

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK
CITY OF PORTLAND

Please Read
Application And
Notes, If Any,
Attached

BUILDING PERMIT

Permit Number: 100671

This is to certify that City Of Portland/One Stop Partnership

has permission to Erect 30' x 60' tent on August 10, 2010 and breakdown on August 15, 2010

AT 6 Commercial St CE 444 A003001

provided that the person or persons, firm or corporation accounting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

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

PERMIT ISSUED
RECEIVED
A certificate of occupancy must be procured by owner before this building or part thereof is occupied.
JUN 24 2010

OTHER REQUIRED APPROVALS
Fire Dept. MAJ. G. Sanchez
Health Dept. _____
Appeal Board _____
Other _____
Department Name

JUN 10 2010
City of Portland
City of Portland
Planning Division
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: 10-0671	Issue Date:	CBL: 444 A003001
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Location of Construction: 6 Commercial St	Owner Name: City Of Portland	Owner Address: 389 Congress St	Phone:
Business Name:	Contractor Name: One Stop Party Shop	Contractor Address: 262 Main Street South Portland	Phone: 2077675966
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: EWPF

Past Use: Ocean Gateway Park	Proposed Use: Ocean Gateway Park / Erect 30' x 60' tent on August 13, 2010 and breakdown on August 16, 2010.	Permit Fee:	Cost of Work: \$30.00	CEO District: 1
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied * See Condition	INSPECTION: Use Group: U Type: Tent Temp structure	

Proposed Project Description: Erect 30' x 60' tent on August 13, 2010 and breakdown on August 16, 2010.	Signature: <i>(Signature)</i>	Signature: <i>(Signature)</i>
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature:	Date:	

Permit Taken By: gg	Date Applied For: 06/07/2010	Zoning Approval	
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>Date: <i>(Signature)</i> 6/10/10</p>	<p>Zoning Appeal</p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied <p>Date:</p>	<p>Historic Preservation</p> <input checked="" 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 <p>Date: <i>(Signature)</i></p>
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PERMIT ISSUED

JUN 10 2010

City of Portland

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

June 10 2011

Received from Camron Barreiros

Location of Work 64 Reno Street

Cost of Construction \$ _____ Building Fee: _____

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: _____

Total: 30.00

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

Other Tent

CBL: 444 A003

Check #: 9623 Total Collected \$ 30.00

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

Taken by: Rayle

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: 10-0671	Date Applied For: 06/07/2010	CBL: 444 A003001
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Location of Construction: 6 Commercial St	Owner Name: City Of Portland	Owner Address: 389 Congress St	Phone:
Business Name:	Contractor Name: One Stop Party Shop	Contractor Address: 262 Main Street South Portland	Phone: (207) 767-5966
Lessee/Buyer's Name	Phone:	Permit Type: Tents	

Proposed Use: Ocean Gateway Park / Erect 30' x 60' tent on August 13, 2010 and breakdown on August 16, 2010.	Proposed Project Description: Erect 30' x 60' tent on August 13, 2010 and breakdown on August 16, 2010.
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Dept: Zoning	Status: Approved	Reviewer: Marge Schmuckal	Approval Date: 06/10/2010
Note:			Ok to Issue: ✓
Dept: Building	Status: Approved	Reviewer:	Approval Date:
Note:			Ok to Issue:
Dept: Fire	Status: Approved with Conditions	Reviewer: Capt Keith Gautreau	Approval Date: 06/10/2010
Note:			Ok to Issue: ✓
1) Tents shall have an approved fire resistant rating, Maintain 10' between stake lines, No smoking or open flame within 10', Provide at least 1 2 A 10 BC extinguisher.			

Comments: 6/10/2010-gg: received permit by mail. /gg 6/10/2010-mes: for Justin Alford's wedding
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PERMIT ISSUED

JUN 10 2010

City of Portland



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: <i>Ocean Gateway side yard</i>		
Date of Set up/Event <i>08.13.10</i>	Date of Breakdown/ End of Event <i>08.16.10</i>	
Tax Assessor's Chart, Block & Lot Chart# <i>444</i> Block# <i>A</i> Lot# <i>003</i>	Property Owner:	Telephone:
RECEIVED		
Lessee/Buyer's Name (if Applicable) <i>JUN - 7 2010</i>	Applicant name, address & telephone: <i>Aurora Provisions 64 Pine Street 04102</i>	Fee: <i>\$30.00</i>
<p>The permit fee and the Dept. of Building Inspections be completed and submitted along with this application in order to receive a permit from the City of Portland Maine <i>30 x 60</i></p> <ol style="list-style-type: none"> Certificate of Flammability <input checked="" type="checkbox"/> Letter of approval from property owner. <i>Andy Downs Submitted 6/7</i> 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). 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). 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: <i>Leslie Oster</i> Address: <i>64 Pine Street 04102</i> Telephone: <i>871-9060</i></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.

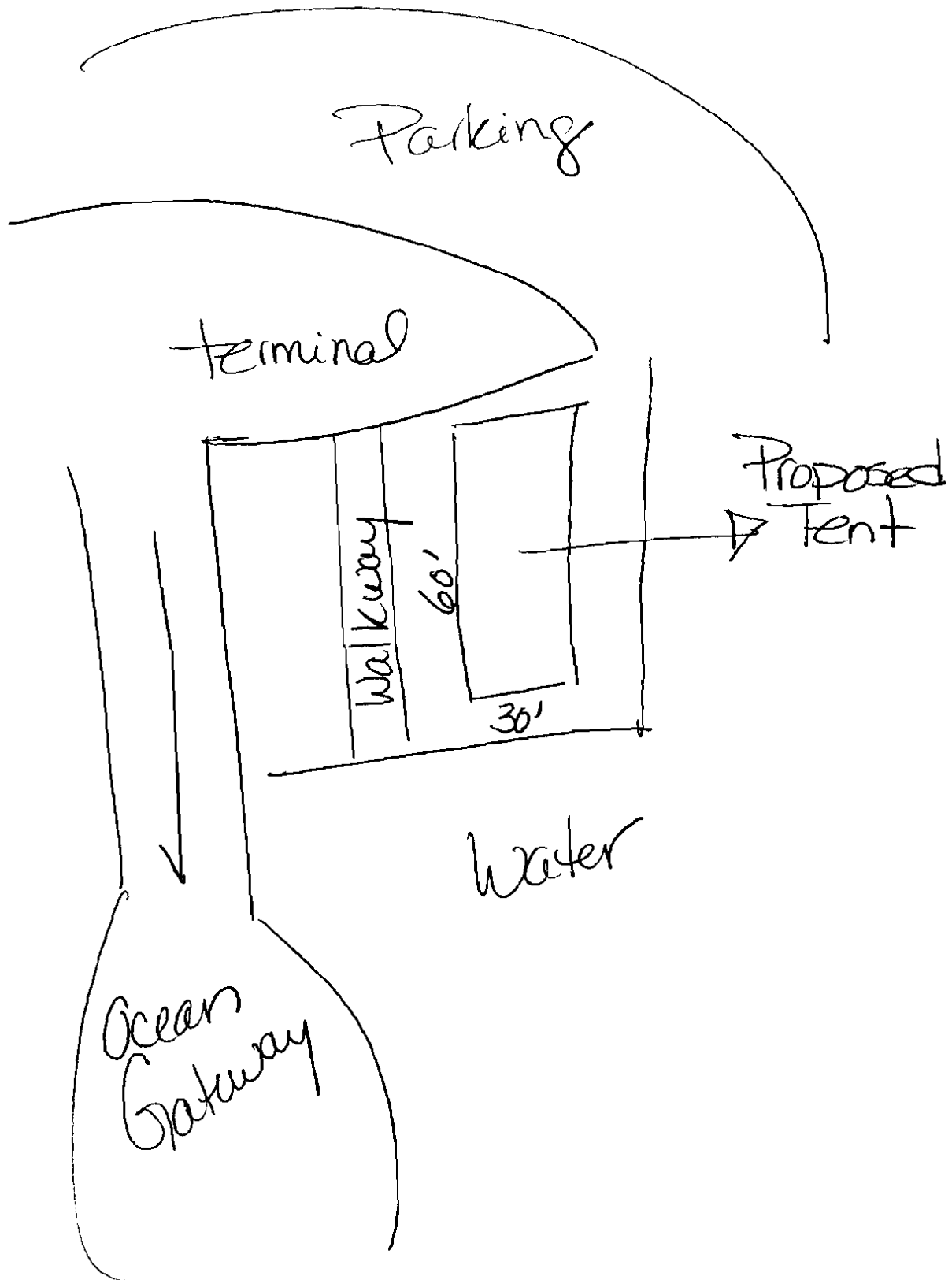
I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if 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>Leslie R Oster</i>	Date: <i>05</i> RECEIVED
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This is not a permit; you may not commence ANY work until the permit is issued.

JUN - 9 2010

Dept. of Building Inspections
City of Portland Maine



ACORD ™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/27/2010
PRODUCER Phone 207-856-5500 Fax 207-856-0004 ANDERSON WATKINS ASSOCIATES, INC 31 CENTRAL STREET WESTBROOK ME 04092		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
		INSURERS AFFORDING COVERAGE NAIC #
INSURED AURORA PROVISIONS INC & PRINCESS K LLC 64 PINE ST PORTLAND ME 04102		INSURER A: Hanover Insurance Company 22292 INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	YES	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	ZBP7597921-05	08/06/09	08/06/10	EACH OCCURRENCE \$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000				
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-ORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE-EA EMPLOYEE \$ E.L. DISEASE-POLICY LIMIT \$
		OTHER:				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS
 CERTIFICATE HOLDER ADDED AS ADDITIONAL INSURED ONLY AS THEIR INTERESTS MAY APPEAR.

CERTIFICATE HOLDER The City of Portland 389 Congress St Portland Me 04101 Attention:	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES AUTHORIZED REPRESENTATIVE Joanne R. Desjardins
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**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
tvm@portlandmaine.gov

For uses of city property, the following fees are typically required

1. Use of the area fees
2. A security deposit may be required
3. Proof of insurance may be required

(There may be fees due and applications required from other City Departments.)

TODAY'S DATE	05.28.10	ORGANIZATION NAME	Aurora Provisions				
ORGANIZATION ADDRESS	64 Pine Street	CITY	Portland	STATE	ME	ZIP	04102
CONTACT NAME(S)	Leslie Oster		TITLE	GM			
HOME #	WORK	CELL	232.2900	FAX	871.9061		
	871.9060						
EMAIL	leslie@auroraprovisions.com		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Lawn at Ocean Gateway				
EVENT DAY & DATE(S)	08.14.10	RAIN DAY & DATE(S)			
EVENT START TIME (i.e. set-up start time)	4:00 pm	EVENT END TIME (i.e. when event cleanup is complete)	8:00 PM	ACTUAL START & END TIME OF EVENT	6:30 -7:30

EVENT NAME	EXPECTED ATTENDANCE
Justin Alford Wedding Ceremony	200
DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail. If submitting a request for a Road Race (other than around Back Cove and using Back Cove Pathway for the route), please include a detailed MAP of the COURSE (as this will need to be approved by City Departments and the Manager's Office).	
1 Hour wedding ceremony to be followed by a reception indoors at the Gateway building (already rented)	
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?
Guests will be arriving via Narrow Gage Railroad

**PLEASE CHECK OFF AND ANSWER:
PLEASE SEE ATTACHED FEE SCHEDULE & DEPARTMENT CONTACT INFORMATION IF YOU ANSWER YES.**

* If you wish to set up a canopy(s), state the amount and location? (Canopy is 10x10 size) 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.	
* If you wish to set up a tent(s), please state the size(s) and exact locations. (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 be issued. In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	30 X 60 TENT
* How many tables will you be setting up for this event?	NONE

*	How many chairs will you be setting up for this event?	200
*	If other items or equipment are being placed on City property, please list each item? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Heliun Tank, etc.)	
*	If you are giving away or selling refreshments (food and/or drink) at this event you will need approval from Recreation.) Please list all items. 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.	NO
*	If you wish to sell non-food items (like t-shirts, crafts, cd's, etc.) 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. Please list items you wish to sell.	
*	Are you setting up a PA (sound) system? Are you planning on having Amplified Music? 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).	NO
*	Will your event require electricity? (\$5.00/hour fee) 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.	NO
*	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.	NO
*	If your event requires reserved parking spaces / parking meters, how many will you need? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	MO
*	If your event requires safety vests, signs, barricades and/or cones Please list what you would like to reserve. (A deposit may be required.) A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	NO
*	Will your event require street closures? (Please be specific under "Description of Event")	NO
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	NO
*	Will your event require Fire/EMS assistance?	NO
*	Will your event require porta-restrooms 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.)	NO

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.	SEE ATTACHED
♦	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.

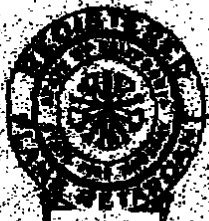
BARBECUES - GAS GRILLS ONLY

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 (Royal Flush, 883-0884, M-F) to request and pay for a cleaning. Cleanings are \$45.

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

04/08/06

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 262 MAIN ST

City SPORTLAND

State ME

Zip 04106

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: FUTURE MD 30x10 BLACKOUT WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTEC, INC.


Name of Production Superintendent

MODEL TU301005C

SERIAL # 262170B

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F63801

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

01/19/08

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 282 MAIN ST.

City PORTLAND

State

ME

Zip

04108

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: FUTURE MID 30x10 BLACKOUT WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

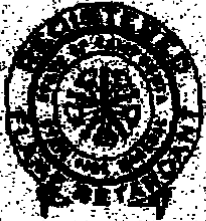
TOPTEC, INC.


Name of Production Superintendent

MODEL TU301008C

SERIAL # 281154B

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

FB3501

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

11/28/05

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 282 MAIN ST

City SPORTLAND

State ME

Zip 04108

Certification is hereby made that:

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Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: FUTURE END 30x30 BLACKOUT WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

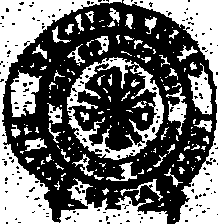
TOPTEC, INC.

Name of Production Superintendent

MODEL TU303005E

SERIAL # 2548038

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F13301

Issued by

TOPTec, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

01/20/03

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 222 MAIN STREET

City 5 PORTLAND

State

ME

Zip

04108

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.

Method of Application _____

Description of item certified: FUTURE MID 30x10 WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTec, INC.


Name of Production Superintendent

MODEL TU3010000

SERIAL # 2311128

For Disputations
Lannie

Event 8-19-10
Ocean Gateway Area

Andy [redacted] Forms & More Forms

From: auraprov@aol.com
To: Andy@portlandmaine.gov
Date: 5/28/2010 10:05 AM
Subject: Forms & More Forms
Attachments: publicparkspaceform.doc

30x60
Tent
weddy Reception

Hi there,

So the city says they need you to sign this so I can send it in with my tent app. THANKS and have a great weekend! Leslie

Aurora Provisions
64 Pine Street
Portland, Maine 04102
207.871.9060
www.auraprovisions.com

6-9-10
Lannie -
This goes
with TENT
AP - That
should be
arriving any day
Now. Thanks.
Ted M

**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

tvm@portlandmaine.gov

For uses of city property, the following fees are typically requires

1. Use of the area fees
2. A security deposit may be required
3. Proof of insurance may be required

(There may be fees due and applications required from other City Departments.)

TODAY'S DATE	05.28.10	ORGANIZATION NAME	Aurora Provisions			
ORGANIZATION ADDRESS	64 Pine Street		CITY	Portland	STATE	ME ZIP 04102
CONTACT NAME	Leslie Oster		TITLE	GM		
HOME PHONE	571.9080	WORK CELL	232.2900		FAX	871.9061
EMAIL	leslie@auroraprovisions.com		EMAIL			

PARK AREA OR PUBLIC SPACE REQUESTED	Lawn at Ocean Gateway				
EVENT DATE	08.14.10	RAIN DAY & DATE(S)			
START TIME	4:00 pm	EVENT END TIME (i.e. when event cleanup is complete)	8:00 PM	ACTUAL START & END TIME OF EVENT	8:30 - 7:30

EVENT NAME	ESTIMATED ATTENDANCE
Just Married Wedding Ceremony	200
<p>1 Hour wedding ceremony to be followed by a reception indoors at the Gateway building (already rented)</p>	
IS THERE A TENT OR CANOPY PLAN?	
IF YES, HOW MANY?	

HOW WILL GUESTS BE TRAVELING TO THE EVENT?
Guests will be arriving via Narrow Gage Railroad

PLEASE SEE ATTACHED FEE SCHEDULE AND CONTACT INFORMATION IF YOU ANSWER YES.

<p>If you wish to set up a canopy(s), state the amount (Canopy is 10x10 size) Canopies in large areas (Monument Square, Deering Park, Payson Park, Lincoln Park, Noble Street Green Area), do not need Recreation's approval. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Recreation.</p>	
<p>If you wish to set up a tent(s), please state the size(s) and exact locations. (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. Inspections will contact Inspections once the tent location is approved so that the Tent Permit Application may be issued.</p>	30 X 60 TENT
<p>In order to drive tent stakes into the ground, DIG SAFE must be contacted: 666-344-7233.</p>	
<p>How many tables will you be setting up for this event?</p>	NONE

• How many chairs will you be setting up for this event?	
• If other items of equipment are being placed on City property, please list each item? (e.g. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.)	
• If you are bringing away or selling refreshments (food and/or drink) at this event you will need a Food Service License (from the City Clerk's Office) is needed, even if food is pre-packaged (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice.	
• If you wish to sell non-food items (like t-shirts, crafts, CDs, etc.) you will need approval from Recreation, and you will need to apply for a Street Vendors Vendor License(s) at the City Clerk's Office. Please list items you wish to sell.	
• Are you setting up a sound system? Are you planning on having amplified music? If so, your event requires a concert license from the City Clerk's Office. (Just voice - i.e. Public Address, would not require the license because it is not music). For amplified music, there are time restrictions for the Downtown Parks & Squares (music limited to 11:00am - 1:15pm, and 1 hour between 5pm - 8pm).	NO
• Will your event require electricity? (\$6.00/hour fee) 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.	NO
• Are you planning on using a Grill for a Barbecue? Grills are allowed in the parks (NO CHARCOAL). Grills are subject to weather conditions and possible Fire Dept. review.	
• Do you have a parking area? If so, how many spaces? (If you are using a parking area, you may need to purchase a Public Address System for the area.)	NO
• If your event requires safety vests, cones, barricades, etc. Please list what you would like to receive. (A deposit may be required.) A few cones and barricades may already be available for recreation. Barricades are borrowed from Public Works Department.	NO
• Will your event require a permit? (Check the "Description of Event" section for more information.)	NO
• Will your event require a road closure? (If your event is a road race, match in the park, etc., you will need a road closure.)	NO
• Will your event require a porta-restroom or have a porta-restroom cleaned? (If you already have porta-restrooms, you may use these. If you need a porta-restroom, please call Recreation at 207-756-8276.)	NO

• Will your event require a liability insurance certificate? (For an event such as a race, etc., you will need a liability insurance certificate. The City requires liability insurance coverage of \$400,000. The name of the insured needs to be named as "City of Portland, Maine". If you need to purchase a liability insurance certificate, please call Recreation at 207-756-8276 for more information.)

• 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: 207-756-8276 or e-mail to: tvm@portlandmaine.gov

POLICIES

CITY

All cords in the public way must be covered by rugs, mats, or 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 (Royal Flush, 883-0884, M-F) to request and pay for a cleaning. Cleanings are \$45.

TRASH

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

PARKING ON GRASS AREAS

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

TOBACCO FREE ZONES

By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- The City reserves the unconditional right to revoke or revise an issued permit.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES TYPE INITIALS LRO DATE 05.28.10

BANNERS

If you wish to have a banner hanging over Congress Street at City Hall or Baxter Boulevard at Hannaford Brother's Shopping Plaza to advertise your event, please contact Vicki Allen at 756-8275.

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 and understand the Assumption of Risk & Liability Agreement TYPE INITIALS LRO DATE 05.28.10

CREDIT CARD INFORMATION

Visa or MasterCard Number: _____ Exp. Date (Month/Year): _____
 CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSITS/ FEES

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 BEFORE

- Portland Recreation - 134 Congress Street - Suite 2 - Portland - ME - 04101 or email: permits@portlandmaine.gov

PERMIT FEE INFORMATION (Please make security deposit checks out separately)

Permit Fee: \$100 per hr. (i.e. a 3 hour event totals \$300 each additional hr. (If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable). Number of Hours of Use: _____	Vest, Barricade, Cone Deposit: \$10 per/item	\$
Electricity: \$5.00 /hour	Public Space / Park Security Deposit: \$100	\$
Key Deposit: \$50.00 /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	DATE REC'D INSURANCE	PERMIT FEE AMT REC'D	SECURITY DEPOSIT
VISA \$	MC \$	CK #	CASH AMT \$

Andrew J. Downs
 ANDREW J. DOWNS
 REC & FACILITIES