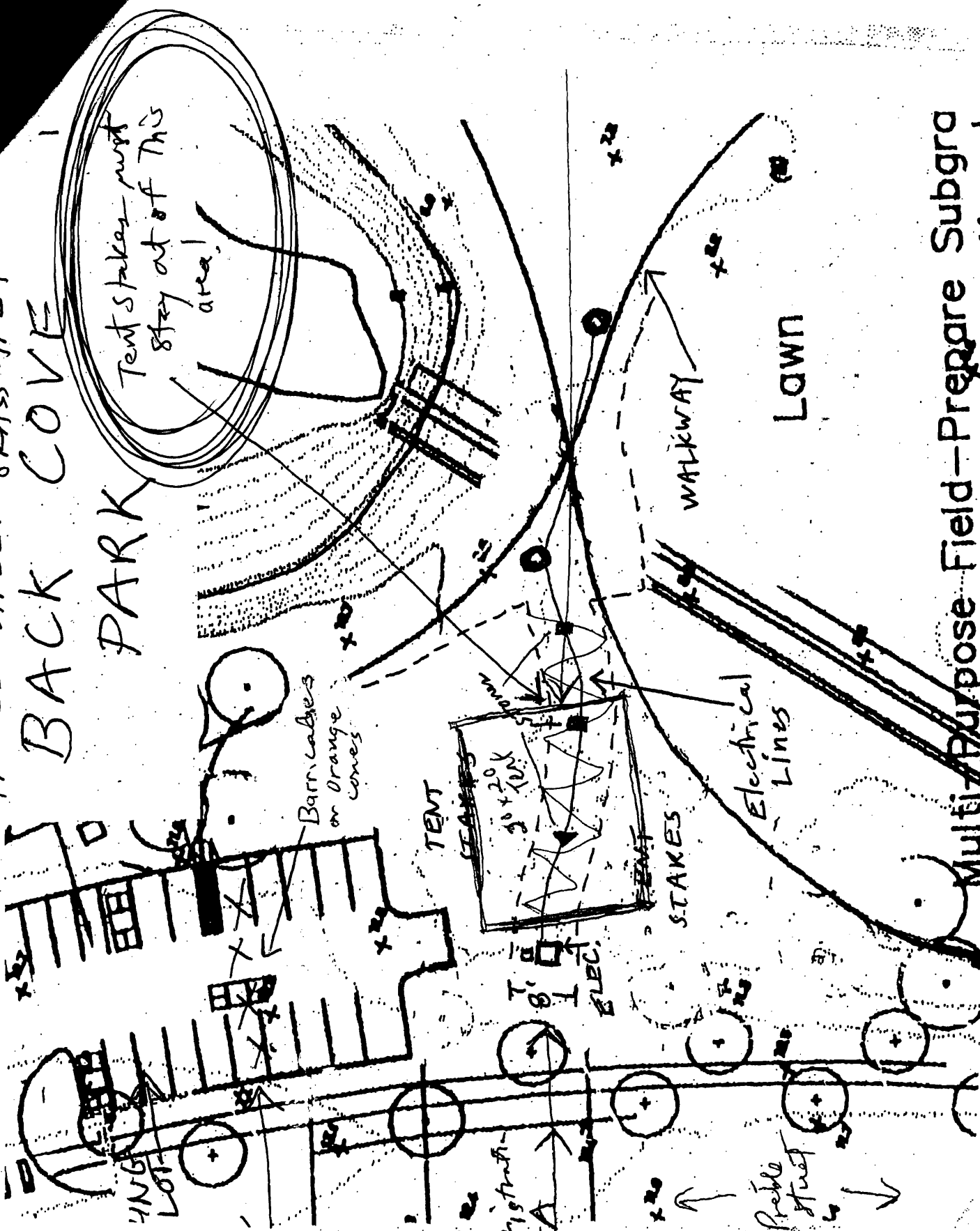
STAKES

Electrical
Lines

WALKWAY

LAWN

Multi-Purpose Field - Prepare Subgrade
Install Irrigation, H



10/20/00

Preble Street

Grass Area

to: Lannie

From: Ted M.

274-2716

1/22 Fax 10-25-06

ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 09/18/2006
PRODUCER (520)455-9252 Patriot Insurance Agency, Inc. PO Box 1298 Sonoita, AZ 85637-1298 Aly Mason	FAX (520)455-9358	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.
INSURED ABBA, A Woman's Resource Center PO Box 616 Portland, ME 04104		
INSURERS AFFORDING COVERAGE		NAIC #
INSURER A: Spirit Mountain Ins Co RRG Inc		10754
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADDL TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	SMIC-LPP2006-NOA029	06/30/2006	06/30/2007	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGE \$ 1,000,000
	GRLN AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC				
A X	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS	SMIC-LPP2006-NOA029	06/30/2006	06/30/2007	COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ 300,000 BODILY INJURY

CITY OF PORTLAND, MAINE

Certificate issued to CITY OF PORTLAND, MAINE
Patriot Insurance Agency, Inc.

09/18/2006

09/18/2006

NOTICE:

CERTIFICATE HOLDER TO BE NAMED AS ADDITIONAL INSURED UNDER THE ABOVE POLICY BUT ONLY AS THEIR INTERESTS MAY APPEAR AND ONLY WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED.

NOTICE:

THIS CERTIFICATE OF INSURANCE IS BASED ON POLICY COVERAGE ISSUED BY SPIRIT MOUNTAIN INSURANCE COMPANY RISK RETENTION GROUP, INC., TO ALL MEMBERS OF THE INTERNATIONAL ASSOCIATION OF THE COMMUNITY SERVICES ORGANIZATIONS, SPIRIT MOUNTAIN INSURANCE COMPANY RISK RETENTION GROUP MAY NOT BE SUBJECT TO ALL OF THE INSURANCE LAWS AND REGULATIONS OF YOUR STATE. STATE INSURANCE INSOLVENCY GUARANTY FUNDS ARE NOT AVAILABLE FOR SPIRIT MOUNTAIN INSURANCE COMPANY RISK RETENTION GROUP.

A	OTHER PROFESSIONAL LIABILITY	SMIC-LPP2006-NOA029	06/30/2006	06/30/2007	PER OCCUR: \$1,000,000 GEN AGGR: \$3,000,000 DED: \$2500
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
PHYSICAL & SEXUAL ABUSE LIMIT: \$100,000/\$300,000 DED: \$2500
EVENT: WALK A THON ON 11/04/2006

CERTIFICATE HOLDER

CITY OF PORTLAND, MAINE
PARKS & RECREATION
ATTN: TED MNUSSGRAVE
134 CONGRESS STREET
PORTLAND, ME 04101

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Dwayne Lequire/AEM