



DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND



BUILDING PERMIT

This is to certify that PORTLAND, CITY OF CITY OF PORTLAND

Located At 54 COMMERCIAL

CBL: 444 - - A - 001 - 001 - - - -

Job ID: 2011-07-1638-SE

has permission to erect tent

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 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

Code Enforcement Officer / Plan Reviewer

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

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.
- Permits expire in 6 months. If the project is not started or ceases for 6 months.
- If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.

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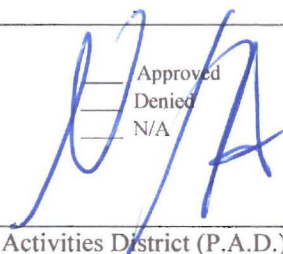

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

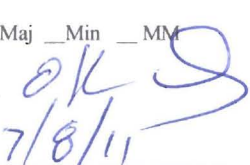

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2011-07-1638-SE	Date Applied: 7/7/2011	CBL: 444 - A - 001 - 001 - - - -	
Location of Construction: 54 COMMERCIAL ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 Congress ST PORTLAND, ME - MAINE 04101	Phone:
Business Name: MAINE STATE PIER	Contractor Name: A Plus Party Rental	Contractor Address:	Phone: 874-8200
Lessee/Buyer's Name: Nicole Pisani - Tri-Maine	Phone: 751-6003	Permit Type:	Zone: EWPZ
Past Use: Maine State Pier -	Proposed Use: Maine State Pier - to erect tent for Urban Epic Challenge from 7/8/2011 to July 10, 2011	Cost of Work:	CEO District:
		Fire Dept: <div>Approved <input checked="" type="checkbox"/></div> <div>Denied <input type="checkbox"/></div> <div>N/A <input type="checkbox"/></div> Signature: 	Inspection: Use Group: Type: Tent Signature: 
Proposed Project Description: Urban Epic Set-up July 8 breakdown July 10		Pedestrian Activities District (P.A.D.)	

Permit Taken By: Lannie	Zoning Approval		
<div>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</div> <div>2. Building Permits do not include plumbing, septic or electrical work.</div> <div>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.</div>	Special Zone or Reviews <div><input type="checkbox"/> Shoreland</div> <div><input type="checkbox"/> Wetlands</div> <div><input type="checkbox"/> Flood Zone</div> <div><input type="checkbox"/> Subdivision</div> <div><input type="checkbox"/> Site Plan</div> <div><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</div> <div>Date:  7/8/11</div>	Zoning Appeal <div><input type="checkbox"/> Variance</div> <div><input type="checkbox"/> Miscellaneous</div> <div><input type="checkbox"/> Conditional Use</div> <div><input type="checkbox"/> Interpretation</div> <div><input type="checkbox"/> Approved</div> <div><input type="checkbox"/> Denied</div> <div>Date:</div>	Historic Preservation <div><input checked="" type="checkbox"/> Not in Dist or Landmark</div> <div><input type="checkbox"/> Does not Require Review</div> <div><input type="checkbox"/> Requires Review</div> <div><input type="checkbox"/> Approved</div> <div><input type="checkbox"/> Approved w/Conditions</div> <div><input type="checkbox"/> Denied</div> <div>Date: </div>

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
<hr/>			
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE	DATE	PHON	



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>Maine State Pier</u> <u>SY Commercial</u>		
Date of Set up/Event: <u>Friday July 8, 2011</u>		Date of Breakdown/ End of Event: <u>Saturday July 10, 2011</u>
Tax Assessor's Chart, Block & Lot Chart# <u>444</u> Block# <u>A</u> Lot# <u>1</u>	Property Owner: <u>City of Portland</u>	Telephone: <u>874-8200</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Nicole Pisani 751-6003</u> <u>34 Danforth</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> <p>1. Certificate of Flammability</p> <p>2. Letter of approval from property owner.</p> <p>3. Company name of installer (contact info). <u>Aplus Party Rental 883-4472</u></p> <p>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 & Recreation for maps of Portland's Parks @ 756-8275).</p> <p>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> <p>Who should we contact when permit is ready: <u>Nicole Pisani</u> <u>Ten-Maine</u> Address: <u>34 Danforth Street</u> <u>Portland ME</u> Telephone: <u>751-6003</u></p> <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.</p>		

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: <u>[Signature]</u>	Date: <u>7/7/2011</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

Certificate of Flame Resistance

REGISTERED
FABRIC
NUMBER

F-140.01

ISSUED BY
JOHNSON OUTDOORS INC.
BINGHAMTON, NEW YORK 13902
*Manufacturers of the Finest
Tent Products Described Herein*

Date of Manufacture

Dec. 1997

This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

NAME: A PLUS PARTY RENTAL

CITY: SCARBOROUGH

STATE: ME

Certification is hereby made that:

The articles described on this certificate have been manufactured with an approved flame retardant chemical in compliance with California State Fire Marshal Code, NFPA-701*, Underwriters Laboratory of Canada, and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43006G.

Type, color and weight of material: 15oz Vinyl White Blockout

Description of item certified: 20x20 2pc EUREKA FRAME SYSTEM

**Flame Retardant Process Used Will Not Be Removed By Washing And
Is Effective For The Life Of The Fabric**

Snyder Manufacturing, Inc.

Manufacturer of Flame Retardant Vinyl Laminates


TENT DEPARTMENT, JOHNSON OUTDOORS INC.

*Large Scale

**ORDER DECLARING "THE URBAN EPIC CHALLENGE"
AS A FESTIVAL AND APPROVING CONTRACT AND PERMITS THEREFOR**

ORDERED, that Saturday, July 09, 2011, is hereby declared Urban Epic Challenge and the City Manager is authorized to grant permits to the organizers of Urban Epic, **THE CENTER FOR GRIEVING CHILDREN**, pursuant to Sec. 25-27 of the Portland City Code for the following activities:

Use of the Maine State Pier from 8:00 am on Friday July 08, 2011 until 4:00 p.m. Saturday July 09, 2011 with a finish line and post-triathlon celebration to be held from 9:00 a.m. Saturday July 09, 2011 until 2:00 p.m. Saturday July 09, 2011, with gates opening at 9:00 a.m.; any and all public announcement (PA) and other speakers or amplifiers used to amplify music or other sound shall be maintained at a reasonable level and be configured by **THE CENTER FOR GRIEVING CHILDREN**'s contractor and the City to focus volume on the pier and its immediate environment.

BE IT FURTHER ORDERED, that under no circumstances may alcoholic beverages be sold on the streets or public property, except the sale and consumption of alcoholic beverages will be permitted solely in the Beverage Services area of the Maine State Pier from 10:30 a.m. Saturday to 2:00 p.m. Saturday;

BE IT FURTHER ORDERED, that **THE CENTER FOR GRIEVING CHILDREN** shall reimburse the City for all expenses incurred by City Departments in connection with the Festival;

BE IT FURTHER ORDERED, that **THE CENTER FOR GRIEVING CHILDREN** shall defend, indemnify and hold harmless the City of Portland, its officers and employees, from and against all claims arising out of or resulting from the Festival, its activities and/or use of City streets and property for said Festival, and shall procure and maintain commercial general liability, including contractual liability, insurance in the minimum amount of One Million Dollars (\$1,000,000) combined single limit for personal or bodily injury, death or property damage and covering the obligation of indemnification hereunder, and naming the City of Portland as an additional insured thereon; **BIG BROTHERS BIG SISTERS OF SOUTHERN MAINE** shall further provide liquor liability insurance covering the sale and consumption of alcoholic beverages;

BE IT FURTHER ORDERED, that the City Manager is authorized to enter into the Agreement attached hereto for the use of the Maine State Pier on July 08-09th, and the provisions of said Agreement shall control the use of said Pier;

BE IT FURTHER ORDERED, that Festival areas will be closed to street vendors pursuant to Section 19-17 of the Portland City Code and the City Manager is authorized to issue such other temporary licenses for the Festival, including licenses for food service establishments, as may be required by the Portland City Code, provided that all applicable requirements of the Code have been met.

DATE (MM/DD/YY)
6/27/2011

PRODUCER

FOR SERVICE CALL:

FRANCIS L. DEAN & ASSOCIATES, INC.

1776 S. NAPERVILLE RD., BLDG. B

P.O. BOX 4200

WHEATON, IL 60189

(800) 745-2409

www.fdean.com

INSURED

SPORTS AND RECREATION PROVIDERS ASSOCIATION
(PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:

Willpower Enterprises LLC. DBA Tri-Maine

34 Danforth Street

Portland, ME 04101 CERT #AP142350-00

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.

COMPANIES AFFORDING COVERAGE

COMPANY
A RIVERPORT INSURANCE COMPANY

COMPANY
B

COMPANY
C

COMPANY
D

COVERAGES

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.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	FLDG180411	7/9/2011	7/10/2011	GENERAL AGGREGATE \$ 3,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$ 3,000,000.00
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000.00
	OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000.00
	<input checked="" type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS				FIRE DAMAGE (Any one fire) \$ 300,000.00
					MED EXP (Any one person) \$ 5,000.00
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH ER
	THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL EACH ACCIDENT \$
					EL DISEASE - POLICY LIMIT \$
					EL DISEASE - EA EMPLOYEE \$
	OTHER				
	Total Certificate Premium:				\$375.62

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Urban Epic Challenge - 4.5 Mile Obstacle Course Activities

CERTIFICATE HOLDER

Willpower Enterprises LLC. DBA Tri-Maine

34 Danforth Street

Portland, ME 04101

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Francis L. Dean

ADDITIONAL INSURED

Date (MM/DD/YY)
6/27/2011

AGENCY		PHONE (A/C, No, Ext): 800-745-2409		APPLICANT (First Named Insured)		Phone (A/C, No, Ext)	
		FAX (A/C, No.): 630-665-7294		Willpower Enterprises LLC. DBA Tri-Maine 34 Danforth Street Portland, ME 04101			
FRANCIS L. DEAN & ASSOCIATES, INC 1776 S. NAPERVILLE RD., BLDG B P.O. BOX 4200 WHEATON, IL 60187				EFFECTIVE DATE		EXPIRATION DATE	
CODE:				7/9/2011		7/10/2011	
SUBCODE:				CO/PLAN			
AGENCY CUSTOMER ID				POLICY NUMBER: FLDG180411			
				ACCOUNT NUMBER:			
INTEREST		RANK		NAME AND ADDRESS		REFERENCE #	
<input checked="" type="checkbox"/> ADDITIONAL INSURED				City of Portland, ME			
<input type="checkbox"/> LOSS PAYEE				389 Congress Street			
<input type="checkbox"/> MORTGAGE				Portland, ME 04101			
<input type="checkbox"/> LIENHOLDER							
<input type="checkbox"/> EMPLOYEE AS LESSOR							
				ITEM DESCRIPTION			
INTEREST		RANK		NAME AND ADDRESS		REFERENCE #	
<input checked="" type="checkbox"/> ADDITIONAL INSURED				City of Portland			
<input type="checkbox"/> LOSS PAYEE				Parks & Recreation			
<input type="checkbox"/> MORTGAGE				134 Congress Street			
<input type="checkbox"/> LIENHOLDER				Portland, ME 04101			
<input type="checkbox"/> EMPLOYEE AS LESSOR							
				ITEM DESCRIPTION			
INTEREST		RANK		NAME AND ADDRESS		REFERENCE #	
<input checked="" type="checkbox"/> ADDITIONAL INSURED				CytoSport			
<input type="checkbox"/> LOSS PAYEE				4795 Industrial Way			
<input type="checkbox"/> MORTGAGE				Benicia, CA 94510			
<input type="checkbox"/> LIENHOLDER							
<input type="checkbox"/> EMPLOYEE AS LESSOR							
				ITEM DESCRIPTION			
INTEREST		RANK		NAME AND ADDRESS		REFERENCE #	
<input checked="" type="checkbox"/> ADDITIONAL INSURED				Outside Events			
<input type="checkbox"/> LOSS PAYEE				5114 Bellerive Bond			
<input type="checkbox"/> MORTGAGE				College Station, TX 77845			
<input type="checkbox"/> LIENHOLDER							
<input type="checkbox"/> EMPLOYEE AS LESSOR							
				ITEM DESCRIPTION			
INTEREST		RANK		NAME AND ADDRESS		REFERENCE #	
<input checked="" type="checkbox"/> ADDITIONAL INSURED				Oxford County Telephone and Telegraph Company and Subsidiaries			
<input type="checkbox"/> LOSS PAYEE				491 Libson Street			
<input type="checkbox"/> MORTGAGE				Lewiston, ME 04240			
<input type="checkbox"/> LIENHOLDER							
<input type="checkbox"/> EMPLOYEE AS LESSOR							
				ITEM DESCRIPTION			
INTEREST		RANK		NAME AND ADDRESS		REFERENCE #	
<input checked="" type="checkbox"/> ADDITIONAL INSURED							
<input type="checkbox"/> LOSS PAYEE							
<input type="checkbox"/> MORTGAGE							
<input type="checkbox"/> LIENHOLDER							
<input type="checkbox"/> EMPLOYEE AS LESSOR							
				ITEM DESCRIPTION			
INTEREST		RANK		NAME AND ADDRESS		REFERENCE #	
<input checked="" type="checkbox"/> ADDITIONAL INSURED							
<input type="checkbox"/> LOSS PAYEE							
<input type="checkbox"/> MORTGAGE							
<input type="checkbox"/> LIENHOLDER							
<input type="checkbox"/> EMPLOYEE AS LESSOR							
				ITEM DESCRIPTION			



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE PERMIT (9 pages)
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
 207-756-8275 ~ Fax 207-756-8279
 tvm@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		7-7-2010		ORGANIZATION NAME		Tri-Maine	
ORGANIZATION ADDRESS				164 Middle Street, Suite 4		CITY	Portland
				STATE	ME	ZIP	04101
CONTACT NAME(S)		Nicole Pisani Will Thomas		TITLE Dir. Of Events Exec. Director/Founder			
HOME #	751-6003	WORK	221-5420 x3	CELL	Nicole: 751-6003 Will: 523-0519 Eric: 210-8655	FAX	n/a
EMAIL	Nicole@tri-maine.com Nicole.pisani78@gmail.com			EMAIL	will@tri-maine.com wthomas214@gmail.com		

PARK AREA OR PUBLIC SPACE REQUESTED		East End Beach (for swim course), Eastern Prom trail (for mini transition), Baxter Boulevard and STREETS (for bike course), sidewalks and Eastern Prom Trail (for run), Maine State Pier (for finish line / festival), Portland streets and sidewalks.					
EVENT DAY & DATE(S)		Saturday July 10, 2010		RAIN DAY & DATE(S)		None	
EVENT START TIME (i.e. set-up start time)	7am	EVENT END TIME (i.e. when event cleanup is complete)	3pm	ACTUAL START & END TIME OF EVENT		8:30 – 1pm	

EVENT NAME	EXPECTED ATTENDANCE
Portland Urban Epic Triathlon – www.urban-epic.com	300-400 participants plus volunteers and spectators. 1,000 people expected overall.

DESCRIPTION OF EVENT:

A triathlon (.5mile swim, 13mile bike, and 3.7mile run) starting at 8:30am from East End Beach. The transitions from the swim to bike, as well as from bike to run (and the finish line) take place at 58 Fore Street (Portland Yacht Services) - the central location. There is also a kids race scheduled: 11:30am – Noon, 200yd swim, .5mile run – which starts at East End Beach and finishes at 58 Fore Street: this race stays to beach area and trails.

The FINISH line for the end of the triathlon (the running leg is the last part of the triathlon) is the Maine State Pier, where there will be a closing ceremony, some music and refreshments (beer garden included).

Event time frame: Total event time for races portion: 8:30am – 12 noon.

From 8:30 - 9:15am the Swimmers will start at East End Beach and swim out around buoys in Casco Bay, finishing back again at East End Beach, and then running to 58 Fore Street to the transition area/central location (where they get on bikes). Bikers will be on course 8:50 - 10:30am. Bikers bike out to Back Cove Pathway and back, ending at 58 Fore Street, where they then switch to running (runners will be on course 9:30am – Noon).

Swim route: East End Beach to buoys and back. Racers then run from the beach, down Eastern Prom Trail, to the back of 58 Fore Street, where they get on their bikes.

Bike route: begin at 58 Fore Street; proceed up Fore Street to Eastern Promenade, left on Walnut Street, cross Washington Ave., continue down Fox Street, take a right to Franklin St. Art., take a left onto Marginal Way, then a right on Preble Street, continue around Baxter Boulevard, take a U-turn just before Bates Street, travel back down Baxter Blvd., turn around again just before Preble Street for the 2nd lap of Baxter Blvd., take a U-turn just before Bates Street, head back down Baxter Blvd., take a left onto Preble Street Ext., take a left onto Marginal Way (the east-bound lanes), take a right onto Franklin Street Art. (the north-bound lanes), take a left to Fox Street, cross over Washington Ave. to Walnut Street, climb the hill and take a right to E. Prom, continue to Fore Street, take a left into 58 Fore Street entrance. End of bike route is back at 58 Fore Street/Portland Complex.

Run route: course stays mainly to E. Prom Trail and grass areas/sidewalks. Athletes exit 58 Fore Street's back entrance, beginning the run leg of the triathlon on the Eastern Prom Trail. They proceed north, follow Eastern Prom Trail to Cutter Street, up Cutter Street, take a right onto Eastern Prom sidewalk, continue down sidewalk to Loring Memorial Park, circle driveway and return back on Eastern Prom sidewalk (water side), take a left onto dirt trail beside Softball Field, run down to the Eastern Prom Trail, take a right and follow trail all the way back to Commercial Street sidewalk, taking a left into the Casco Bay Ferry lines driveway, ending at Finish Line on the Maine State Pier.

Approximately 11 Police Officers / 1 Police Supervisor, 2 PCO's will be hired by the organizer (for the Bike Route). Positioned at major intersections and some 295 on/off ramps. (THE AMOUNT OF OFFICERS IS SUBJECT TO CHANGE, DEPENDING ON CITY STAFF AND RACE DAY CONSIDERATIONS)

Some city streets need to be completely closed to traffic for the race to take place:
 Fore Street (both sides, from Morning Street to Mounfort Street) 8:30am – 10:30am.
 Franklin Street Art. (north-bound lanes, from Fox Street to Marginal Way) 8:30am – 10:30am.
 (traffic continues to flow in the south-bound lanes of Franklin St. Art.)
 Marginal Way (west-bound lanes, from Franklin Art. to Preble Street) 8:30am – 10:30am
 (traffic continues to flow in the east-bound lanes of Marginal Way)
 (volunteers positioned at the parking garages/lots entrances/exits and at the area businesses)
 (Orange cones down middle of street)
 Preble Street (just cove side, from Marginal Way to Baxter Blvd.) 8:30am – 10:30am
 (volunteers positioned at the parking lot entrances/exits and at Hannafords)
 (Orange cones down middle of street)
 Baxter Blvd. (both sides, from Preble Street to Bates Street) 6am – 10:30am
 (volunteers positioned at the side streets, Payson Park)

At other race intersections, Traffic will be stopped when racers come to the intersections.

Some Traffic Lights will be put on FLASH by Public Services staff (aprox 8:30 – 10:30am):

At intersection of Marginal Way + Franklin Art.

At intersection of Marginal Way + Preble Street Ext.

At a certain point in the morning hours, Cutter Street will most likely be closed down to vehicular traffic (all except boaters). A Park Ranger (and Race Volunteer) would need to staff the street closure (at the top of Eastern Prom).

The beneficiary of this year's event is Big Brothers Big Sisters of Southern Maine who help children reach their potential through professionally supported, one-to-one relationships with mentors that have a measurable impact on youth.

10x10 canopies will be used on city property. Electricity is needed.

The Upper Parking Lot on Cutter Street is to be reserved (by the Park Ranger the night before) for race organizers.

Numerous volunteers will assist with the race logistics and race intersections.

Assistance is also needed from Public Services, Parking Control, City Clerk's Office, Inspections Div..

IS THERE A REGISTRATION FEE?	Yes	
IF YES, HOW MUCH?	FEE	\$10-25 (kid's races) \$85-95 (adult race)
	STUDENT FEE	\$

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

Athletes, spectators, and staff will park at available lots, in metered street spots downtown, and in nearby parking garages. Shuttles may be provided to and from the start and satellite lots if necessary.

Upper Parking Lot at Cutter Street reserved for Race Organizers.

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) ? Yes (canopy is 10x10 size) How many: TBD Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Recreation's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Recreation.	X		
* Do you wish to set up a tent(s) ? Yes (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): TBD Exact Location(s) of Tent Placement Requested: TBD In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
* Will you be setting up tables and/or chairs ? YES How many tables: TBD chairs: TBD	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: TBD	X		
* Will there be refreshments at the event? YES (mainly at the closing festival on the pier) Do you wish to sell food ? NO (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, cd's, etc.)? No 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 ? no 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 (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.	X		
* Are you planning on bringing a Grill for a Barbecue ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.		X	
* Will the event require reserved parking spaces / parking meters ? How many? TBD "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: barricades and cones 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 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? (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.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

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

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.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES

TYPE INITIALS

DATE

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

DATE

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. (The temporary street closures to run the bike race has also been approved).

PERMIT FEES / INSURANCE / SECURITY DEPOSIT:

Total for use of streets: \$215 (based on 6 hours use) + \$15 electricity = \$230. Please forward a check payable to: City of Portland... to the Recreation Office.

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

Please also forward a \$250 park security deposit to the Recreation Office. You will only receive security deposit(s) back, if the area(s) are left as found, no vehicles park illegally, and conditions for use are adhered to.

City Departments will also expect payment of licenses, city staff, tent + stage permits, etc. Use of the Maine State Pier is via contract with the Facilities Management Div. (and additional costs are to be paid for use of that area).

The City Clerk's Office needs payment for refreshment licenses and concert licenses.

Boat launch fees would be in effect and need to be paid at time of launch.

You will need to cover the cost of a Park Ranger (Park Ranger needed at the top of Cutter Street during bike race). This will be invoiced after the event.

Parking Control Officer: 2 PCO's (at present) are planned to be hired for the race. A PCO may also be needed to monitor traffic at Eastern Prom, Cutter Street, and boat launch area (this would be a Park Ranger call).

Police Officers must be hired for your event to cover the major intersections. An invoice will be sent out after the event.

Fire Dept. Personnel: For any Police Fire Fighters on site, an invoice will be sent out after the event.

Public Services: There may be fees charged for assistance – barricade and sign delivery / "no parking" signs / security deposits required for borrowing items, etc..

USE OF GROUNDS:

SWIM:

East End Beach Area: You have permission to use the East End Beach area for your event, as long as the public still has adequate access to: boat launch, lower parking lot, bathrooms, beach area (although there shouldn't be much call for swimming that early in the morning). For use of these areas, you must work through Park Ranger Crystal Mulkern (712-0287) or other rangers on duty. You must also not interfere with the Narrow Gauge Rail Road.

You have permission to set up a finish line area on the beach and to place 10x10 canopies on the beach and grass area. These would be for medical purposes primarily. Cape Elizabeth Wet Team will be out in the water.

Storage of items: You have permission to use the grass area and some of the beach sand area to store items during the event. The City does not take responsibility for any items placed on city property.

Boat launch area and parking lots: As you know, the public boat launch area (and commercial boat launch area) are very busy. Please keep this in mind as you plan the days' events. You have permission to use the left side of the boat launch for your event (the Commercial Launch may be available for your use as well, as the barges may not be running on the weekend). Please speak to the Park Ranger on duty regarding use of the launches. Boat launch fees will apply to your event (payment of \$5 per boat is expected at time of launch). Remember, Cutter Street should be closed to most vehicular traffic (boaters let down the road when there is a lull in the bike race).

The upper parking lot (semi-circular one): Parking spaces in this lot can be set aside for your use (the lot would be utilized by volunteers, kayakers, and other event staff). Barricades can be set up to barricade off and reserve parking in this lot. It is up to the organizer to staff the parking lot entrances with adult volunteers so that they may advise participants, staff, and volunteers, and alert the general public of your event (and where else parking is available: Cutter Street, Fort Allen Park, side streets of Munjoy Hill, etc.). Please speak to the Park Ranger about setting up barricades across the entrances the night before. You may need to reserve barricades through the Public Services Office.

The lower parking lot: There will be a few parking spaces in the lower lot, reserved for your vehicles. These will be along the bathhouse side of the parking lot. Please speak to the Park Ranger about reserving these the night before.

The middle parking lot: As the dirt pathway up the hill is being used as part of the running race route, a few parking spaces in the middle lot need to be posted "no parking" the night before. Please speak to the Park Ranger about reserving these the night before.

Casco Bay: Thank you for already contacting the U.S. Coast Guard and Harbor Master to use Casco Bay water areas for the swimming race. Cape Elizabeth Wet Team will be out in the water. The Portland Fire Dept. may also be on hand.

Cutter Street itself: The Park Manager has OK'ed the closure of Cutter Street to traffic that morning (boaters would still be let through the barricades – given a lull in the race). Please confer with Joe Dumais, 797-4597 or the Park Ranger, Crystal Mulkern: cell: 712-0287. For this street closure to occur, barricades are needed at the top of Cutter Street and a Park Ranger (and a race volunteer – with walkie talkie) need to be in place.

BIKE:

Portland Streets: You have permission to use the sides of Portland streets – and in some instances, entire streets (and Back Cove Pathway / Eastern Prom Trail) as part of the bike race route – given safety precautions area taken and Police Officers and PCO's are hired. The bike route (major intersections) must be staffed by Police Officers and PCO's. Please make sure you confer with Police personnel about these details prior to the race. You also have permission to prohibit baby carriages and other bicyclists from the Back Cove Pathway / Eastern Prom Trail in the morning hours in order to hold a safe race.... (although most bicyclists will stay to Baxter Blvd. Roadway, and not use the path as the route).

Please make sure that State Police are staffing the 295 off-ramps. I understand that maybe 1 Portland Police Officer needs to staff one of these off-ramps. Please confer with your Police Dept. Contact to follow back up with specifics.

RUN:

Portland Streets: You have permission to use the sides of Portland streets and sidewalks (and Eastern Prom Trail) as part of the running race route – given safety precautions area taken. You have permission to post the trail with signage (a week prior to the race) to alert the regular users of those areas to your event. Please include information about no bicycles or strollers being allowed on those areas on this signage.

Please keep in mind, that the public will be using the E. Prom Playground, the Tennis Courts and the softball fields beside the run route, so please place volunteers at these locations (to alert the public of race in progress... and to held guide across the sidewalk areas).

Please contact the Narrow Gauge Railroad to see if they can run trains later in the morning (and not during the race).

MAINE STATE PIER: AWARDS CEREMONY

Facilities Management is overseeing the use of the Maine State Pier. Please contact FM staff for details.

CONDITION OF PATHWAYS / STREETS ASSUMPTION OF RISK and LIABILITY

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

MARKING OF ROUTE

Do not mark the race route in any permanent way (NO spray paint).

You may use "Children's Chalk" which works well on sidewalk and streets. You may also use signage (hammered into the grass) on the side of streets or pathways.

Do NOT nail signage to trees.

You may tape signs to sign posts and lamp lights (DO NOT forget to take these down after the event).

VENDOR LICENSES / CITY CLERK'S OFFICE:

All of the refreshment and festival aspects for the event take place at the Maine State Pier (awards ceremony). Your use of that area is being overseen by Facilities Management staff (Peter McFarland).

Please make sure that all licenses are secured for this festival event, including the State Liquor License. Please call Alexandra Murphy at the City Clerks Office (874-8557) for information and guidance.

An inspector from Inspection Services would visit the food service area and issue you the license after the food vendor passed inspection.

Water tables along the race route do not need a temporary food service license.

PARKING / "NO PARKING" SIGNS:

All cars must stay off the grass areas.

It is also understood that you will provide adult volunteer staff to work the parking lots at the Eastern Prom, Cutter Street, and boat launch area of East End Beach and to assist Park Ranger or PCO as needed with traffic control in the East End Beach / Cutter Street area.

Volunteers must stay from start to finish to assist.

You will be charged extra fees if you do not have enough volunteers (or qualified volunteers) to manage the parking.

If staffing allows – and a Park Ranger calls for backup, a Parking Control Officer will be on duty that morning to monitor the Cutter Street area. Please make sure you alert participants, volunteers, and spectators of available parking areas. For the swim finish line area at East End Beach, parking is available at the new East End School and that area of Eastern Promenade and North Street. Parking in this area will free up a lot of congestion at Cutter Street/East End Beach.

You may want to consider posting some "Handicap Parking" spaces at the upper lot on Cutter Street (and notify city staff at the top of this so they may let those vehicles through the barricades – since Cutter Street is being shut down to traffic).

PARK RANGERS 712-0287:

You are required to hire a Park Ranger for the event. You will be invoiced following the event.

Please contact Joe Dumais, Park Manager, 797-4597, regarding Ranger Staff for the morning of the event, for use of and hours of the Bath House, use of boat launch area, collecting of \$5 boat launch fees, coordination of setup, barricades, reserving parking spaces, delivery of porta-potties, electricity, closing of Cutter Street to traffic, and for any other unresolved issues regarding the use of the East End Beach / Cutter Street area.

The Ranger cell phone: 712-0287 (Crystal Mulkern will most likely be the Lead Park Ranger on duty for your event)

WATER TESTING: Please follow up with Crystal about water quality.

BATHROOM FACILITIES / PORTA-POTTIES:

Organizers are renting porta-potties for the parking lot on Cutter Street (and for the Maine State Pier).

These are being delivered on Friday and removed Saturday afternoon. Please speak to Park Rangers about the exact number of restrooms being brought in to Cutter Street, and the exact location.

Organizers will need to post a sign for their location at the parking lot on Thursday evening.

ELECTRICITY:

Electrical outlets at East End Beach may be accessible (they are located inside the Ranger Office at the beach).

Please confer with the Park Ranger in advance to secure this use of outlets.

Please make sure that any cords in the public way are taped down (or rugs or orange cones placed over them) to alleviate the tripping hazard to the public.

PUBLIC SERVICES DEPARTMENT / BARRICADES FOR STREETS and CUTTER STREET LOT:

To reserve and arrange for barricades, please call Marc Spiller or Maynard Sprague at Public Services, 874-8493, 8461 or 8460. Call a few days before the race. (I understand that a meeting will be held with Marc and Marvin Hamilton on Thursday, July 8, to discuss the barricade and signage issues).

There may be a \$10 security deposit per barricade. (As I understand it, you are paying for Public Services staff to drop off and pick up the barricades – so there most likely will be no security dep. required, though that is subject to change via PS's staff).

Please touch base with Park Rangers before calling Public Services staff, as Rangers may be handling the barricades aspects for the East End Beach area and for Cutter Street.

PUBLIC SERVICES DEPARTMENT / "NO PARKING" SIGNS:

To reserve parking spaces (and to make sure there are no cars parked on the race route), you will need to post "No Parking" signs. Please contact Carol Merritt at Public Services, 874-8822, to arrange for this (there is a \$10 fee for each sign). You will need to label the signs, and attach to a sign post / or parking meter, etc., the day before.

For reserved parking at East End Beach area, Recreation can give you a few "No Parking" signs for free.

Please remember to remove the sign(s) once your event is finished.

If you would like the option of calling the Police Dept. in the early morning hours (race day) to have vehicles towed from these posted spots, you will need to fax a "No Parking Authorization Form" to city departments. You can get this form from Carol when you pick up signs.

POLICE ASSISTANCE:

For Police Department assistance, please call Sgt. Troy Bowden, 874-8554, (or Lt. William Preis, 874-8569), prior to the event. In order to hold the race, a number of officers need to be hired (approx. 13 total). Please get the Police Supervisor's name and phone number, as you should be meeting with them on Friday to go over the race details with them one-on-one.

On the day of the event, please call Police Dispatch, 874-8574 or 8575, to remind them of the street closures, etc.

Police Officers will staff busy intersections and patrol up and down the race course.

Please make sure you call the Police Shift Command Office: 874-8555 or 8556 in the early morning hours, if you are cancelling – due to severe weather, etc.. If you do not call in time, you could be charged for Saturday's time.

City Departments will invoice organizers after the event.

PARKING ISSUES / HIRING PCO's (Parking Control Officers):

Please be sure that onlookers do not park near the boat launch area: they may park along Cutter Street (if they get in early enough) or elsewhere on Munjoy Hill / Fort Allen Park / North Street / E. Prom / East End School.

At least 2 PCO's need to be hired for the bike route (to supplement Police Officers). These PCO's should be called in by Sgt. Bowden, once the list of Police Officers working the day is definitively known. The Parking Control Office: John Peverada (874-8444) or Paul Willey (874-2842). Please follow up with the PCO Office to inquire about this.

Please make sure you get the phone number of the PCOs so you can call in case of cancellation – due to severe weather, etc.. If you do not call in time, you could be charged for Saturday's time. You will be invoiced for the PCOs following the event.

TENT PERMIT (Maine State Pier) / FOOD SERVICE / INSPECTION SERVICES: 874-8693, 8701, 8703

For any large tents at the Maine State Pier, a tent permit is needed (through Inspections).

As only 10x10 canopies are being used for shade, etc., along the park areas, no "tent permit" is needed from Inspections for those canopies in the park area.

You may place small 10x10 canopies anywhere on the grass areas and down at the beach. Please make sure that all canopy ropes (and the stakes) are clearly marked so the public does not run into them.

The canopies are to be setup on Saturday morning (6am); taken down Saturday before Noon.

For your festival (awards ceremony) at the Maine State Pier, an inspector will be by in the morning to inspect those grounds. Once passing inspection, the temp. food service license will then be issued. If you have questions about food service and the inspections process, please contact Inspections.

EMS / FIRE ASSISTANCE:

Portland EMS Staff (Fire/Medcu) should be alerted and on staff at your event: Fred LaMontagne, Fire Chief / Dept. Chief Terry Walsh, 874-8400. Please call to arrange. (I realize you will also have other medical staff on site.)

There should be medical staff at East End Beach, positioned at the transition areas, and also traveling with the racers. If you need a medical vehicle down at the beach area, please coordinate this parking with the Park Ranger on duty

Organizers will be invoiced for services at the conclusion of the event.

U. S. COAST GUARD / HARBOR MASTER:

Please call the Coast Guard (767-0303) and Harbor Master (772-8121) to remind them of your swim race in Casco Bay and the support craft in the water.

TRASH DETAIL:

Please plan on bringing in extra trash barrels and bags, bag up your trash, and remove from the area – carry in/carry out policy. Please make sure the route is inspected and remove trash from water table areas.

Money will be deducted from the security deposit if trash is left on site.

Facilities Management (Peter McFarland) will provide guidelines for use for the Maine State Pier.

NOTIFICATION BARGE COMPANIES / SIGNAGE ALONG ROUTE:

Please alert the Coast Guard, the Harbor Master (772-8121), Plant Associates (766-2500) and Intercoastal (767-0756) to your swimming event in Casco Bay. Please also call the Maine Yacht Center (mooring boats out in the harbor): 842-9000.

To alert the public to the event, signage should be posted at the beach area and along Back Cove Pathway and Eastern Prom Trail a week in advance of the event. Please also place signage along the roadways that will be closed to vehicular traffic (north lanes of Franklin Street Art., west lanes of Marginal Way, south lanes of Preble Street, all of Baxter Blvd.).

Please ask Portland papers to run an article alerting the public to your event. Please ask that they include the information about no bicycles or baby strollers (for safety reasons) being allowed on Back Cove Pathway/Easter Prom Trail during your race.

I have forwarded this permit to Bus Companies to notify them of street closures and traffic delays.

OTHER EVENTS / POTENTIAL CONFLICTS:

If the day is sunny, the public will be using East End Beach. Please make sure you leave access open to the public.

The public will be using the pathway and trail. Please make sure that you alert your participants to the course being open to other joggers and walkers.

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.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:

- ◆ Portland Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: tvm@portlandmaine.gov

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: 6 hours on pathways	\$ 215 due (separate amount due for M. State Pier use)	Vest, Barricade, Cone Deposit: \$10 per/item	\$
Electricity: \$5per/hr	\$ 15 due	Public Space / Park Security Deposit: \$250	\$ 250 due (separate amount due for M. State Pier use)
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY												
DATE REC'D APPLICATION	12-10-2008		DATE REC'D INSURANCE	6-8-2010		PERMIT FEE AMT REC'D	\$ needed		SECURITY DEPOSIT	\$ needed		
PAYMENT TYPE												
VISA	\$		MC	\$		CK #		CK AMOUNT	\$		CASH AMT	\$

Urban Epic Challenge July 9, 2011

