

Form # P 04

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read
Application And
Notes, if Any,
Attached

BUILDING INSPECTION PERMIT

PERMIT ISSUED
Permit Number: 100496
MAY 24 2010
CITY OF PORTLAND
CBL 443-4001001

This is to certify that City Of Portland / Troupier Staging
has permission to Back Cove / Install 16' L x 8' W x 32" H stage, set up on May 20, 2010 and break down May 20, 2010
AT 1000 Preble St

provided that the person or persons, firm or corporation 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.

Notification of inspection must be given and written permission procured before this building or part thereof is lathed or otherwise closed-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. [Signature]
Health Dept. _____
Appeal Board _____
Other _____
Department Name _____

[Signature]
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: 10-0496	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: United Way of Greater Portland	Contractor Name: Troupier Staging	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Special Events	Zone: ROS

Past Use: Park / Back Cove	Proposed Use: Back Cove / Install 16' Lx 8' Wx 32" H stage, set up on May 20, 2010 and break down May 20, 2010.	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 5/11/10 Signature: <i>[Signature]</i>	INSPECTION: Use Group: <i>Temp</i> Type: <i>Tent</i> 139 2003 Signature: <i>[Signature]</i>
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Proposed Project Description: Back Cove / Install 16' Lx 8' Wx 32" H stage, set up on May 20, 2010 and break down May 20, 2010.
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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: gg	Date Applied For: 05/07/2010	Zoning Approval		
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<ol style="list-style-type: none"> 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.. 	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"/> Date: <i>5/10/10</i>	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 Date:	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:
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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



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

May 7 2010

Received from United Way

Location of Work Rock Cove / Pearl St.

Cost of Construction \$ _____ Building Fee: _____

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: _____

Total: 30.00

Building (IL) Plumbing (I5) _____ Electrical (I2) _____ Site Plan (U2) _____

Other Unit

CBL: 443 A001

Check #: 36272 Total Collected \$ 30.00

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy

City of Portland, Maine - Building or Use Permit

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

Permit No: 10-0496	Date Applied For: 05/07/2010	CBL: 443 A001001
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Business Name: United Way of Greater Portland	Contractor Name: Troupier Staging	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Special Events	

Proposed Use: Back Cove / Install 16' Lx 8' Wx 32" H stage, set up on May 20, 2010 and break down May 20, 2010.	Proposed Project Description: Back Cove / Install 16' Lx 8' Wx 32" H stage, set up on May 20, 2010 and break down May 20, 2010.
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Dept: Zoning	Status: Approved	Reviewer: Marge Schmuckal	Approval Date: 05/10/2010
Note:			Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved	Reviewer:	Approval Date:
Note:			Ok to Issue: <input type="checkbox"/>
Dept: Fire	Status: Approved with Conditions	Reviewer: Ben Wallace Jr.	Approval Date: 05/11/2010
Note:			Ok to Issue: <input checked="" type="checkbox"/>
1) Shall comply with NFPA 1.			



RECEIVED

Tent/Canopy or Temporary Event MAY -7 2010

Staging Permit Application

Dept. of Building Inspections
City of Portland Maine

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: Preble Street grassy area @ Back Cove, Portland		
Date of Set up/Event May 20, 2010		Date of Breakdown/ End of Event May 20, 2010
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 443 A 001	Property Owner: City of Portland	Telephone:
Lessee/Buyer's Name (if Applicable)	Applicant name, address & telephone: United Way of Greater Portland 400 Congress St., 4th FL. Portland, ME (207)874-1000 <i>XXmail</i>	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"> 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): <u>City Staff, Facilities Management, delivery</u> ✓ 4. Plot Plan showing the following: <u>& set-up, Preble St. grassy area, @ Back Cove</u> 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). <u>Staging Dimensions: 16' Lx8' Wx 32" H</u> ✓ 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 <p>Who should we contact when permit is ready: <u>Sharon Roberts or Karen Stephenson</u> Address: <u>UWGP 400 Congress St. Ptd., ME</u> Telephone: <u>(207)874-1000 ext.-301/318</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, 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

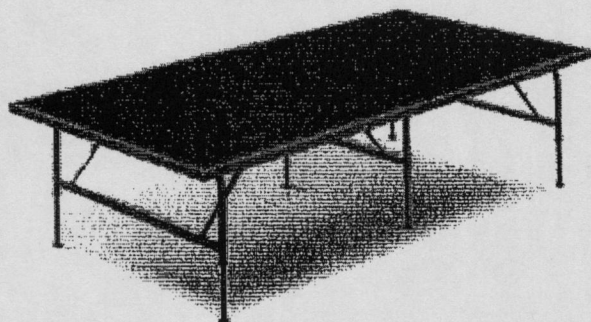
Sharon A. Roberts

Date:

5/5/10

This is not a permit; you may not commence ANY work until the permit is issued.

Trouper® Staging - PRODUCT INFORMATION



[View Demonstration Video](#)

SETUP

- Surprisingly light and easy to handle.
- Integrated platform and leg connectors make setup simple, fast, and intuitive -- all without tools.
- Fixed-height legs unfold quickly to make setup even easier.
- Camlock unit-to-unit connector provides a safe, solid connection between units.

CONSTRUCTION

- Heavy-duty construction with a 200-lbs.-per-square-foot live load rating ensures the stability, safety, and strength needed for show choirs, musicals, and other heavy-use activities.
- Frame constructed of solid 16-gauge steel.
- Decks constructed of solid 3/4in (19mm) exterior-grade plywood.
- Extremely quiet with no moving parts to rattle or clang.
- Deck edges are fully capped by finished steel edging that overlaps and protects the deck edge and surface.
- Available with black moroccan overlay, natural hardboard, or grey carpeted surface.
- Embossed moroccan overlay surface provides excellent traction, even when wet.
- Durable moroccan surface won't curl or peel, which helps prevent tripping.
- Optional skirting, stairs, and guardrails are also available.

DIMENSIONS/STORAGE

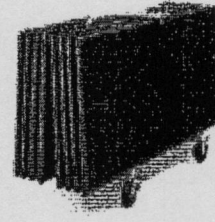
- 4ft x 8ft (122cm x 244cm) decks.
- Fixed-height leg lengths: 8in (20cm), 16in (41cm), 24in (61cm), and 32in (81cm).
- Optional dual-height leg lengths: 16in and 24in (41cm and 61cm) and 24in and 32in (61cm and 81cm).
- Individual decks available in 3ft x 6ft (91 x 183cm), 4ft x 6ft (122cm x 183cm), 3ft x 8ft (91cm x 244cm), and 4ft x 8ft (122cm x 244cm).
- Matching Move & Store Cart.
- [Warranty Information](#)



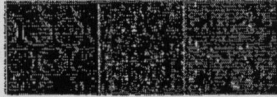
Three sets of locking legs and six contract pairs for great stability



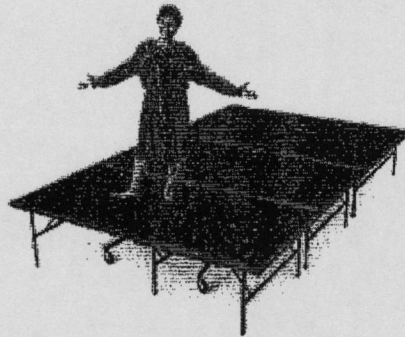
Trapper offers optional dust height legs to give you more setup flexibility



Units Move & Store Easy. Other sizes also available



Stagehand® Staging - PRODUCT INFORMATION



[View Demonstration Video](#)

SETUP

- True one-person setup with smooth, simple fold-out design.
- Integrated platform and leg connectors make setup simple, fast, and intuitive -- all without tools.
- Camlock unit-to-unit connector provides a safe and solid connection between units.
- Easiest-to-handle one-person design ever available. CONSTRUCTION
 - Weighs less than any comparable stage.
 - Durable, smooth-rolling wheels enhance maneuverability.
 - Heavy-duty construction with a 200-lbs.-per-square-foot live load rating ensures the stability, safety, and strength needed for show choirs, musicals, and other heavy-use activities.
 - Frame constructed of solid 16-gauge steel.
 - Decks constructed of solid 3/4in (19mm) exterior-grade plywood.
 - Extremely quiet with no moving parts to rattle or clang.
 - Available with a black morrocan overlay, natural hardboard, or grey carpeted surface.
 - Embossed morrocan overlay surface provides excellent traction, even when wet.
 - Durable morrocan surface won't curl or peel to help preventing tripping.
 - Optional skirting, stairs, and guardrails are also available.

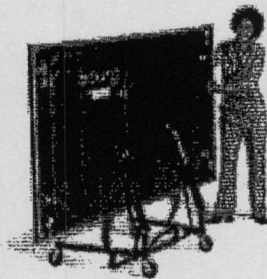
DIMENSIONS/STORAGE

- 4ft x 8ft (122cm x 244cm) decks.
- 16in (41cm) and 24in (61cm) fixed elevations.
- 16in /24in (41/61cm) and 24in /32in (61/81cm) dual elevations.
- Small footprint stores in small spaces.
- PLEASE CHOOSE FLOOR SURFACE FROM AMONG

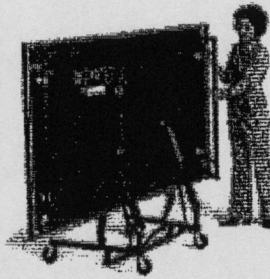


Black morrocan overlay | Natural Hardboar | Grey Carpet

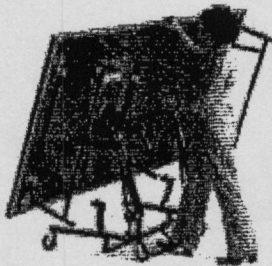
- Warranty Information



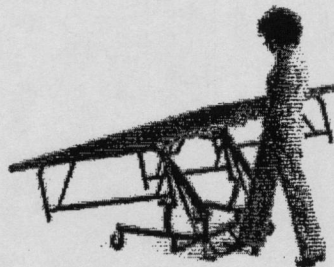
Roll it where you want it.



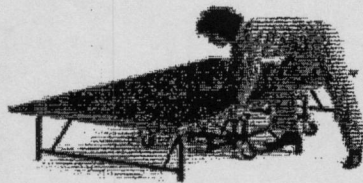
Fold out the legs.



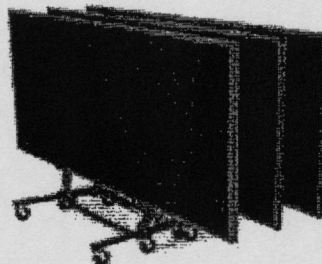
Step on the pedal.



Tilt down.

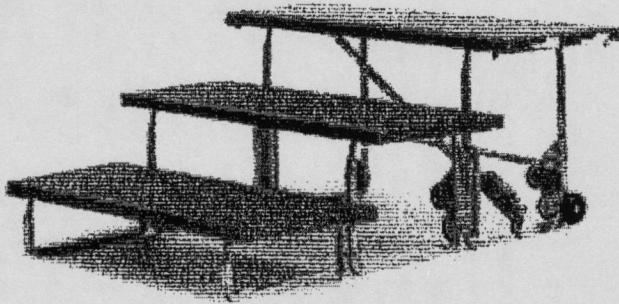


*Gas-assisted springs
lower it for you.*



*Afterwards, Stogehand®
stands in a small space.*

Tourmaster™ Risers, 4' x 24" - PRODUCT INFORMATION



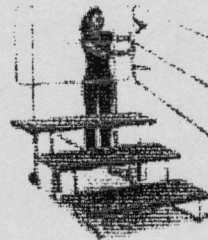
*Rolls smoothly
around corners.*



*Unfolds easily -
like an accordion.*



*Pull it up and
lock it into
position.*



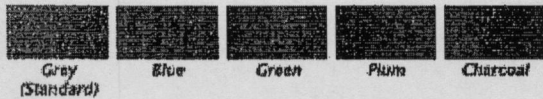
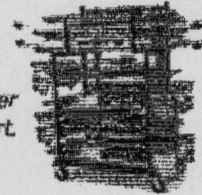
Usage

Traveling choral risers that are durable and easy to move

Performance Requirements

- Durable carpeted plywood steps in 24" (61 cm) depth.
- Steps can be reversed to create different configurations (tools required).
- Optional 4th-step, backrails and siderails available.

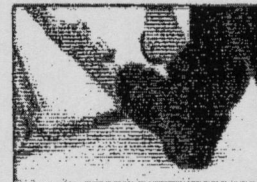
*Tourmaster
Move & Store Cart.*



Construction

- Steel frame with heavy-duty wheels and built-in stair glides stands up to years of use.
- New, silent Lift Assist provides assistance when pulling riser into upright position.
- 3-step model in 4'7" (1.4 m) length.
- Some assembly required
- [Warranty Information](#)

New updated design makes it even easier for just about anyone to setup Tourmaster Risers! The Lift Assist provides mechanical assistance when pulling the riser into an upright position and lowering for storage on three-step units. Easy take-down - just press foot-pedal release, push and let down.

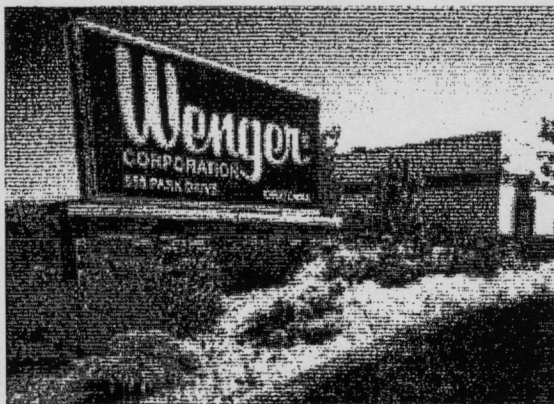


Storage

Stores and stacks on our carts to save storage space.

*Tourmaster
Move & Store Cart.*





Customer Feedback

United States

Wenger Corporation

555 Park Drive, P.O. Box 448

Owatonna, MN 55060-0448

Phone 800-4WENGER (800-493-6437)

Fax 507-455-4258

Canada

Wenger Corporation Canada

Toronto, Ontario

Phone 800-268-0148

Fax 416-754-3996

China

Wenger Corporation Beijing

Representative Office

Room B1116, Huibin Building,

No.8 East Beichen Road,

Chaoyang District, Beijing,

100101, P.R.China

Phone 0086-10-84972502

For other International Locations or to contact your Wenger representative directly, click on [Find A Rep.](#)



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)

TODAY'S DATE	5-4-2010	ORGANIZATION NAME	United Way of Greater Portland				
ORGANIZATION ADDRESS	400 Congress St. 4 th Floor	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Karen Stephenson, Director of Volunteer Development Margaret Petrarca, Volunteer Maine AmeriCorps VISTA		Sharon Roberts		TITLE		
HOME #	W 874-1000 (margi - x 339)	CELL	FAX				
EMAIL	kstephenson@unitedwaygp.org		EMAIL	mpetrarca@unitedwaygp.org 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 20, 2010	RAIN DAY & DATE(S)	None		
EVENT START TIME (i.e. set-up start time)	6:00-7:00AM	EVENT END TIME (i.e. when event cleanup is complete)	8:15-9:00AM	ACTUAL START & END TIME OF EVENT	Breakfast 7:30-8:15AM Program 7:45-8:15AM

EVENT NAME	EXPECTED ATTENDANCE
United Way of Greater Portland's 18 th Annual Day of Caring, Kick -Off Breakfast 2010	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 Preble Street Grass Area, beside the Preble Street Parking Lot. Organizers also need the south side of the parking lot reserved.

A 20' x 20' tent, tables and chairs, as well as a stage (risers), may be set up in the grass area. Electricity is needed for a small PA system. A radio station van may be on the site as well (parking space in the lot).

IS THERE A REGISTRATION FEE?	
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 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	JUST STAGE/RISERS (NO TENT THIS YR - ONLY SMALL CANOPY)	X	

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.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	MMP	DATE	02/24/10
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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.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	MMP	DATE	02/24/10
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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.:

Please forward permit fee of \$75 for use of grounds and the \$10 fee for electricity to Recreation.

Please forward Park Security Deposit of \$100 to Recreation.

Other city departments will require that fees for licenses, staff assistance, etc. be paid.

Thank you for already forwarding the cert. of insurance to Recreation.

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 (and not use the grass areas at all). 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 and the parking lot itself (i.e. do not spread out to the soccer field and practice field area).

You have permission to set up tables and chairs in the grass area.

You also have permission to set up 10x10 canopies on the grass area and to serve refreshments.

You have permission to play music over a PA system.

There should be no vehicles driving up or parking on the grass areas or trail areas.

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 Wednesday 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 (if you are borrowing them from Recreation). There is a \$10 per cone security deposit required.

You also have the option of using barricades to partition off the lot; please call Maynard Sprague, Public Services, 874-8493, for information on using and borrowing barricades.

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). For music over the PA system, please procure a concert license from the Clerk's Office.

STAGE / RISERS (INSPECTIONS DIVISION):

Please contact Lannie Dobson at Inspection Services, 874-8693, to see if a stage permit needs to be procured. For a short, small riser, I do not think they would require a permit.

*	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, stage/risers, PA gear			X
*	Will there be refreshments at the event? Do you wish to sell food? (If so, you will need approval from Recreation) List food and drink: 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, cds, etc.)?		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).	X		
*	Will your event require electricity? Electricity is available at some of the parks &	X		
*	Are you planning on bringing a Grill for a Barbecue?		X	
*	Will the event require reserved parking spaces / parking meters? How many?	X		
*	Will your event need safety vests, signs, barricades and/or cones? Please list what you would like to borrow: 7 large cones 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		X	
*	Will your event require Police assistance? An event such as a road race, march in		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 REQUEST WITHDRAWN

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 (unless all equipment and connections are covered and protected).

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 (United Site Services, 800-442-1286, M-F) to request and pay for a cleaning.

TRASH

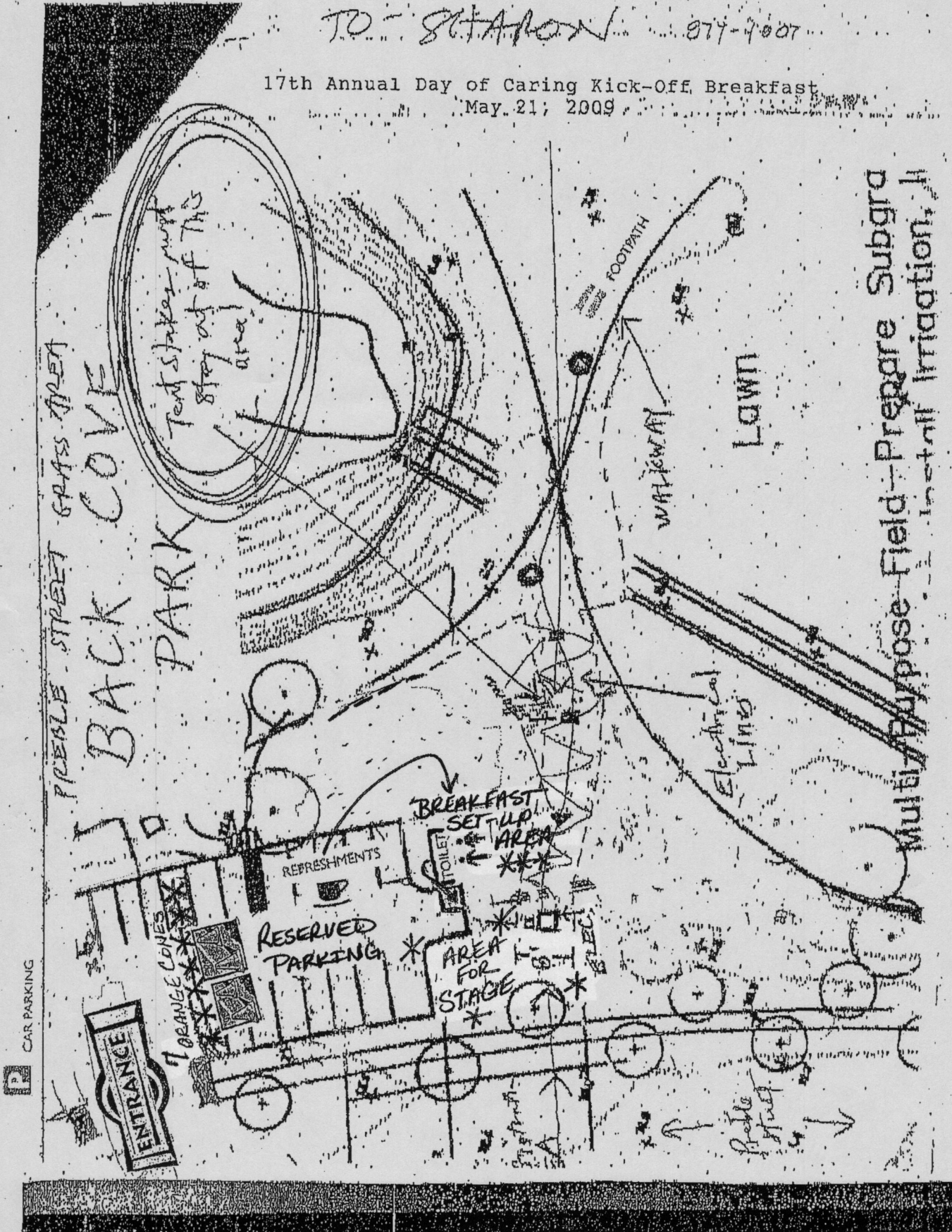
All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets. \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

TO - STATION 874-4007

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



Multi-Purpose Field - Prepare Subgra
Install Irrigation, H

POLICE ASSISTANCE:

There should be no need for police assistance. If you see a need, please contact Sgt. Troy Bowden, 874-8554, or Lt. William Preis, 874-8569, at least a few days in advance to discuss this possibility. In order to guarantee an officer on site, you would need to pay for one. If you rely on on-call officers (if available and approved by Police), they may be called away on emergencies.

INSPECTIONS DIVISION:

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

This year, you are not erecting a larger tent on site (so no tent permit is needed).

For easy delivery of items, 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).

Please make sure all items for your event are removed from the park on Thursday afternoon.

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:

Please see "Recreation Policies" section of permit.

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.

PORTA-RESTROOMS:

Please see "Recreation Policies" section of permit and follow up with United Site Services.

TRASH / SMOKING POLICIES:

Please see "Recreation Policies" section of permit.

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) that alerts the public to your kick-off event. Please remember to remove these signs once your event is finished.

POSSIBLE CONFLICTS:

If weather is nice, there may be walkers on the pathway (but I have no organized Walks or Races scheduled for Back Cove Path, May 20).

CREDIT CARD INFORMATION

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

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

◆ 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: 2 hours	\$ 110.00	Vest, Barricade, Cone Deposit: \$10 per/item	\$ 70.00
Electricity: \$5per/hr	\$ 10.00	Public Space / Park Security Deposit: \$100	\$ 100.00
Key Deposit: \$50 per key	\$ 50.00	Other (Porta-Restroom User Fee, etc.)	\$ 0.00

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	2-25-2010	DATE REC'D INSURANCE	3-15-2010	PERMIT FEE AMT REC'D	NEED	SECURITY DEPOSIT	NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT