

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that PORTLAND, CITY OF

Located At 1000 PREBLE ST

Job ID: 2011-05-996-SE

CBL: 443 - - A - 001 - 001 - - - - -

has permission for United Way Breakfast Staging Setup for 05/19/2011
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of
the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of
the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured
before this building or part thereof is lathed or otherwise
closed-in. 48 HOUR NOTICE IS REQUIRED.

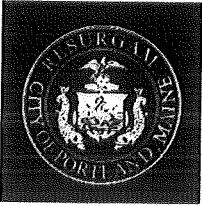
A final inspection must be completed by owner
before this building or part thereof is occupied. If a
certificate of occupancy is required, it must be

Fire Prevention Officer

[Signature] 05/17/2011
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

SCANNED



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-05-996-SE

Located At: 1000 PREBLE

CBL: 443 - - A - 001 - 001 - - - -

Conditions of Approval:

1. This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.
2. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.



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	4-1-2011	ORGANIZATION NAME	United Way of Greater Portland					
ORGANIZATION ADDRESS	ONE CANAL PLAZA, SUITE 300		CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Karen Stephenson, Director of Volunteer Development Megan Emery, Volunteer Maine AmeriCorps VISTA Sharon Roberts, Know-It-All							
HOME #	W 874-1000	CELL			FAX			
EMAIL	karenstephenson@unitedwaygp.org		EMAIL	memery@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 19, 2011		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 7:45-8am Program 8-8:15AM

EVENT NAME	EXPECTED ATTENDANCE
United Way of Greater Portland's 19 th Annual Day of Caring, Kick -Off Breakfast 2011	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. 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 the site as well, and will require a parking space in the lot beside the grass. Organizer requests city staff set up the city's stage on site.

IS THERE A REGISTRATION FEE?					
IF YES, HOW MUCH?	<table border="1"> <tr> <td>FEE</td> <td>\$</td> </tr> <tr> <td>STUDENT FEE</td> <td>\$</td> </tr> </table>	FEE	\$	STUDENT FEE	\$
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)		X	
* 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 PA City of Portland Stage and Risers	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: Bagels, Muffins, Fruit, Coffee, Juice, Water 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.) ?		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 RT SIDE OF LOT		
*	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 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 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.

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. 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, 508-594-2616, 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.

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	SAR	DATE	3-30-11
--	---------------	-----	------	---------

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	SAR	DATE	3-30-11
--	---------------	-----	------	---------

CREDIT CARD INFORMATION

Visa or MasterCard Number				Exp Date (Mon/Yr)	
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	\$ 75 due	Vest, Barricade, Cone Deposit: \$10 per/item	\$ 70 needed for cones
Electricity: \$5per/hr	\$ 10 due	Public Space / Park Security Deposit: \$100	\$100 Needed
Key Deposit: \$50 per key	\$N/A	Other (Porta-Restroom User Fee, etc.)	\$ N/A

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	4-1-2011	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	NEED	SECURITY DEPOSIT	NEED
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT
							\$

P CAR PARKING

PREBLE STREET GRASS AREA

BACK COVE

PARK

ENTRANCE

ORANGE CONES

RESERVED PARKING

RESTROOMS

BREAKFAST SET UP AREA

TOILET

AREA FOR STABLE

Tent stakes must stay out of this area

19th Annual Day of Caring Kick-Off Breakfast
May 19, 2009

RD - Station 97-4007

Belle Street

Electrical Lines

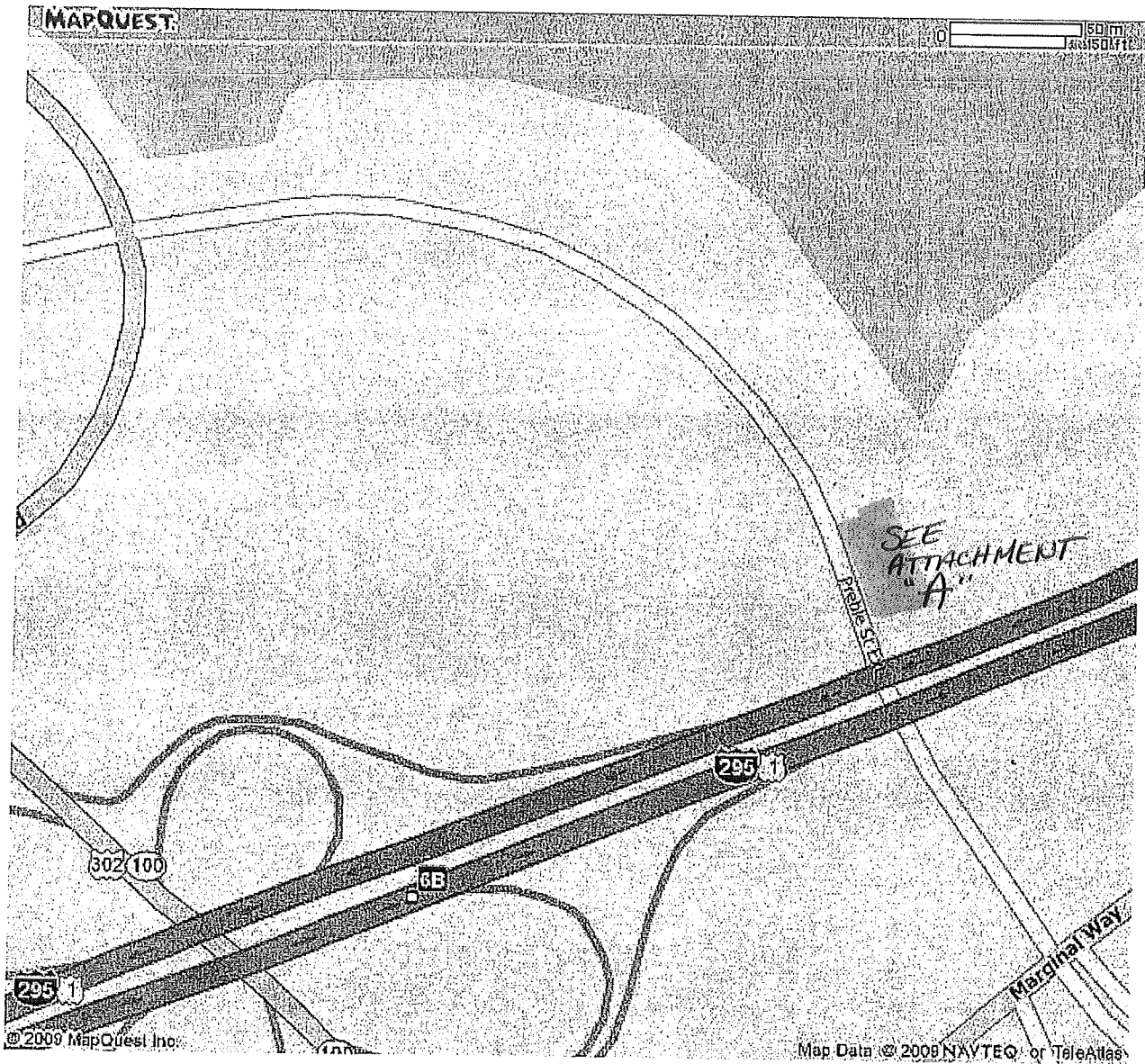
WALKWAY

FOOTPATH

LAWN

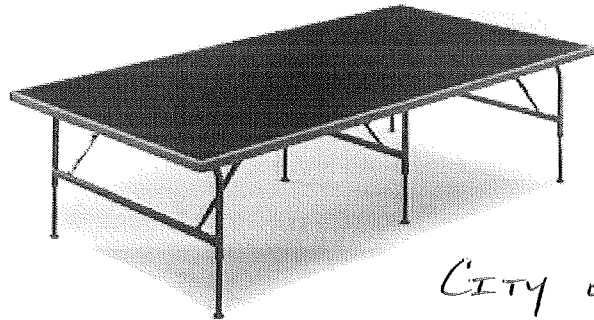
Multi Purpose Field - Prepare Subgrade
Install Irrigation

ATTACHMENT "A"



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Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use. MapQuest and its suppliers shall not be liable to you for any loss or delay resulting from your use of MapQuest. Your use of MapQuest means you agree to our [Terms of Use](#)

Trouper® Staging - PRODUCT INFORMATION



CITY OF PORTLAND STAGING
PRODUCT OF WENGER CORP. w/ RISER

[View Demonstration Video](#)

SETUP

CONTACT: ARTHUR STEPHENSON

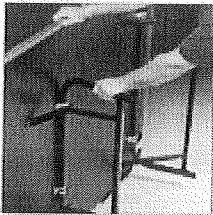
- Surprisingly light and easy to handle.
- Integrated platform and leg connectors make setup simple, fast, and intuitive -- all without tools.
- Fixed-height legs unfold quickly to make setup even easier.
- Camlock unit-to-unit connector provides a safe, solid connection between units.

CONSTRUCTION

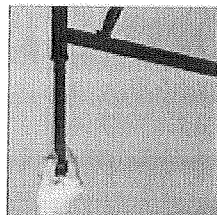
- Heavy-duty construction with a 200-lbs.-per-square-foot live load rating ensures the stability, safety, and strength needed for show choirs, musicals, and other heavy-use activities.
- Frame constructed of solid 16-gauge steel.
- Decks constructed of solid 3/4in (19mm) exterior-grade plywood.
- Extremely 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

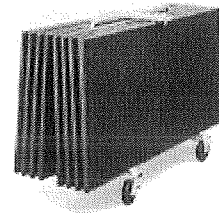
- * • 4ft x 8ft (122cm x 244cm) decks.
- Fixed-height leg lengths: 8in (20cm), 16in (41cm), 24in (61cm), and 32in (81cm).
- Optional dual-height leg lengths: 16in and 24in (41cm and 61cm) and 24in and 32in (61cm and 81cm).
- Individual decks available in 3ft x 6ft (91 x 183cm), 4ft x 6ft (122cm x 183cm),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



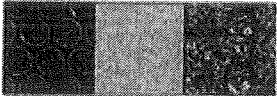
Three sets of locking legs and no contact points for great stability.



Telescopic offers optional fixed height legs to give you more setup flexibility.



Stack, Move & Store. Cast. Other sizes also available.



Stagehand® Staging - PRODUCT INFORMATION



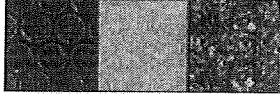
[View Demonstration Video](#)

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

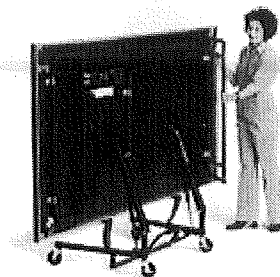


Black morrocan overlay | Natural Hardboar | Grey Carpet

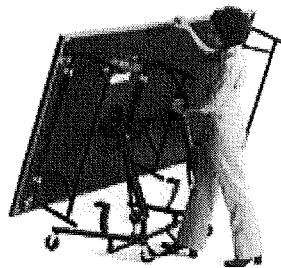
- Warranty Information



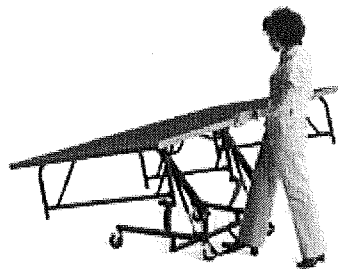
Roll it where you want it.



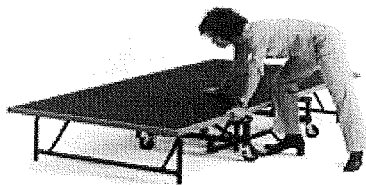
Fold out the legs.



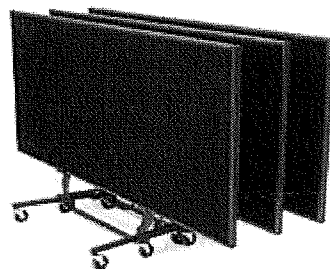
Step on the pedal.



Tilt down.

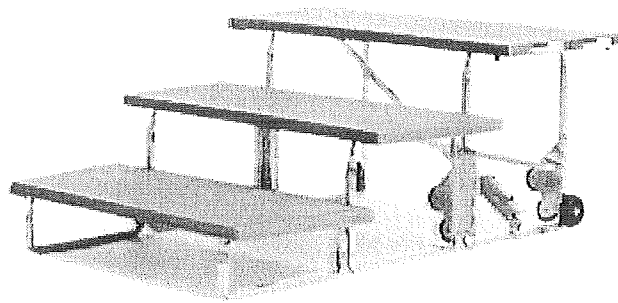


*Gas-assisted springs
lower it for you.*

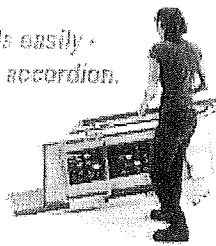


*Afterwards, Stagehand[®]
stores in a small space.*

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



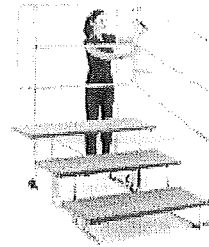
Rolls smoothly
around corners.



Unfolds easily -
like an accordion.



Pull it up and
lock it into
position.



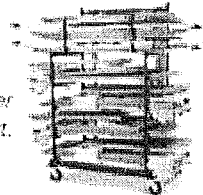
Usage

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.

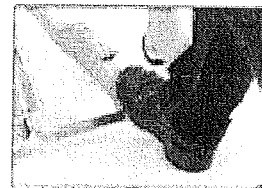
Tourmaster
Move & Store Cart.



Instruction

- 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](#)

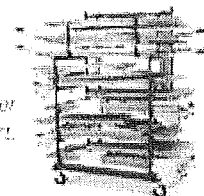
New updated design makes it even easier for just about anyone to setup Tourmaster Risers! The Lift Assist provides mechanical assistance when pulling the riser into an upright position and lowering for storage on three-step units. Easy take-down - just press foot-pedal releases, push and let down.

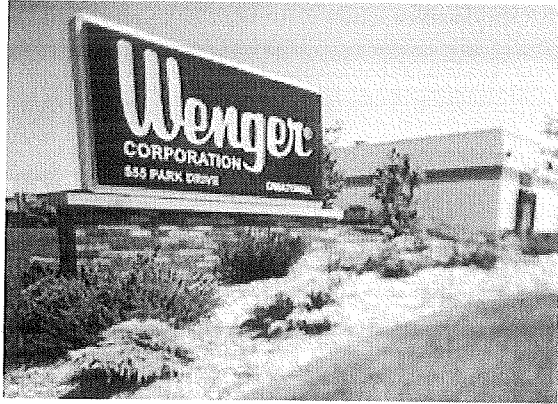


Storage

Rolls 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.](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/20/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the terms and conditions of the policy, certain policies may require an endorsement in lieu of such endorsement(s).

Post-It [®] Fax Note	7671	Date	4/20/11	# of pages	1
To	Karen Stephenson		From	Melissa Ledoux	
Co./Dept	United Way		Co:	TD Insurance	
Phone #			Phone #	239-3660	
Fax #	874-1007		Fax #		

PRODUCER
207-239-3500
TD Insurance, Inc. (ME)
207-775-0339
PO Box 406
Portland, ME 04112-0406
TD Insurance, Inc.

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

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Ins Co	18058
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR YWV	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PHPK654094	01/01/11	01/01/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUS: <input type="checkbox"/> TOBY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
City of Portland 389 Congress St. Portland, ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE TD Insurance, Inc.

NOTEPAD:

HOLDER CODE CITYP00
INSURED'S NAME United Way Inc. dba United Way

UNIT-16
OP ID: M5

PAGE 2
DATE 04/20/11

Day of Caring of May 15, 2011.



rec'd May 6th

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: PREBLE STREET GRASSY AREA @ BACK COVE, PORTLAND		
Date of Set up/Event MAY 19, 2011	Date of Breakdown/ End of Event MAY 19, 2011	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: CITY OF PORTLAND	Telephone: STAGING CONTACT: ARTHUR STEPHENSON
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: UNITED WAY OF GREATER PORTLAND ONE CANAL PLAZA, SUITE 300 PORTLAND, ME 04101	Fee: \$30.00 CA# 37407
<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"> Certificate of Flammability 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). Company name of installer (contact info). CITY STAFF, FACILITIES MGMT, DELIVERY & SETUP Plot Plan showing the following: PREBLE STREET 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'L X 8'W X 32" H 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: KAREN STEPHENSON OR SHARON ROBERTS Address: ONE CANAL PLAZA, SUITE 300 Telephone: (207) 874-100 X 2318 PORTLAND, ME 04106		
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 Roberts</i>	Date: 5/3/11
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This is not a permit; you may not commence ANY work until the permit is issued.

34A - D - 001

440-A-001

442 - B - 001

Job Summary Report Job ID: 2011-05-996-SE

Report generated on May 11, 2011 8:14:51 AM

Job Type:	Special Event	Job Description:	Back Cove United Way	Job Year:	2011
Building Job Status Code:	Initiate Plan Review	Pin Value:	1360	Tenant Name:	United Way Breakfast
Job Application Date:		Public Building Flag:	N	Tenant Number:	
Estimated Value:		Square Footage:			
Related Parties:		OF CITY			<i>Property Owner</i>

Job Charges

Fee Code Description	Charge Amount	Permit Charge Adjustment	Net Charge Amount	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Net Payment Amount	Outstanding Balance
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Location ID: 47186

Location Details

Alternate Id	Parcel Number	Census Tract	GIS X	GIS Y	GIS Z	GIS Reference	Longitude	Latitude
	443 A 001 001		U				0	0

Location Type	Subdivision Code	Subdivision Sub Code	Related Persons	Address(es)
1				1000 PREBLE STREET WEST

Location Use Code	Variance Code	Use Zone Code	Fire Zone Code	Inside Outside Code	District Code	General Location Code	Inspection Area Code	Jurisdiction Code
GOVERNMENTAL								

Structure Details

Structure: Back Cove Park *ROS*

Occupancy Type Code:

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Amusement Social Recreational	0			1000 PREBLE STREET WEST

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property Value

Permit #: 20113356

Permit Data

Location Id	Structure Description	Permit Status	Permit Description	Issue Date	Reissue Date	Expiration Date
47186	Back Cove Park	Initialized	United Way Breakfast Staging and Tent			

Inspection Details

