

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that PORTLAND, CITY OF
PORTLAND

Located At 6 COMMERCIAL

Job ID: 2011-06-1506-SE

CBL: 444 - - A - 003 - 001 - - - -

has permission to Hold Temporary Event and Erect Tent

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

Code Enforcement Officer / Plan Reviewer

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

[Handwritten signature and date 7/2/11]

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 OCCUOPIED.



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: 2011-06-1506-SE

Located At: 6 COMMERCIAL

CBL: 444 - - A - 003 - 001 - - - - -

Conditions of Approval:

Fire

Tents shall have an approved fire resistant rating and maintain 10' between stake lines. No smoking or open flame allowed within 10'. Provide at least one 2A:10 BC fire extinguisher.

Capt. Pirone

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2011-06-1506-SE	Date Applied: 6/17/2011	CBL: 444 - - A - 003 - 001 - - - - -	
Location of Construction: 56 COMMERCIAL ST - MAINE STATE PIER	Owner Name: CITY OF PORTLAND	Owner Address: 389 Congress ST PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: Erik Boucher	Contractor Address: 66 Grant St., #4, Portland, ME 04101	Phone: 207-210-8655
Lessee/Buyer's Name:	Phone:	Permit Type: TEMPORARY EVENT	Zone: EWPZ
Past Use: Maine State Pier	Proposed Use: Maine State Pier – Temporary Event –set up July 23, 2011 & breakdown July 24, 2011 – Old Port Half Marathon & 5K	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <i>w/condition</i> <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type: <i>Temp Event</i> Signature: <i>[Signature]</i>
Proposed Project Description: Old Port Half Marathon 1 day set-up 7/24		Pedestrian Activities District (P.A.D.) <i>4/28</i>	

Permit Taken By:	Zoning Approval		
<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 informatin may invalidate a building permit and stop all work.</p>	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK</i> <i>6/23/11 ABM</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input checked="" type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>ABM</i>
	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 appication 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	PHON



WCZ ~~Commercial~~ Commercial

2011-06-1506

6/17/11

EWPC

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 56 Commercial St</u>		
Date of Set up/Event <u>7/23/11</u>	Date of Breakdown/ End of Event <u>7/24/11</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>444</u> Block# <u>A</u> Lot# <u>003</u>	Property Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Erik Boucher 207-210-8655</u> <u>66 Grant St #4 Portland, ME 04101</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> <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). 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: <u>Erik Boucher</u> Address: <u>66 Grant St #4 Portland, ME 04101</u> Telephone: <u>207 210 8655</u></p>		
Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.		

11 E.P. 9
6-23-11

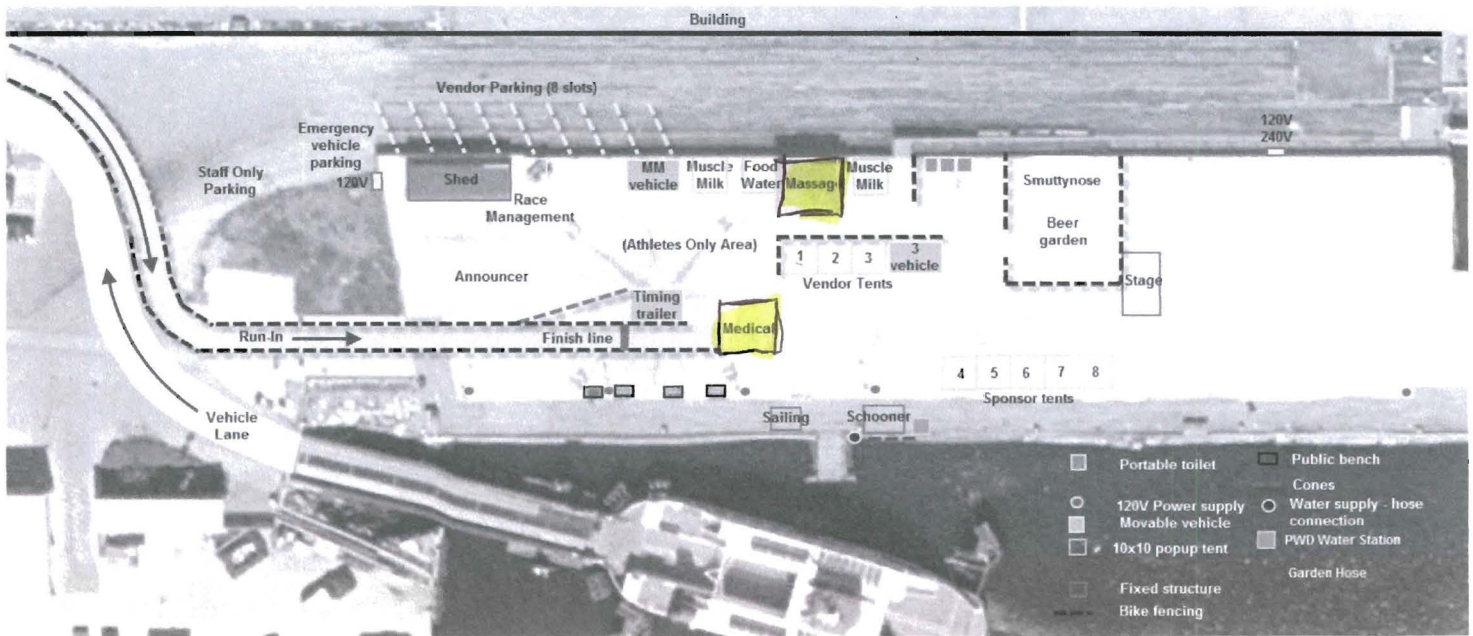
In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at www.portlandmaine.gov, stop by the Building Inspections office, room 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>Erik Boucher</u>	Date: <u>6-16-11</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

Maine State Pier



1 - 20' x 20' canopy (massage) attached to railing and weighed down
 1 - 20' x 20' canopy (medical) weighed down by 12 - 235 lbs weights
 All other canopies will be 10' x 10'

Old Port Half Marathon & 5km Description

Water Stops

There will be a number of water stops set up along the course where volunteers will set up two folding tables, water coolers, and hand out cups of water and Cytomax drink. Garbage barrels will be placed before and after each stop and volunteers will pick up trash on the ground left by runners. Five water stops will be placed in the following locations: Eastern Prom trail near Cutter St and Sewage Plant Rd, Back Cove trail near Bates St, Vannah Ave, and Prebble St.

Portable Toilets

Five portable toilets will be placed in the upper parking lot on Cutter St starting on Friday 7/22 and removed on Monday 7/25. They will be closed to the public until 6am on Sunday 7/24 and used by runners before the start of the race.

Temporarily Closed Streets

Eastern Promenade closed from Congress St to Cutter St from 6:30 am to 8:45 am on Sunday 7/24. Cutter St closed from Fort Allen Park exit to the top of the lower parking lot from 7:30 am to 8:45 am on Sunday 7/24. Barricades will be placed on Eastern Promenade at the following intersections: Loring Memorial Circle, Congress St, Moody St, Wilson St, and Fort Allen Park exit. Barricades will also be placed on Cutter St at the entrance and exit of the upper parking lot, near the exit of the lower parking lot, and at the railroad tracks. Volunteers will be placed at each set of barricades to stop vehicles. A volunteer will be placed near the railroad tracks on Cutter St to stop vehicles while runners pass by from 8:45 am to 10:00 am as needed. A volunteer will be placed at the top of Cutter St by 7:00 am warning drivers to egress by 7:30 am.

Shuttle Service

A shuttle will continuously pick up runners at the Maine State Pier and drop them off in the upper parking lot on Cutter St. No other vehicles other than staff will be allowed in this lot.

PA Sound System

A PA sound system will be placed near the upper parking lot on Cutter St from 7:00 am to 8:30 am. An announcer will speak and give directions to the runners. Music will be played in-between announcements.

Event Signs

One month prior to event 12"x12" signs will be placed on wooden stakes along the entire route including the Eastern Prom and Back Cove trails with basic event information. Each sign will include the event logo, name, date, and website address for more information. On Saturday 7/23 starting at 5:00pm additional signs will be placed along the Eastern Prom and Back Cove trails that say:

Yield To Runners
Sunday 7/24
8:00am to 11:00am

Cutter St Signs

One week prior to the event signs will be placed along Cutter St warning visitors of the road closure. Each 2' x 2' sign will be white with black letter and say the following:

Cutter St Closed
7:30am to 8:45am
Sunday 7/24
Info: 210-8655

No Parking Signs

No parking signs will be placed along Eastern Promenade, Cutter St, around the upper parking lot at Cutter St, and in Lorrington Memorial Circle on Friday 7/22 by 5pm. No parking will be allowed on Sunday 7/24 from 5:00 am to 9:00 am.

Directional Arrow Signs

Directional arrow signs will be attached to wooden stakes and pounded into the ground at key intersections on the Eastern Promenade and Back Cove trails.

Lorrington Memorial Trail

Runners in the 5km race will run down Eastern Promenade and then turn right at Lorrington Memorial Circle where they will descend the path near the stairs until they reach the Eastern Prom Trail. Volunteers and caution signs will be placed on the Lorrington Trail.

Eastern Promenade Trail

Both half marathon and 5km runners will run along the Eastern Prom Trail from Tukey's Bridge all the way to the Maine State Pier.

Back Cove Trail

Half marathon runners will run on the entire Back Cove trail. Volunteers will be placed on Tukey's Bridge to limit traffic of bikes and strollers at the start of the race.



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	6/11/11	ORGANIZATION NAME	GiddyUp Productions LLC				
ORGANIZATION ADDRESS	66 Grant St	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Erik Boucher	TITLE	Event Director				
HOME #	207-210-8655	WORK					
EMAIL	ebouche1@maine.rr.com	CELL	207-210-8655	FAX			

PARK AREA OR PUBLIC SPACE REQUESTED	Eastern Prom Trail, Back Cove Trail, Loring Memorial trail and stairs, Cutter St parking lot				
EVENT DAY & DATE(S)	Sunday, July 24 th , 2011	RAIN DAY & DATE(S)	Sunday, July 24 th , 2011		
EVENT START TIME (i.e. set-up start time)	5:00 am	EVENT END TIME (i.e. when event cleanup is complete)	2:00 pm	ACTUAL START & END TIME OF EVENT	8:00 am to 11:00 am

EVENT NAME	EXPECTED ATTENDANCE				
Old Port Half Marathon & 5k (road race)	500				
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). See attachment					
IS THERE A REGISTRATION FEE?	yes				
IF YES, HOW MUCH?	<table border="1"> <tr> <td>FEE</td> <td>\$40 -- half marathon race, \$15 -- 5km race</td> </tr> <tr> <td>STUDENT FEE</td> <td>\$NA</td> </tr> </table>	FEE	\$40 -- half marathon race, \$15 -- 5km race	STUDENT FEE	\$NA
FEE	\$40 -- half marathon race, \$15 -- 5km race				
STUDENT FEE	\$NA				

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Free bike valet parking offered on the Maine State Pier, Runners encouraged to park in public lots in Old Port area near the Maine State Pier. Shuttle provided to runners from Maine State Pier to Cutter St parking lot. No parking allowed in and around the East End neighborhood or Cutter St.

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: 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) ? (a canopy or tent larger than 10x10 needs to be approved by Recreation and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.		X	
* Will you be setting up tables and/or chairs ? How many tables: 10 chairs:	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: portable toilets in Cutter St upper parking lot, PA system, event signs, directional arrow signs, road closure signs, orange cones, delineator cones with pennant flagging, water station supplies (cases of water, cups, tables, & trash barrels)	X		
*	Will there be refreshments at the event? Do you wish to sell food? NO (If so, you will need approval from Recreation) List food and drink: water and Cytomax drink mix at water stops A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice.	X		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell:		X	
*	Are you setting up a PA (sound) system ? yes, at Eastern Promenade & Cutter St Are you planning on having Amplified Music ? yes, at Eastern Promenade & Cutter St 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? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.	X		
*	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 ? (For a large walk/race, it is recommended.)		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, unless all connections and equipment are covered and protected from the elements.

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 – near 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, 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	EB	DATE	6/11/11
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ASSUMPTION OF RISK & LIABILITY

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	EB	DATE	6/11/11
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CREDIT CARD INFORMATION

Visa or MasterCard Number	5480	0606	9015	1321	Exp Date (Mon/Yr)	11	2013
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CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ◆ Please make out security deposit checks separate from permit fees.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO: (PLEASE EMAIL APPLICATION IN)

- ◆ Portland Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 email preferred: 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: 3 hours	\$ 110	Vest, Barricade, Cone Deposit: \$10 per/item	\$
Electricity: \$5per/hr	\$	Public Space / Park Security Deposit: \$100	\$100
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	DATE REC'D INSURANCE	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$
PAYMENT TYPE					
VISA	\$	MC	\$	CK #	CK AMOUNT \$
				CASH AMT	\$

Canopy and Staging Application

[NOTE: The application for use of the Maine State Pier is being processed through Recreation & Facilities Management. The city Event Coordinator is Peter McFarland. The city council will vote on the application at their 6/20 meeting. A copy of the Maine State Pier application and insurance certificate has been included.

I've also included the Parks & Rec application for the parts of the event which will be held off the pier. There will be no tents, canopies, or staging used off the pier. The city Event Coordinator is Ted Musgrave.]

Description

There will be two (2) 20' x 20' canopies and a 12' x 16' stage set up on the Maine State Pier. The company One Stop Party Shoppe from South Portland (207-767-5966 phone) will deliver all the infrastructure. They will set up and take down the staging which consists of twelve (12) 4' x 4' wood sections each setup with 2' legs (see image below). They will also attach stage stairs to one side. The stage will be placed in the center of the pier (see plot plan). One 20' x 20' canopy will be positioned in the middle of the pier at the end of the finish chute and act as a medical tent. The canopy will be weighed down by twelve (12) 235lb cement weights. Another 20' x 20' canopy will be positioned along the side railing on the pier. It will be attached to the railing and also weighed down by cement weights.

There will be no public vehicle access. Only staff and emergency vehicles will be allowed on the pier.

Staging Example





Pier

CITY OF PORTLAND, RECREATION & FACILITIES MANAGEMENT
APPLICATION TO USE WATERFRONT PUBLIC SPACE
MAINE STATE PIER/PORTLAND OCEAN TERMINAL/OCEAN GATEWAY

(PAGE 1 OF 2)

Today's Date: 3/10/11 Your Name: ITNPortland
Business ~ Organization: ITNPortland #01-0504322
Address: 90 Bridge Street
City: Westbrook State: ME Zip Code: 04092
Contact Name (s): Bob Dunfey Title: Executive Director
Telephone: Work: 207-854-0505 Cell: 207-475-5656 Fax:
E-mail Address: Bob.Dunfey@ITNPortland.org Other:

Name of EVENT and area or facility to be used (Describe and please be specific.)
Old Port Half Marathon
Maine State Pier
Date(s) Requested: 7/23/11 and 7/24/11 Time(s) (Including set-up and take down):
7/23/11: 12:00pm to 5:00pm
7/24/11: 7:00 am to 2:00pm Actual Time of Event: 8:00 am race starts and ends around 12:00pm
Estimated Number of Participants: 750 *Non-Profit: YES
EVENT SCOPE: Circle One
Private Function/Closed to the Public NO
Admission Charged NO
Alcohol on Premises YES
Multiple day event NO
Electrical needs surpass (single circuit 110 volt) - minimum of 5 outlets NO?
On site parking necessities for event YES
Event will have an effect on existing pier businesses YES?
Estimated Number of Participants over 500 YES
Please give a brief description of the Event: The Old Port Half Marathon (13.1 miles) is a race that will start on Eastern Promenade near Fort Allen Park and finish on the Maine State Pier...

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.

FOR TIER ONE AND TWO EVENTS "CITY OF PORTLAND, MAINE" LISTED AS ADDITIONAL INSURED - MINIMUM \$400,000.

TIER THREE EVENTS REQUIRES THE FOLLOWING:

Liability Insurance. LESSEE shall provide One Million Dollars (\$1,000,000) combined single limit commercial general liability including contractual liability and Two Million Dollars (\$2,000,000) aggregate,

IMPORTANT DOCUMENT
Certificate of Flame Resistance

REGISTRATION
APPLICATION
NUMBER

F121.4



ISSUED BY



EVANSVILLE, INDIANA 47725
MANUFACTURERS OF THE FINISHED
TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture

02/25/03

Order Number

366161

This is to certify that the materials described have been flame-retardant treated (or are inherently noninflammable) and were supplied to:

424800
HANDYMAN EQUIPMENT RENTAL #136
COMPANY INC
357 RIVERSIDE ST
PORTLAND ME 041031036

Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code, equal to exceeds NFPA 701, CPAI 84, ULC 109.

The method of the FR chemical application is:

Serial #

8115610 (1)

Description of item certified:

A P CPY TOP 20W X 20 VL Y W

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

JOHN BOYLE STATESVILLE NC

Name of Applicator of Flame Resistant Finish

Signed:

TENT DEPARTMENT - ANCHOR INDUSTRIES INC.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/13/2011

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 A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER STAR Insurance - Fort Wayne Office 2130 East DuPont Road Fort Wayne IN 46825		CONTACT NAME: Judy Weaver PHONE (A/C, No, Ext): (260) 467-5697 FAX (A/C, No): (260) 467-5691 E-MAIL ADDRESS: judy.weaver@starfinancial.com PRODUCER CUSTOMER ID #: 00057125															
INSURED ROAD RUNNERS CLUB OF AMERICA/2011 AND ITS MEMBER CLUBS 7410 SKYLINE DRIVE FREDERICK MD 21702-3652		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A NATIONAL CASUALTY COMPANY</td> <td>11991</td> </tr> <tr> <td>INSURER B NATIONWIDE LIFE INSURANCE CO</td> <td>66896</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A NATIONAL CASUALTY COMPANY	11991	INSURER B NATIONWIDE LIFE INSURANCE CO	66896	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES **CERTIFICATE NUMBER:** 2011 **ADDITIONAL INSURED** **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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			KRO00000001300600	12/31/2010	12/31/2011	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> LEGAL LIABILITY TO PARTICIPANTS						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:			A&M AGGREGATE \$5,000,000			GENERAL AGGREGATE \$ NONE
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY			KRO00000001300600	12/31/2010	12/31/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<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 (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)			SPX-00000039016-00	12/31/2010	12/31/2011	EXCESS MEDICAL \$10,000
					12:01 A.M.	12:01 A.M.	AD & SPECIFIC LOSS \$2,500

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

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE & EVENT: 07/23/11 to 07/24/11 Old Port Half Marathon & 5km -- road race INSURED CLUB: GiddyUp Productions LLC, attn: Erik Boucher; 66 Grant Street #4, Portland, ME 04101

CERTIFICATE HOLDER**CANCELLATION**

07/23/11 City of Portland, Maine Attn: Ted Musgrave 134 Congress Street Suite 2 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 John Lefever/JWE 
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Pier

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/15/2011

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 A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Cross Insurance-Lewiston 217 Main Street, 4th Floor Lewiston ME 04240	CONTACT NAME: Linda Spear PHONE (A/C, No, Ext): (207) 783-8591 E-MAIL ADDRESS: lspear@crossagency.com PRODUCER CUSTOMER ID #: 00081980	FAX (A/C, No): (207) 783-3852
	INSURER(S) AFFORDING COVERAGE	
INSURED Independent Transportation Network 90 Bridge Street Westbrook ME 04092	INSURER A: Continental Western Ins Co	
	INSURER B: Acadia Ins Co.	
	INSURER C: Maine Employers Mutual Ins Co	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1131543631 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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		CPP0289405	3/23/2011	3/23/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER					PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					\$
B	AUTOMOBILE LIABILITY		CAP0289406	3/23/2011	3/23/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" 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 (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					Uninsured motorist combined \$ 1,000,000
	<input type="checkbox"/> NON-OWNED AUTOS					Underinsured motorist \$ 1,000,000
	19					
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		1810041497	3/28/2011	3/28/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Refer to policy for exclusionary endorsements and special provisions. 10 days notice of cancellation for nonpayment of premium applies in the State of Maine.

RE: Old Port Half Marathon, Maine State Pier-7/23/11-7/24/11

CERTIFICATE HOLDER Recreation & Facilities Management City of Portland Attn: Waterfront Permits 239 Park Ave. Portland, ME 04102	CANCELLATION 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 Cathie Norris/CN1 <i>Cathie Norris</i>

The City of Portland, Maine is an additional insured where required by written contract with respect to general liability only for work performed by the named insured for the certificate holder.



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

June 17 2011

Received from Whisper Productions LLC

Location of Work Maine State House

Cost of Construction \$ _____ Building Fee: _____

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: _____

Total: _____

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

Other Int _____

CBL: 494 A001

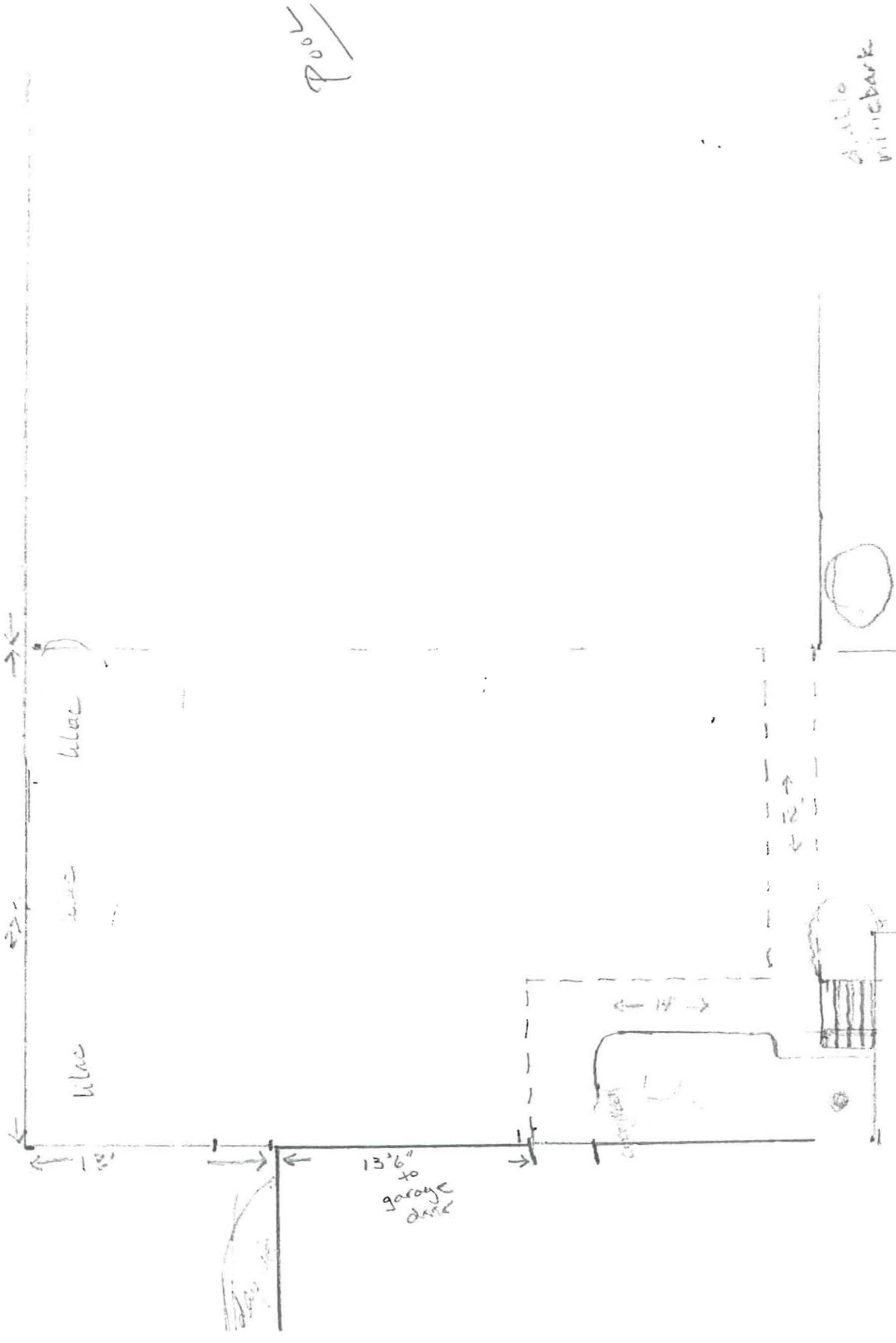
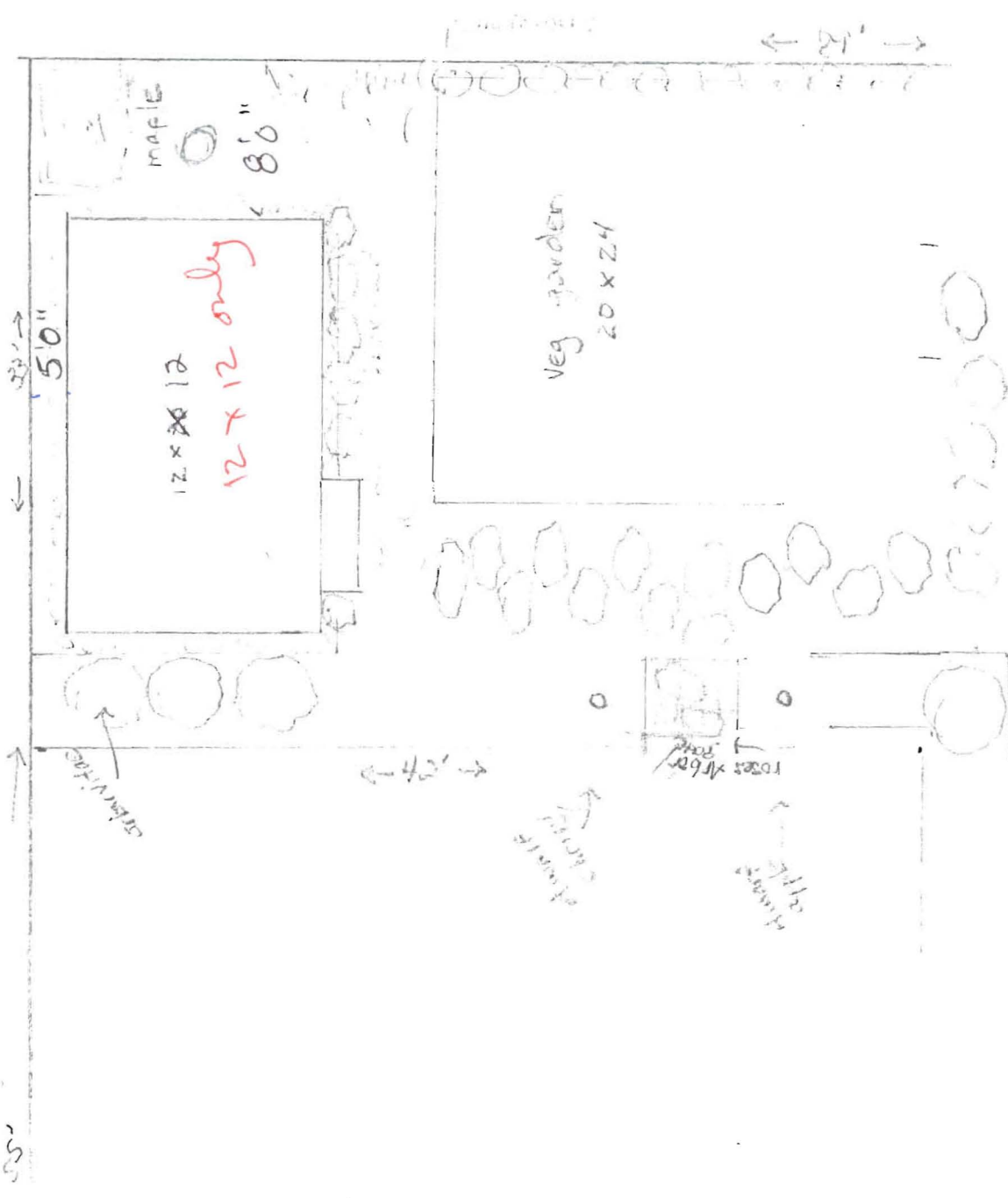
Check #: 1031

Total Collected \$ 20.0

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

Taken by: [Signature]

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



R-2 Zone
 can be no closer than
 5' to side property line
 4' 5' to rear property line
 of Assessor

