

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

## BUILDING INSPECTION

### PERMIT

Please Read  
Application And  
Notes, If Any,  
Attached

Permit Number: 090388

PERMIT ISSUED

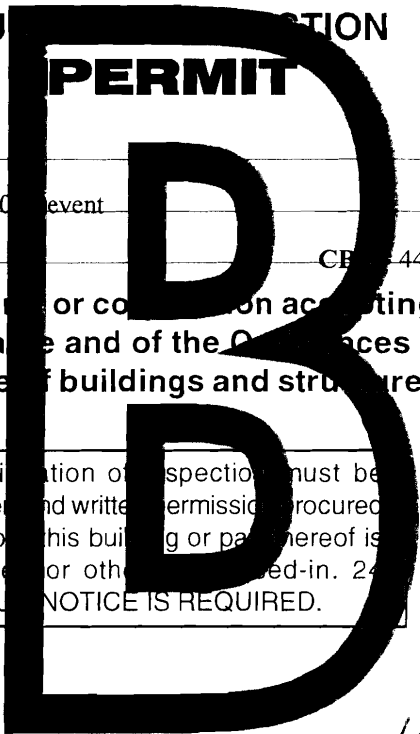
This is to certify that CITY OF PORTLAND

has permission to Frannie Peabody Ctr. May 2, 2009 event

AT 1000 PREBLE ST

CE 443 A001001

provided that the person or persons, firm or corporation accounting 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.

Notification of inspection must be given and written permission procured before this building or part thereof is lathed or otherwise red-in. 24 HOUR NOTICE IS REQUIRED.

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

#### OTHER REQUIRED APPROVALS

Fire Dept. \_\_\_\_\_

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_

Department Name

*Thomas M. ...* 5/6/09  
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

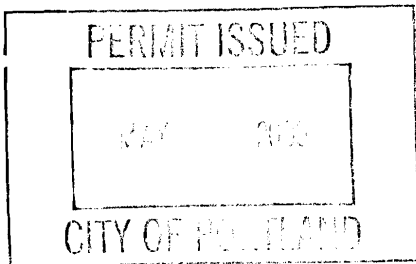
Permit No: 09-0388	Issue Date:	CBL: 443 A001001
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Location of Construction: 1000 PREBLE ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone:

Past Use: ROS Back Cove	Proposed Use: ROS Back Cove - Frannie Peabody Ctr. May 2, 2009 event	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 1
Proposed Project Description: Frannie Peabody Ctr. May 2, 2009 event		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>Misc</i> Type: <i>Tent</i>  <i>IBC 2003</i>	
		Signature: _____ Signature: <i>Jm 5/6/09</i>		
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: lmd	Date Applied For: 04/29/2009	<b>Zoning Approval</b>		
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>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..</p>	<p><b>Special Zone or Reviews</b></p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <i>OK</i> <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>Jm 5/6/09</i>	<p><b>Zoning Appeal</b></p> <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: _____	<p><b>Historic Preservation</b></p> <input checked="" type="checkbox"/> Not in District or Landmark <input checked="" 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>Jm</i>
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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.

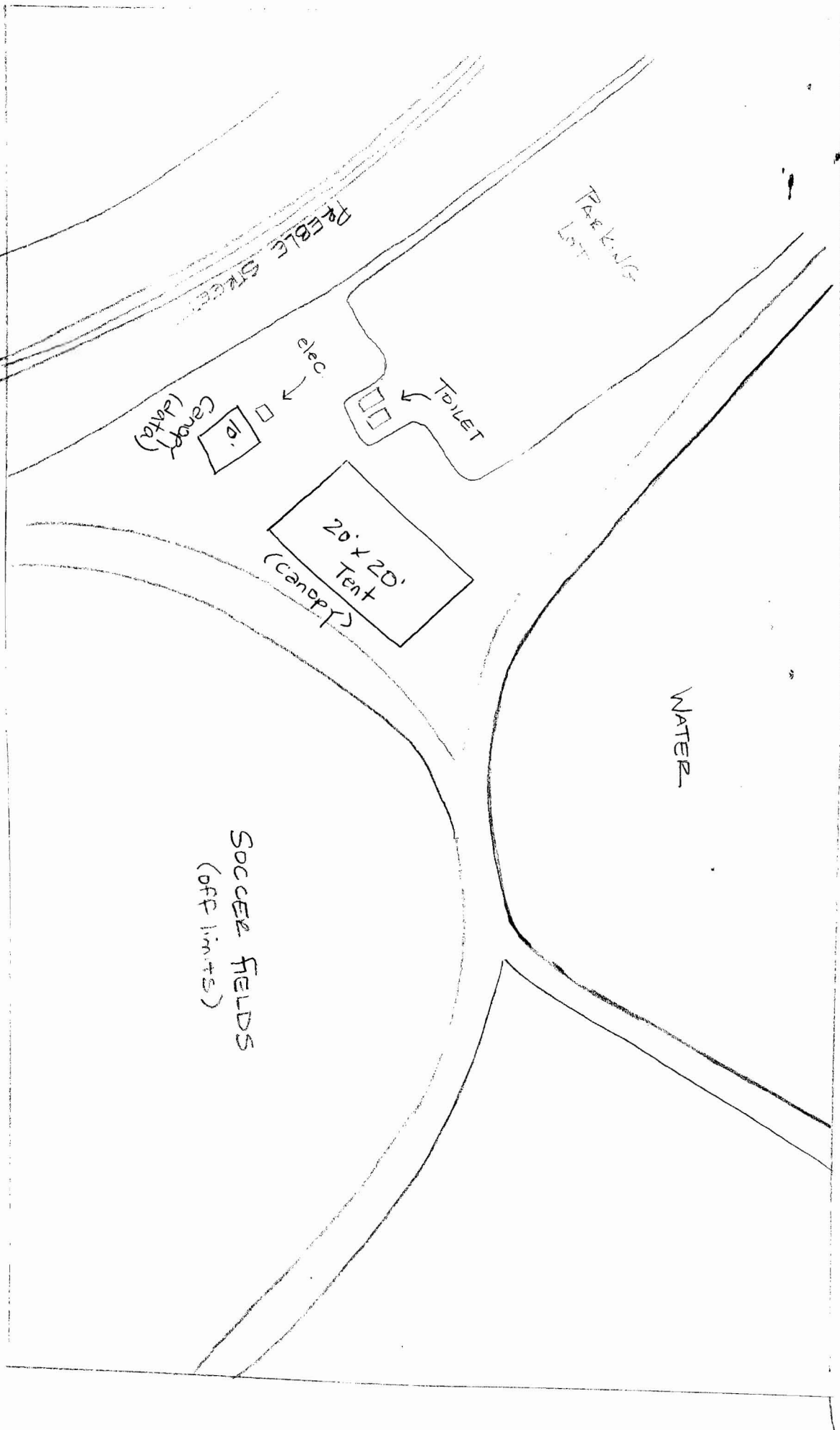
Location/Address/Park of Installation: <u>Back Cove, Park near Hannaford on Preble St.</u>		
Date of Set up/Event <u>May 2, 2009</u>		Date of Breakdown/ End of Event <u>May 2, 2009</u>
Tax Assessor's Chart, Block & Lot Chart# Chart#      Block#      Lot#	Property Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable)  <u>APR 29 2009</u>	Applicant name, address & telephone: <u>Francie Peabody Ctr. 335 Valley St. Portland, ME 04102 (207) 774-6877 ext. 116</u>	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ol style="list-style-type: none"> <li>1. Certificate of Flammability</li> <li>2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</li> <li>3. Company name of installer (contact info).</li> <li>4. 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 &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li>5. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00</li> </ol> <p>Who should we contact when permit is ready: <u>Jeannemarie Celentano, SSM</u> Address: <u>335 Valley St. Portland ME 04102</u> Telephone: <u>207-774-6877 ext 116</u></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.		

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](http://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: 	Date: <u>4/23/09</u>
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**This is not a permit; you may not commence ANY work until the permit is issued.**



# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/27/2009

PRODUCER (207) 774-6257 FAX: (207) 774-2994  
**Clark Associates**  
 2385 Congress Street  
 P O Box 3543  
 Portland ME 04104

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  
**Frannie Peabody Center**  
 335 Valley Street  
 Portland ME 04102

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: <b>Philadelphia Insurance</b>	
INSURER B: <b>Maine Employers Mutual</b>	11149
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 LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PHPK333650	9/1/2008	9/1/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	PHPK333650	9/1/2008	9/1/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A		<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	PHUB246690	9/1/2008	9/1/2009	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
B		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	1810013990	7/19/2008	7/19/2009	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

RE: 2009 AIDS Walk at Back Cove  
 The City of Portland is listed as a named as additional insured with regards to General Liability as required by written contract. Includes a 20' x 20' canopy. \*10 days for nonpayment of premium

### CERTIFICATE HOLDER

(207) 756-8279 [tvm@portlandmaine.gov](mailto:tvm@portlandmaine.gov)  
 City of Portland  
 389 Congress Street  
 Room 312  
 Portland, ME 04101-3509

### 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 DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
 Jeffrey Lind/BIJF



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## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



**CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT**  
**PUBLIC PARK & SPACE PERMIT (4 pages)**  
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101  
 207-756-8275 ~ Fax 207-756-8279  
 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)**

<b>TODAY'S DATE</b>	4-28-2009	<b>ORGANIZATION NAME</b>	Public Health Division, DHHS, City of Portland						
<b>ORGANIZATION ADDRESS</b>	103 India Street	<b>CITY</b>	Portland	<b>STATE</b>	Maine	<b>ZIP</b>	04101		
<b>CO-ORGANIZATION</b>	Frannie Peabody Center 335 Frannie Street Portland, ME 04102 879-0761								
<b>CONTACT NAME(S)</b>	Andrew K.R. Jones	<b>TITLE</b>	Community Health Promotion Specialist						
<b>CONTACT NAME(S)</b>	JeanneMarie Celentano	<b>TITLE</b>	Peabody Center support services manager Work # 774-6877 x116						
<b>WORK #</b>	207-756-8071 (Andrew)	<b>CELL</b>	207-712-2535	<b>FAX</b>	207-756-8087				
<b>EMAIL</b>	ajones@portlandmaine.gov		<b>EMAIL</b>	jcelentano@peabodycenter.org					

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Preble Street, grass area and right side of parking lot. + BC Pathway				
<b>EVENT DAY &amp; DATE(S)</b>	Saturday, May 2 <sup>nd</sup> , 2009	<b>RAIN DAY &amp; DATE(S)</b>	N/A		
<b>EVENT START TIME</b> (i.e. set-up start time)	10:00am	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	4:00pm	<b>ACTUAL START &amp; END TIME OF EVENT</b>	12:00pm – 2:00pm Reg. @ 11am Walk/Race: 12-1:30 Awards: 1:30 – 3 Clean Up: 3-4

EVENT NAME	EXPECTED ATTENDANCE
Beach & Bay 5k Run/Walk for AIDS (5k race)	200

**DESCRIPTION OF EVENT:** Please be specific regarding area of public space/park and describe Event in detail

The Beach & Bay 5k Run/Walk for AIDS will take place on Saturday, May 2, 2009 around the Back Cove in Portland. Registration will take place on the grass to the right of the Preble Street Parking Lot. There will be six tables and a dozen chairs set up for registration, day-of registration, refreshments, t-shirt sales. Portland Public Health will be providing a first aid station. We will need access to the portable-restrooms. The registration starts at 11 a.m. and the race begins at noon. The walk/run should be completed by 1:30. There will be an awards ceremony and people will linger for about 1/2 hour.

Because the walk/race will take place around the back cove, we will not need any police escort or barricades. We will post volunteers at the cross-walk areas to ensure that participants stay on course.

There will be a 20x20 tent setup on site (grass area) and 10x10 canopies used.

Please contact Jeannemarie Celentano at 774-6877 ext. 116 for additional details.

<b>IS THERE A REGISTRATION FEE?</b>	Suggested donation of \$25. Participants will also fundraise	
<b>IF YES, HOW MUCH?</b>	<b>FEE</b>	\$ N/A
	<b>STUDENT FEE</b>	\$N/A

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?**  
 Right side of Preble Street parking lot.

**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: 3	X		
* Do you wish to set up a tent(s)? (a canopy or tent larger than 10x10 needs to be approved by Recreation 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). Recreation will contact Inspections once the tent location is approved so that the Tent	X		

	Permit Application may go forward. State size(s): <b>20x20</b> Exact Location(s) of Tent Placement Requested:  In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up <b>tables and/or chairs</b> ? How many tables: <b>6</b> chairs: <b>12</b>	X		
*	Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:		X	
*	Will there be <b>refreshments</b> at the event? <b>YES</b> . Do you wish to <b>sell food</b> ? <b>NO</b> . List food and drink: <b>Simple refreshments and water/Juice</b> . 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.	X		
*	Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.) <b>T-Shirts</b>	X		
*	Are you setting up a <b>PA (sound) system</b> ? <b>YES</b> Are you planning on having <b>Amplified Music</b> ? <b>YES (DJ)</b>	X		
*	Will your event require <b>electricity</b> ? <b>YES</b>	X		
*	Are you planning on bringing a <b>Grill for a Barbecue</b> ? <b>NO</b>		X	
*	Will the event require <b>reserved parking spaces / parking meters</b> ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.		X	
*	Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.			X
*	Will your event require <b>street closures</b> ? (Please be specific under "Description of Event")		X	
*	Will your event require <b>Police</b> assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		X	
*	Will your event require <b>Fire/EMS</b> assistance?		X	
*	Will your event require <b>porta-restroom</b> 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.)	X		
*	Do you wish to have a <b>banner over the street</b> to advertise your event? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.	X		

#### 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 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.	<b>X FOR RACE EVENTS</b>		
◆	If you answered yes, please have "City of Portland, Maine" listed as additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: tvmm@portlandmaine.gov			

### RECREATION 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.

#### 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 – across from the Playground, \*East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). 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 (Royal Flush, 883-0884, M-F) to request and pay for a cleaning. Cleanings are \$45.

#### 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**

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas. \$10 will be deducted from your security deposit for each vehicle parked on grass. **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.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	AKRJ	<b>DATE</b>	9-8-2008
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**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.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	AKRJ	<b>DATE</b>	9-8-2008
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## CONDITIONS FOR USE

**YOUR EVENT HAS BEEN REVIEWED BY PORTLAND RECREATION, AND HAS BEEN APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.**

**RECREATION FEES – PARK SECURITY DEPOSIT / INSURANCE CERT.:**

As this is a city department sponsored event, there is no permit fee charged for use of the area (or electricity fee charged). Other departments may require that fees for licenses, staff, etc. be paid.

There is no park security deposit required, however, there may be a security deposit required to borrow the Recreation canopies and the orange cones.

Thank you for already forwarding the certificate of insurance to the Recreation Office.

**USE OF PARK (and RIGHT SIDE OF PARKING LOT):**

If we have rain, (and grass areas are wet and soggy), Recreation may require that you keep activities to the tarred areas of the parking lot. I will follow back up with you closer to your event, if that is the case.

You have permission to partition off the right side (south side near the soccer field) of the parking lot (just after the entrance into the lot), to reserve those 10 parking spots. You may do this with orange cones (borrowed from Recreation).

Electrical outlets (2 total: i.e. 2 radios can be plugged in) are located on the wooden post in the grass area.

Please keep your setup to the grass area directly beside the parking lot (i.e. do not spread out to the soccer field and practice field area).

You have permission to set up a 20x20 tent in the grass area, pending a tent permit is issued from Inspections (and that tent stakes are not driven into the area where electrical lines are buried underground).

You also have permission to set up 10x10 canopies on the grass area (and the parking lot), and to serve refreshments and to play amplified music.

It is advisable to have medical staff on site for a race or large walkathon.

**PARKING / ORANGE CONES:**

Please reserve the parking area on the right side of the lot with orange cones (7 large cones set out the night before). You should set these out on Friday evening after vehicles have vacated the parking lot. Please tape a sign to these cones stating why the parking lot is partitioned off. Please call the Recreation Office, 756-8275, to make arrangements to pick these up. There is a \$10 per cone security deposit required.

**BORROWING CANOPIES FROM RECREATION:**

Please call Karen Seymour at the Recreation Office, 756-8275, to make arrangements to pick these up. There may be a security deposit required.

**CITY CLERK'S OFFICE REFRESHMENTS + MUSIC:**

You have permission to serve refreshments: please procure a Temp. Food Service License from City Clerk's Office, Alexandra Murphy (874-8557). And for your music, please procure a concert license from the Clerk's Office.

**POLICE ASSISTANCE:**

There should be no need for police assistance, as the race portion of this event stays to the sidewalk, pathways, and grass areas (and does not go out into the street).

**INSPECTIONS DIVISION TENT / CANOPIES:**

The 10x10' canopies require no tent permit. If it is windy out, please make sure that the legs are weighted down.

The larger 20x20 tent does need a tent permit. The area for your 20x20' tent location is on the grass area, just to the right of the parking lot (as you're facing the water). You have permission to set up the tent – given the following:

Please contact Lannie Dobson at Inspection Services, 874-8693, to procure a tent permit.

A DIG SAFE does not need to be done at that area. There are electrical lines underground, but Recreation staff will spray paint the grass to show where electrical lines are buried. Please point this out to the tent company and please stay clear of this area with stakes.

For easy tent delivery, the truck can back right up to the edge of the parking lot (near the porta-restroom) to unload (remember, this side of the parking lot should be free of vehicles as it has been coned off the night before).

Your Temp. Food Service License (for refreshments) will be issued to you by an Inspector once the food service area passes inspection. If you have questions about food service, please contact the Inspections Div.: 874-8693.

**ELECTRICAL OUTLETS:**

Electrical outlets (2 total: i.e. 2 radios can be plugged in) are located on the wooden post in the grass area. They will be turned on for your use. If the breaker goes, you will need to reset the center button on the outlet.

If it is rainy or drizzly out, we require that you not use electricity.

**NOTIFICATION:**

If there are members of the public in the grass area when you arrive to setup, please show them this permit to let them know you have reserved it for your event. If you need assistance, please call the Police Dept.: 874-8574 or 8575.

Please post signage at Preble Street (near the pathway) and across from Payson Park that alerts the public to your walk and race. Please remember to remove these signs once your event is finished.

**POSSIBLE CONFLICTS:**

If weather is nice, there may be games taking place at the fields at Preble Street.

There also may be a storage container parked at the Preble Street lot. Please stay clear of the doors, as the teams playing may need access to the container.

CREDIT CARD INFORMATION			
Visa or MasterCard Number			Exp Date (Mon/Yr)
<b>CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED</b>			

<b>PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"</b>
◆ Please make out security deposit checks separate from permit fees.

TOTAL AMOUNT(S) DUE TO RECREATION (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: \$100
Key Deposit: \$50 per key	Other (Porta-Restroom User Fee, etc.)

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	9-8-2008	DATE REC'D INSURANCE	4-28-2009	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ ?
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$