

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING DEPARTMENT

PERMIT

Permit Number: 090430

Please Read Application And Notes, If Any, Attached

This is to certify that CITY OF PORTLAND/United Way of Grland

has permission to United Way Day of Caring - Event Staging May 2, 2009

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 HOURS 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. CAPT. K. Santora

Health Dept. MAY 15 2009

Appeal Board

Other

Department Name

[Signature]
5/15/09
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Permit Number: 090430

Please Read Application And Notes, If Any, Attached

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Fire Dept. CAPT. K. Santora

Health Dept. _____

Appeal Board _____

Other _____

Department Name

MAY 15 2009

[Signature]
5/17/09
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: 09-0430	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: United Way of Greater Portland	Contractor Address:	Phone
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: ROS

Past Use: ROS - Back Cove	Proposed Use: ROS - Back Cove United Way Day of Caring - Event Staging for May 21, 2009	Permit Fee: \$30.00	Cost of Work: \$30.00	CEO District: 1
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FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied *See Conditions Signature: <i>(KG)</i>	INSPECTION: Use Group: <i>U</i> Type: <i>Temp Structure Stage</i> Signature: <i>(Signature)</i>
---	--

Proposed Project Description:
United Way Day of Caring - Event Staging for May 21, 2009

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: Ldobson	Date Applied For: 05/05/2009
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Zoning Approval

- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
 - Building permits do not include plumbing, septic or electrical work.
 - 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..
- MAY 15 2009

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input type="checkbox"/> Not in District or Landmark
<input type="checkbox"/> Wetland	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does Not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>(Signature)</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

City of Portland, Maine - Building or Use Permit

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 09-0430	Date Applied For: 05/05/2009	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: United Way of Greater Portland	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: ROS - Back Cove United Way Day of Caring - Event Staging for May 21, 2009	Proposed Project Description: United Way Day of Caring - Event Staging for May 21, 2009
---	---

Dept: Zoning	Status: Approved	Reviewer: Marge Schmuckal	Approval Date: 05/08/2009
Note:			Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved	Reviewer: Tammy Munson	Approval Date:
Note:			Ok to Issue: <input type="checkbox"/>
Dept: Fire	Status: Approved with Conditions	Reviewer: Capt Keith Gautreau	Approval Date: 05/08/2009
Note:			Ok to Issue: <input checked="" type="checkbox"/>
1) Tents shall have an approved fire resistant rating, Maintain 10' between stake lines, No smoking or open flame within 10', Provide at least 1 2 A 10 BC extinguisher.			



Tent/Canopy or Temporary Event Staging

If you or the property owner within the City, paym

no user charges on any property of any kind are accepted.

Location/Address/Park of Inst:	@ Back Cove, Portland	
Date of Set up/Event	May 21, 2009	
Tax Assessor's Chart, Block & Lot Chart#	Block#	Telephone:
443	A	
Lessee/Buyer's Name (If Applicable)	Fee: \$30.00	Portland, ME
	Portland, ME	

*Need info on stage
Both e-mailed
Phoned
&
Talked w/customer at Louie's
(207)874-1000*

The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.

1. Certificate of Flammability
- ✓ 2. Letter of approval from property owner.
If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275).
- ✓ 3. Company name of installer (contact info). *City staff, Facilities management, delivery*
- ✓ 4. Plot Plan showing the following: *& set-up, Preble St. grassy area, @ Back Cove*
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 & Recreation for maps of Portland's Parks @ 756-8275). *Staging Dimensions: 16'Lx8'Wx8"H*
- ✓ 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

Who should we contact when permit is ready: Sharon Roberts or Karen Stephenson
Address: IWGP 400 Congress St. Ptd., ME Telephone: (207)874-1000 ext.-338/318

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, 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: <i>Sharon C. Roberts</i>	Date: <i>5/1/09</i>
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This is ~~not~~ a permit; you may ~~not~~ commence ANY work until the permit is issued.

** Note: If tent is used, it will be a 10'x10' pop-up tent.*

TO STATION 877-7007

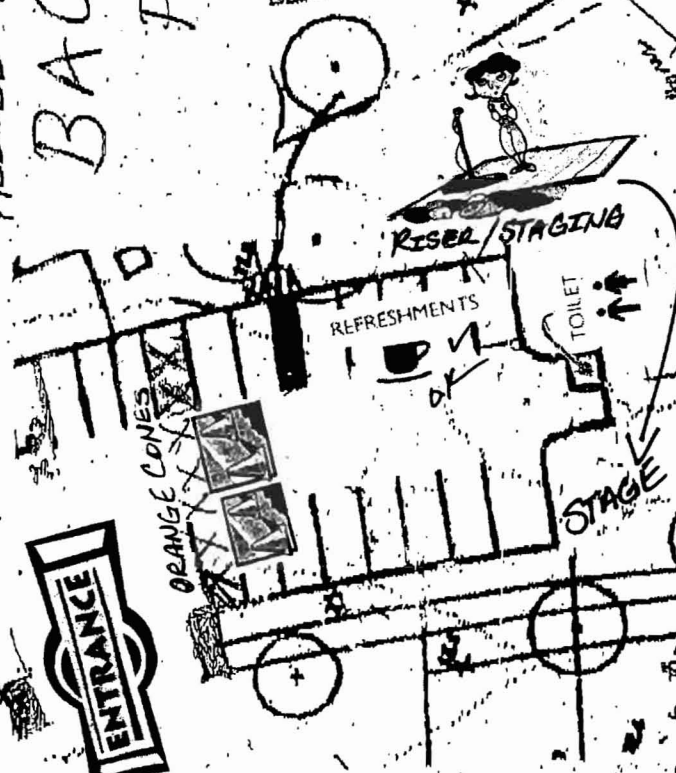
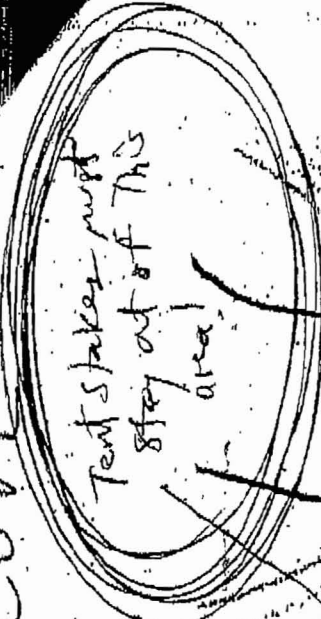
17th Annual Day of Caring Kick-Off Breakfast
May 21, 2009

P CAR PARKING

PREBLE STREET GRASS AREA

BACK COVE

PARK



FOOTPATH

WALKWAY

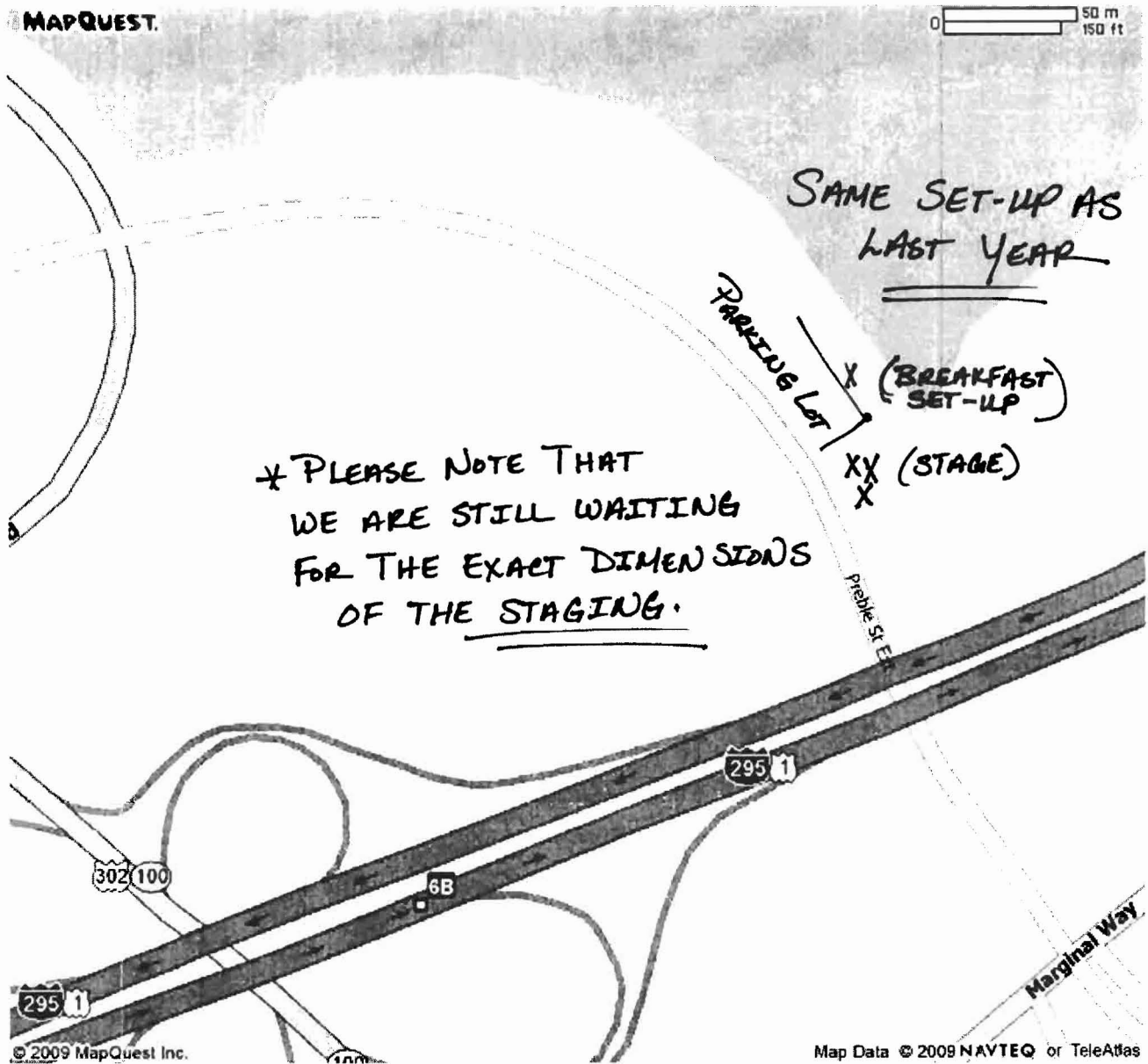
LAWN

Electrical Lines

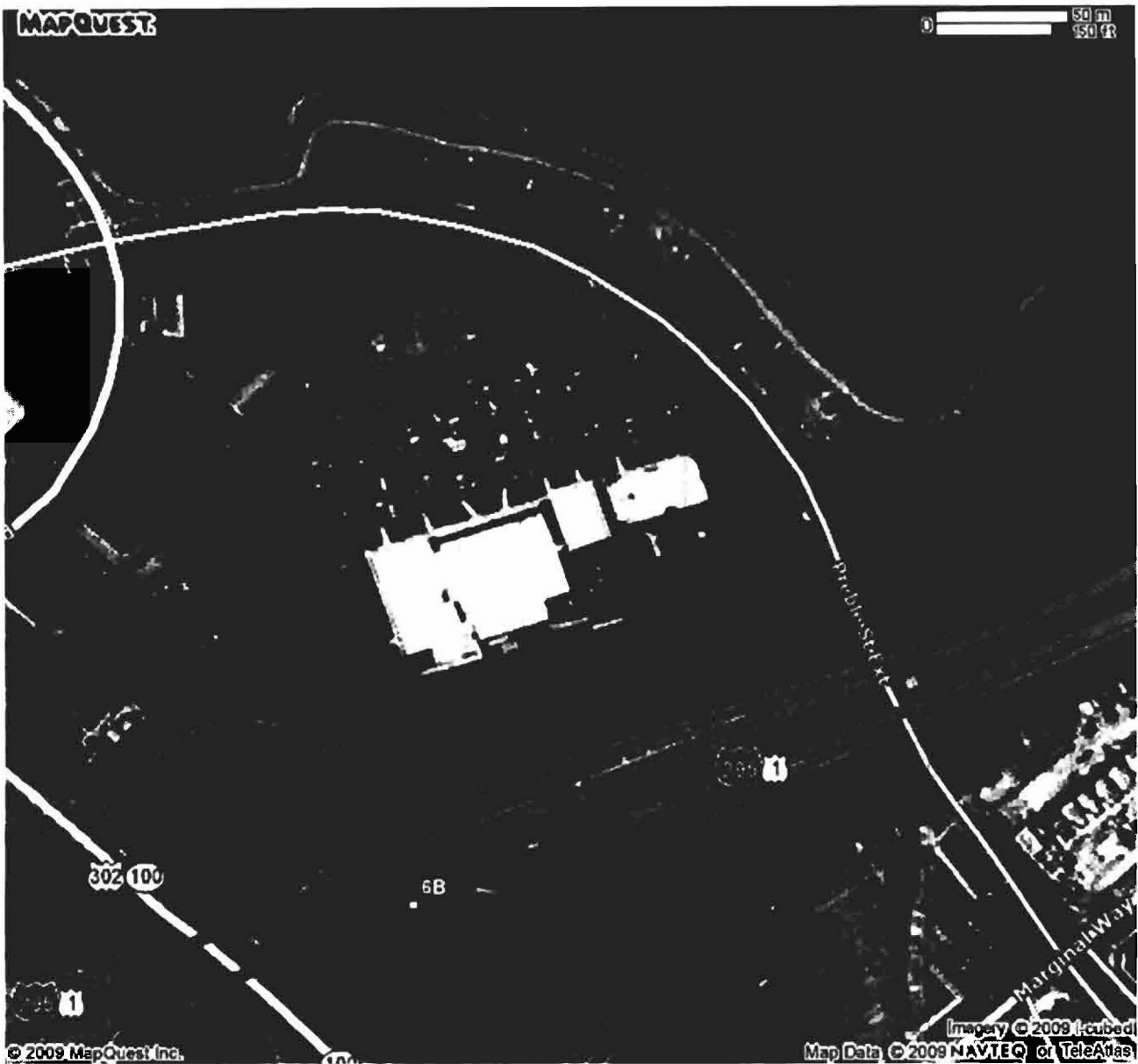
Multi-Purpose Field--Prepare Subgra
Install Irrigation, H

Preble Street

Preble Street



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From: Clare Norton
To: Lannie Dobson; Sharon Roberts; Ted Musgrave
Date: 5/7/2009 10:58:40 AM
Subject: Re: FW: United Way Day of Caring, May 21 - Staging Permit Ap w/Map

Lannie

It is our staging, the City's. I work here at RAFM. Can you send me over the info that needs to be filled out, and I can try to find the info for you,. As I said groups borrow our staging all the time, and this is the first time we have been asked to provide this.

Clare

>>> Lannie Dobson 5/7/2009 10:56:51 AM >>>

Who is your contact for the staging within the City? I will give them a call. Thank you, Lannie Dobson

>>> Clare Norton 5/7/2009 10:55:18 AM >>>

Hi Lannie~

This is the City owned stage. I am not sure of that other information, it is a portable stage and we have never had to provide that information in the past.

Clare

>>> Lannie Dobson 5/7/2009 10:29:58 AM >>>

Clare, Who are you getting the staging from? This is not enough information we need weight specs, rise and run etc. Thank you, Lannie Dobson

>>> Clare Norton 5/6/2009 12:21:43 PM >>>

Hi Sharon

The staging is 32" high.

Thank you,
Clare

>>> "Sharon Roberts" <sroberts@Unitedwaygp.org> 5/5/2009 1:02:15 PM >>>

Hi Clare,

When you send me the dimensions of the staging, would you please copy Lannie Dobson (ldobson@portlandmaine.gov). I submitted the application today with the understanding that as soon as I know the dimensions I will send her an update.

Thanks,
Sharon

-----Original Message-----

From: Lannie Dobson [<mailto:LDobson@portlandmaine.gov>]

Sent: Tuesday, May 05, 2009 12:51 PM

To: Ted Musgrave ; Sharon Roberts

Cc: Andy Downs; Arthur Stephenson ; Larry Littlefield; Peter McFarland;

Karen Stephenson

Subject: Re: United Way Day of Caring, May 21 - Staging Permit Ap w/Map

We will need additional information on the Staging it self. Drawing, pictures, details. Thank you, Lannie

Lannie Dobson
Inspection Services
Administrative Assistant
Room 315 City Hall
207-874-8693
buildinginspections@portlandmaine.gov .

>>> Ted Musgrave 5/1/2009 1:55:48 PM >>>
thanks sharon
i've forwarded this along to city staff (FM and Inspections)
staff - pls c attached for processing

>>> "Sharon Roberts" <sroberts@Unitedwaygp.org> 5/1/2009 12:39:10 PM
>>>
Hello my friend,

Happy Friday! Here is a copy of the Tent/Staging Permit Application w/Map, as you requested, for your files.

Keep Smiling,
Sharon

Sharon Roberts, Administrative Assistant, Community Impact
United Way of Greater Portland
400 Congress Street, 4th Floor
P.O. Box 15200
Portland, ME 04112-5200
Ph: 207.874.1000 Ext. 338
Fax: 207.874.1007

sroberts@unitedwaygp.org <<http://www.unitedwaygp.org/>>

www.liveunitedportland.org <<http://www.liveunitedportland.org>> .

LIVE UNITED (tm)

Give. Advocate. Volunteer.



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE APPLICATION (3 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)

TODAY'S DATE	03/16/09	ORGANIZATION NAME	United Way of Greater Portland				
ORGANIZATION ADDRESS	400 Congress Street, 4 th Floor	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Karen Stephenson, Director, Volunteer Development Sharon Roberts, Administrative Assistant, CI						
HOME #	WORK# 874-1000	CELL		FAX	874-1007		
EMAIL	kstephenson@unitedwaygp.org	EMAIL	sroberts@unitedwaygp.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Preble Street Grass Area and South Side of Preble Street Parking Lot -closest to the grass area)					
EVENT DAY & DATE(S)	Thursday, May 21, 2009	RAIN DAY & DATE(S)	None			
EVENT START TIME (i.e. set-up start time)	6:00-7:30 AM	EVENT END TIME (i.e. when event cleanup is complete)	8:15-9:00 AM	ACTUAL START & END TIME OF EVENT	Breakfast 7:30-8:15 AM Program 7:45-8:15 AM	

EVENT NAME	EXPECTED ATTENDANCE
United Way of Greater Portland's 17 th Annual <i>Day of Caring</i> , Kick-Off Breakfast 2009	150 - 200

DESCRIPTION OF EVENT:

Each year the United Way of Greater Portland coordinates with local businesses, and their employees to assist non-profit organizations throughout Cumberland County with service projects. The day begins with a Kick-Off event with refreshments, motivational speeches, and music. The event is held at the Preble Street Grass Area, beside the Preble Street Parking Lot. Organizers also need the south side of the parking lot reserved. A 20'x20' tent, tables, and chairs as well as a stage, may be set up in the grass area. Electricity is needed for a small PA system. A radio station van may be on site as well, and will require a parking space in the lot beside the grass.

IS THERE A REGISTRATION FEE?	NO	
IF YES, HOW MUCH?	FEE	\$
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? *UWGP would like to reserve the right side of the Preble Street Parking Lot.(to the right of the second entrance-nearest the fields) Volunteers often carpool to the Kick-Off, so this section should provide adequate parking.*

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?:		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 Permit Application may go forward. State size(s): Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X ONE TENT 20'X20' & STAGE ON THE GRASS	10'x10' if needed	SAR

		AREA		
*	Will you be setting up tables and/or chairs ? How many tables: 4 chairs: 4	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: Radio Station Van			X
*	Will there be refreshments at the event? List food and drink: Coffee, Muffins, Bagels etc... Do you wish to sell food ? (If so, you will need approval from Recreation) 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 non-food items (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell:		X	
*	Are you setting up a PA (sound) system ? YES Are you planning on having Amplified Music ? YES If so, your event requires a concert license from the City Clerk's Office. (Just voice – i.e. Press Conference, would not require the license because it is not music). For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).	X		
*	Will your event require electricity ? Electricity is available at some of the parks & squares	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? 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 CONES		
*	Will your event require street closures ? (Please be specific under "Description of Event")		X	
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		X	
*	Will your event require Fire/EMS assistance?		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? YES (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 banner over the street 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.	X		
♦	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: tvm@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.**

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID M5
UNIT-16

DATE (MM/DD/YYYY)
03/13/09

PRODUCER
TD Insurance, Inc. (SP)
P.O. Box 406
Portland ME 04112-0406
Phone: 207-239-3500 Fax: 207-775-0339

INSURED
United Way Inc. dba United Way
of Greater Portland
P.O. Box 15200
Portland ME 04112

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.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Philadelphia Indemnity Ins Co	18058
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 ADD'L	LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PHPK374041	01/01/09	01/01/10	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 - COM/OP AGG	\$ 2,000,000
			AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
							OTHER THAN AUTO ONLY: EA ACC	\$
							AGG	\$
			EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
			OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 City of Portland is listed as Additional Insured with respects to the Day of Caring on May 21, 2009.

CERTIFICATE HOLDER	CANCELLATION
City of Portland Ted Musgrave tvn@portlandme.gov 389 Congress St Portland ME 04101 CITYP01	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 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 TD Insurance, Inc.

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.