

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that CITY OF PORTLAND – OLD PORT
HALF MARATHON

Located At 6 COMMERCIAL ST

CBL: 444- A-003-001

Job ID: 2012-07-4417-SE

has permission to Erect temp tent/stage for OldPt Half Marathon 2012 at the Maine State Pier
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of
the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of
the buildings and structures, and of the application on file in the department.

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

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

Fire Prevention Officer

[Signature] 7/20/12

Code Enforcement Officer / Plan Reviewer

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

SCANNED

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2012-07-4417-SE	Date Applied: 7/6/2012	CBL: 444- A-003-001	
Location of Construction: 6 COMMERCIAL ST -MAINE STATE PIER	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS STREET, PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: ERIK BUCHER	Contractor Address: 141 School Street, South Portland, ME 04106	Phone: 210-8655
Lessee/Buyer's Name:	Phone:	Permit Type: TEMPORARY EVENT	Zone: EWPZ
Past Use: Maine State Pier	Proposed Use: Same: Maine State Pier - event for Shipyard/Old Port Half Marathon - setup July 21, 2012 and breakdown July 22, 2012	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: ed Type: Temp Event of stage IBC-2009 Signature: JMB 7/20/12
Proposed Project Description: Old Port Half Marathon 2012		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Brad		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>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>___ Maj ___ Min ___ MM</p> <p>Date: 7/9/12</p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>
	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



PORTLAND MAINE

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

Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-07-4417-SE

Located At: 6 COMMERCIAL ST CBL: 444- A-003-001

Conditions of Approval:

Building

1. This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.

Fire

1. Installation shall comply with City Code Chapter 10.
2. All construction shall comply with City Code Chapter 10.
3. <http://www.portlandmaine.gov/citycode/chapter010.pdf>
4. 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.



Tent/Canopy or Temporary Event Staging Permit Application

Entered
7/6/12
(3)

2012-07-417-5E

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: Maine State Pier <i>Commercial</i>		
Date of Set up/Event Saturday July 21, 2012		Date of Breakdown/ End of Event Sunday, July 22, 2012
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 444 A 003	Property Owner: City of Portland	Telephone:
Lessee/Buyer's Name (If Applicable) <i>Call ahead ship done</i>	Applicant name, address & telephone: GiddyUp Productions LLC, Attn: Erik Boucher 141 School St, South Portland, ME 04106 cell: 207.210.8655	Fee: \$30.00
<p><i>* Old P&R Hal P Marathon</i></p> <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 Park or 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: _____ Address: <u>above</u> Telephone: _____</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.		

RECEIVED
JUL 06 2012
Department of Building Inspections
City of Portland Maine

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: *Erik Boucher* Date: *7-5-12*

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



PORTLAND MAINE

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

Receipts Details:

Tender Information: Check , Check Number: 1105

Tender Amount: 30.00

Receipt Header:

Cashier Id: bsaucier

Receipt Date: 7/6/2012

Receipt Number: 45741

Receipt Details:

Referance ID:	7182	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-07-4417-SE - Old Port Half Marathon 2012			
Additional Comments: 6 Commercial; ME ST. Pier			

Thank You for your Payment!

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 approved the event earlier in May – see the attached order. 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

The company A-Plus Party Rental, 10 Washington Ave, Scarborough, ME 04074 (207-883-4472) will deliver and set up all of the following infrastructure on the Maine State Pier starting at 12:00pm on Saturday 7/21/12. They will break it all down on Sunday 7/22 starting around 3:00pm. See the attached plot plan for the location of each tent and stage on the pier. There will be a total of three (3) tents and one stage. There will be two (2) 20' x 20' pole tents set up – "Medical" and "Massage". There will be a 16' x 16' stage with 24" vertical legs and a set of stairs with handrail on the front of the stage. A 15' x 15' tent will be set up on top of the stage. The tents will be 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





10 Washington Ave. Scarborough, Me 04074
Tel: 207-883-4472

ORDER 17626-5

DAY: SUNDAY DATE: 07/22/2012
TIME: 1 DAY RENTAL
DEL: SAT 07/21/2012 12:00
P/U: SUN 07/22/2012 14:00
SP: MT ORD DT: 05/04/2012
PO #:

B BOUCHER ERIK
I 141 SCHOOL STREET
L
L SOUTH PORTLAND ME 04106
TEL: (207) 210-8655 FAX:

S MAINE STATE PIER
H AFTER 12:00 ON SATURDAY
I ME
P

ITEM ID	QTY	ITEM DESCRIPTION	PRICE	TOTAL
ADAD	12	CEMENTS	25.00	300.00
15X15F	1	15X15 WHITE FRAME TENT	400.00	400.00
20X20F	K 2	20' X 20' WHITE FRAME TENT WITH 1/2 CLEAR 1/2 WHITE WA	450.00	900.00
STAIR3	1	STAIRS 3' HGHT RAIL	25.00	25.00
16X16S30	K 1	16X16 STAGE 30" LEGGS	528.00	528.00
TB8BQ	26	8' BANQUET TABLE	8.00	208.00
BLBJSKRT	3	ROYAL BLUE BANJO SKIRT 30"X13'	16.75	50.25

SPECIAL INSTRUCTIONS:
PICK UP AT 2PM SUNDAY

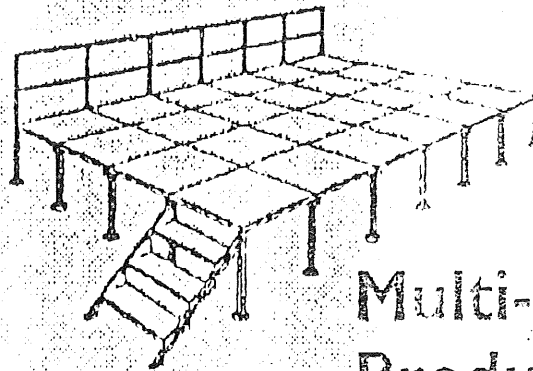
TOTAL: 2,411.25
DISCOUNT: (241.13)
SALES TAX: 0.00
DELIVERY: 75.00
LABOR: 0.00
TOTAL: 2,245.12
DEPOSIT PAID: 500.00
BALANCE DUE: 1745.12



A Member of the plettac Group

125 Taylor Parkway
Archbold, OH 43502-9309

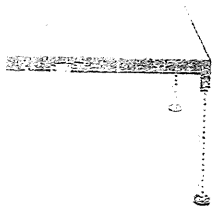
Ph: (419) 445-8915 or (800) 537-0540
Fax: (419) 445-0367, www.biljax.com



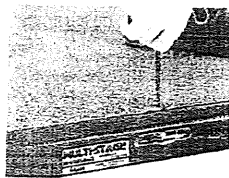
Multi-Stage Products

Sizes available for the Multi-Stage decks include the popular 4' square section, a 2' x 4' section and a 45° corner section. Standard decks include a 3/4" AC exterior plywood stained in gray enclosed in a steel frame edge protector. Other deck options are available.

**CAPACITY 150 PSF
(732kg per sq. meter)**



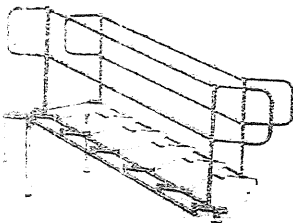
4' Deck section



Standard on all decks is the original cam lock feature which firmly fastens stage sections together from the top of the stage platform. Cam lock holes are neatly plugged with a cap to fill the surface.

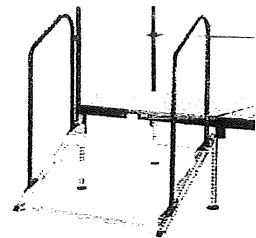
STAIR OPTIONS

Stage adjustable stair packages come complete with stair step stringers, stair stringer extensions, handrails and aluminum stair planks. These stair packages offer easy access to the stage platform area and can be adjusted to fit various stage heights within the package range.



The new Ultra-Stair decreases set up time and labor. Multiple units are available for platform heights from 24". The units, with detachable handrails, fold flat for storage and ease in shipment.

Package Sizes Available:
12"-18" Stage Ht. Pkg.
2'-3' Stage Ht. Pkg.
3'-4' Stage Ht. Pkg.
4'-6' Stage Ht. Pkg.



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

Nov. 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

207-883-4472 • www.apluspartyrentalme.com
10 Washington Ave., Scarborough, Me 04074

Certificate of Flame Resistance



REGISTERED FABRIC
OR
CONCERN NUMBER

FA-43402

ISSUED BY
EXCLUSIVELY EXPO, INC.
1225 Naperville Drive
Romeoville, IL 60446

Date treated or
manufactured
04/01/2004

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR A PLUS PARTY RENTAL ADDRESS 342 ROUTE 1
CITY SCARBOROUGH STATE ME 04074

Certification is hereby made that: (Check "a" or "b")

(a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used _____ Chem. Reg. No. _____
Method of application _____

(b) The articles described on the reverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

Trade name of flame-resistant fabric or material used BANJO Reg. No. FA-43402

The Flame Retardant Process Used WILL NOT Be Removed By Washing
(will or will not)

By James C. Torzani
Name Title

Name of Applicator or Production Superintendent

FR-3

CONTROL NO. 022717

CUSTOMER ORDER NO. 040330MARK

CUSTOMER INVOICE NO. 0000268952

YARDS OR QUANTITY Qty: 30 Color ROYAL
1DBA28009444 Ht: 094 Wd: 48

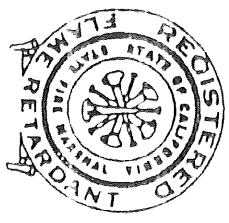
Pattern EXPOMASTER BANJO CLOTH
Date: 04/01/2004

COLOR _____

SIZE/TYPE _____

DATE PROCESSED _____

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by:

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

Date Manufactured

04/25/03

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

Name A-PLUS RENTAL DIV

Address 342 US RT 1

City SCARBOROUGH

State

ME

Zip

04074

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: PARTY 15x15 WHITE

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

A handwritten signature in black ink, appearing to read "Andy B".

Name of Production Superintendent

MODEL TTP151500

SERIAL # 232351B



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/10/2012

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) 467-5651 E-MAIL ADDRESS: judy.weaver@starfinancial.com	
INSURED Road Runners Club of America/2012 & Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A National Casualty Company	11991
	INSURER B Nationwide Life Insurance Co.	66869
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2012 - \$1M Club

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			KRO 000002210800	12/31/2011	12/31/2012	EACH OCCURRENCE \$ 1,000,000		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					12:01 A.M.	12:01 A.M.	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						PERSONAL & ADV INJURY \$ 1,000,000		
	<input checked="" type="checkbox"/> Legal Liab. to Partic. \$1,000,000						GENERAL AGGREGATE \$ NONE		
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	A&M Aggregate \$5,000,000			PRODUCTS - COMP/OP AGG \$ 1,000,000					
A	AUTOMOBILE LIABILITY			KRO 000002210800	12/31/2011	12/31/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000		
	<input type="checkbox"/> ANY AUTO	X					12:01 A.M.	12:01 A.M.	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						<input checked="" type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per accident) \$	
	<input checked="" type="checkbox"/> HIRED AUTOS						<input type="checkbox"/> NON-OWNED AUTOS	PROPERTY DAMAGE (Per accident) \$	
					\$				
	UMBRELLA LIAB						EACH OCCURRENCE \$		
	EXCESS LIAB						AGGREGATE \$		
	DED						\$		
	RETENTION \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER		
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$		
							E.L. DISEASE - EA EMPLOYEE \$		
							E.L. DISEASE - POLICY LIMIT \$		
B	EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)	X		SPX 0000025293800	12/31/2011	12/31/2012	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)

Event Member Certificate effective 02/04/12. Date of events are 05/26/12 and 07/22/12.

CERTIFICATE HOLDER**CANCELLATION**

GiddyUp Productions LLC
Attn: Erik Boucher
66 Grant Street #4
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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/3/2012

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 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) 467-5651 E-MAIL ADDRESS: judy.weaver@starfinancial.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A National Casualty Company NAIC # 11991	
INSURED Road Runners Club of America/2012 & Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209		INSURER B Nationwide Life Insurance Co. 66869 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2012 - \$1M A.I.

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Legal Liab. to Partic. \$1,000,000					PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ NONE
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			A&M Aggregate \$5,000,000			PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY	X	KRO 0000002210800	12/31/2011 12:01 A.M.	12/31/2012 12:01 A.M.	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 checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
B	EXCESS MEDICAL & ACCIDENT (\$250 DEDUCTIBLE/CLAIM)	X	SPX 0000025293800	12/31/2011 12:01 A.M.	12/31/2012 12:01 A.M.	EXCESS MEDICAL \$10,000 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 OF EVENT: 07/21/12 and 07/22/12 Shipyard Old Port Half Marathon & 5K INSURED CLUB: GiddyUp Productions, LLC, attn: Erik Boucher; 141 School Street, South Portland, ME 04106

CERTIFICATE HOLDER**CANCELLATION**

07/21/12 City of Portland, Maine 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

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
CHERYL A. LEEMAN (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

JOHN R. COYNE (5)
JOHN M. ANTON (A/L)
JILL C. DUSON (A/L)
NICHOLAS M. MAVODONES (A/L)

**ORDER DECLARING
“SHIPYARD OLD PORT HALF MARATHON & 5K ROAD RACE”
AS A FESTIVAL AND APPROVING CONTRACT AND PERMITS THEREFOR**

ORDERED, that Sunday, July 22, 2012 from 5:00 a.m. – 2:00 p.m., is hereby declared Shipyard Old Port Half Marathon & 5K Road Race in Portland; and

BE IT FURTHER ORDERED, that Runners will congregate for the start of the races on the Eastern Prom roadway and grass area/sidewalks and the finish line for both races is on the Maine State Pier; and

BE IT FURTHER ORDERED, that the Half Marathon will start at 7:30 a.m. and the 5K Race will start at 8:15 a.m.; and

BE IT FURTHER ORDERED, that the City Manager is authorized to grant permits to the organizers of the festival GiddyUp Productions, LLC and Habitat for Humanity of Greater Portland, pursuant to Section 25-27 of the Portland City Code for the following activities:

- Habitat Humanity of Greater Portland will have the use of the Maine State Pier from 12:00 p.m. on Saturday, July 21, 2012 until 5:00 p.m. Sunday, July 22, 2012 with a finish line and post-half marathon celebration to be held from 6:00 a.m. Sunday, July 22, 2012 until 2:00 p.m. Sunday July 22, 2012, with gates opening at 8:00 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 Habitat for Humanity of Greater Portland contractor and the City to focus volume on the pier and its immediate environment; and

BE IT FURTHER ORDERED, that the Festival Areas will be closed to street vendors pursuant to Section 19-17 of the Portland City Code and is reserved for the use of GiddyUp Productions, LLC, the Race Committee and Habitat for Humanity of Greater Portland for the purpose of conducting the Shipyard Old Port Half Marathon & 5K Road Race, subject to the direction and control of the City Manager; and

BE IT FURTHER ORDERED, that the City manager is authorized to issue a revocable permit under Sections 25-26 thru 25-30 of Portland City Code to GiddyUp Productions, LLC and Habitat for Humanity of Greater Portland subject to the following conditions:

- Under no circumstances may alcoholic beverages be sold or consumed on City of Portland right-of-ways or public property during said event, except the sale and consumption of alcoholic beverages will be permitted solely in the Beverage Services area of the Maine State Pier from 10:00 a.m. until 2:00 p.m. on Sunday, July 22, 2012.

- GiddyUp Productions, LLC and Habitat for Humanity of Greater Portland shall indemnify the City and hold it harmless from and against all claims arising out of activities during said event.

GiddyUp Productions, LLC shall maintain public liability insurance coverage in the amount of no less than \$400,000 combined single limit for personal or bodily injury, death, or property damage for said purposes.

Habitat for Humanity of Greater Portland shall adhere to the insurance requirements in the Attached Operator's Agreement.

Both organizers shall cover the obligation of indemnification hereunder, and name the City of Portland as an additional insured thereon.

- Conditions for use of grounds, specified in a permit issued from the Recreation and Facilities Management, shall be adhered to.
- Race organizers shall have sole authority over participating vendors at the event and may charge a fee to vendors for the opportunity to vend at the Festival.
- City permit fees, license fees, and costs for city staff assistance will be paid by organizers GiddyUp Productions, LLC and Habitat for Humanity of Greater Portland.
- The route of the course is subject to change, depending on construction projects along the course, and Police Department needs; and

BE IT FURTHER ORDERED, the following streets will be closed to vehicular traffic on Sunday July 22, 2012:

- Eastern Promenade from Congress Street to Morning Street (7:15 a.m. – 8:20 a.m.)
- Cutter Street from Fort Allen Park exit to the top of the lower parking lot (6:30 a.m. – 8:45 a.m.)
- Washington Ave. ramp to Tukey's Bridge from Eastern Prom side (7:30 a.m. – 9:30 a.m.)
- Washington Ave. inbound at Bates/Veranda Street (7:45 a.m. – 9:15 a.m.); and

BE IT FURTHER ORDERED, that the Maine State Police will monitor/hold back traffic at:

- Exit 8, 295 Ramp Southbound onto Washington Ave (7:30 a.m. – 8:00 a.m.)
- Exit 8, 295 Ramp Northbound onto Washington Ave (7:30 a.m. – 9:30 a.m.)
- Exit 9 Southbound Ramp to Baxter Blvd (7:30 a.m. – 8:15 a.m.); and
- Exit 9 Northbound Ramp to Route 1 (7:40 a.m. – 8:20 a.m.); and



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

Today's Date: 3/26/12		Your Name: Erik Boucher	
Business ~ Organization: GiddyUp Productions LLC			
Address: 141 School St			
City: South Portland		State: ME	Zip Code: 04106
Contact Name (s): Erik Boucher		Title: Owner	
Telephone: 207-210-8655	Work: 207-210-8655	Cell: 207-210-8655	Fax:
E-mail Address: ebouche1@maine.rr.com		Other:	

Name of EVENT and area or facility to be used (<i>Describe and please be specific.</i>) Shipyards Old Port Half Marathon & 5K Maine State Pier		
Date(s) Requested: 7/21/12 and 7/22/12	Time(s) (Including set-up and take down): 7/21/12: 12:00pm to 5:00pm 7/22/12: 6:00 am to 2:00pm	Actual Time of Event: 7/22/12: 6:00 am to 12:30 pm
Estimated Number of Participants: 1,500		*Non-Profit: NO
EVENT SCOPE: <u>Circle One</u>		
Multiple day event	NO	
Electrical needs surpass (single circuit 110 volt) - minimum of 5 outlets	YES?	
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 second annual Shipyards Old Port Half Marathon and 5K is a road race that will start on Cutter St and finish on the Maine State Pier. We will focus on minimizing the waste generated by participants. The pier will host a beer garden, stage with live amplified music, pop-up tents for vendors, finish line structure, and metal bike racks from the city. See attached map showing the pier layout. The intended use of the pier will be same as our 2011 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.

INSURANCE— PLEASE HAVE "CITY OF PORTLAND, MAINE" LISTED AS ADDITIONAL INSURED - MINIMUM \$400,000.
(Insurance requirements may vary for some events.)

Pricing Structure:

Waterfront public space rental rate: Non- Profit \$150.00 plus expenses.
Commercial \$225.00 plus expenses.

** Non-profit rates shall only be applicable if LESSEE is a non-profit corporation pursuant to Federal IRS Rules and Regulations and is registered to do business in Maine with the Maine Secretary of State's Office.

Additional expenses may be required. Public Assembly Facilities Division will follow up with contact person, and if approved, a cost estimate will be issued.

These rental rates are applicable to events that will not restrict access to public space and with no alcohol present. If your event requires restricting public access to any public space or where alcohol will be present or sold, please contact Andrea Smith at 207-874-8200

PLEASE RETURN FORM AT LEAST 30 DAYS PRIOR TO USE WITH CHECK PAYABLE TO "City of Portland"
Recreation & Facilities Management ~ 239 Park Avenue ~ Portland, ME ~ 04101 ~ Attn: Peter McFarland 207-874-8200 ~
Fax 207-874-8130 email: peter@portlandmaine.gov



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE PERMIT (8 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	3-26-2012	ORGANIZATION NAME	GiddyUp Productions LLC				
ORGANIZATION ADDRESS	141 School St	CITY	South Portland	STATE	ME	ZIP	04106
CONTACT NAME(S)	Erik Boucher	TITLE	Event Director				
HOME #		WORK	207-210-8655				
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 Cutter Street – for start line of both races Use of Maine State Pier (FINISH line for both races) by Contractual Agreement with Facilities Management				
EVENT DAY & DATE(S)	Sunday, July 22 nd , 2012	RAIN DAY & DATE(S)	NONE held rain or shine		
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	7:30 am to 11:00 am 7:30am – Half Marathon START 8:15 – 5K START

EVENT NAME	EXPECTED ATTENDANCE
Shipyards Old Port Half Marathon & 5k (road race)	1,500 Advertised event cap of 1,500

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.

A half marathon (13.1 miles) and a 5K Road Race. This is the second year for this event. Proceeds benefit Habitat for Humanity and ITN Portland (Independent Transportation Network). Some of the race routes are on Trails and Paths (and some on the street + sidewalks). Many volunteers (31) will staff intersections. Maine State Police are being hired by the organizer to staff the 295 Exit Ramps: 1) Exit 8 Southbound off ramp onto Washington Ave, (7:30 am to 8:00am), 2) Exit 8 Northbound off ramp onto Washington Ave (7:30 am to 9:30am), 3) Exit 9 Northbound off ramp onto Rt 1 (7:40am to 8:20am), and 4) Exit 9 Southbound off ramp onto Baxter Blvd (7:30 am to 8:15am). Organizer will hire Police Officers (5, 6 or 7 Officers - depending / 1 Supervisor). Organizer will hire one PCO placed at top of Cutter St. Organizer will hire some Portland Medcu Staff on bicycles to patrol the Back Cove and Eastern Prom trails. Some barricades will be needed at intersections. Organizer is hiring PS's Downtown Staff to provide this service. Depending on size of event at East End Beach + Parking Lot areas, a Park Ranger may be required to be hired (this will be determined by the Park Manager). During the races - bicycles, baby joggers, and walkers/joggers with dogs, will not be permitted on portions of the Eastern Prom Trail and Back Cove Pathway. Start Line for both races is on Cutter Street. Finish Line for both races is Maine State Pier. Use of Maine State Pier and activities there fall under FM Contractual Agreement. Please refer to your EC for detailed use of the Maine State Pier.

Temporarily Closed Streets

Eastern Promenade closed from Congress St to Morning Street, from 7:15 am to 8:20 am.
 Cutter St closed from 6:30 am to 8:45 am.
 Barricades will be placed on Eastern Promenade at the following intersections: Congress St, Moody St, Wilson St, and Fort Allen Park exit. Volunteers will be placed at each set of barricades to stop / hold back vehicles. The volunteers will breakdown the barricades on Eastern Promenade at 8:20 after the last runner passes by. Barricades will also be placed at the top of Cutter St and at the railroad tracks near the bottom. A PCO at the top of Cutter St will stop all traffic from 6:30 am to 8:45am, and then breakdown the barricade. The PCO will warn drivers to egress by 7:00 am. A volunteer will be placed near the railroad tracks on Cutter St to stop / hold back vehicles from 6:30 am to 8:45 am. From 8:45 am to 10:15 am the volunteer at the RR tracks will hold back vehicles as needed when runners pass by.

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 7/20 and removed on Monday 7/23. They will be closed to the public until 6am on Sunday 7/22 and used by runners before the start of the race.

Shuttle Service

Two shuttles will continuously pick up runners at the Maine State Pier and drop them off at the top of Cutter St.

PA Sound System

A PA sound system will be placed near the upper parking lot on Cutter St from 6:30 am to 8:15 am. An announcer will speak and give directions to the runners. Music will be played in-between announcements. A portable GENERATOR (nearby) will provide power.

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 7/21 starting at 5:00pm additional signs will be placed along the Eastern Prom and Back Cove trails that say:

Yield To Runners
 Sunday 7/22
 7:30am 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
 6:30am to 8:45am
 Sunday 7/22
 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 on both sides of Veranda St from Washington Ave to Dalton St on Friday 7/20 by 5pm. No parking will be allowed on Sunday 7/22 from 5:00 am to 9:00 am.

Directional Arrow Signs

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

Loring Memorial Trail

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

IS THERE A REGISTRATION FEE?	yes	
IF YES, HOW MUCH?	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

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	3/26/12
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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	3/26/12
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CONDITIONS FOR USE

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND RECREATION AND HAS BEEN APPROVED (CITY COUNCIL HAS APPROVED THE STREET CLOSURES), GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED. MAINE STATE PIER USE IS BY CONTRACTUAL AGREEMENT.

PERMIT FEES / INSURANCE / SECURITY DEPOSIT:

FEES: Use of ground approx 4 hours: \$145 Please forward a check payable to: City of Portland... to the Recreation Office.

City Departments will also expect payment of licenses, and city staff assistance, 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).

CONDITION OF PATHWAYS / TRAILS / SIDEWALKS 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 / SIGNAGE / RESTRICTING THE PUBLIC:

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

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

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).

For safety purposes, you have permission to restrict the public from the race route. (No bicycles, no baby carriages, no dogs.... 6am – 10am) Please post these signs along the trails and pathways to alert those individuals that they will need to turn around.

VENDOR LICENSES / CITY CLERK'S OFFICE:

I realize you have taken care of the licensing aspect already.

Refreshments: for all of the refreshments at the Start Area (Eastern Prom) and Finish Line Area (Maine State Pier - festival aspects for the event take place at the Maine State Pier (awards ceremony, etc.)... Please follow up with the City Clerks Office (Julie Ann or Janice, 874-8557) for information and guidance. Maine State Pier use is being overseen by Facilities Management staff (EC - Jake O'Donal).

Please make sure that all licenses are secured for this festival event, including the State Liquor License.

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

Sales of non-food items (t-shirts, mugs, etc.), please procure a "Street Goods Vendors License."

CONCERT LICENSE / CITY CLERK'S OFFICE:

For amplified music at the Maine State Pier (awards ceremony)... or on the Eastern Prom (during registration and the race itself), please secure a "concert license" for the amplified sound. Please call Julie Ann (or Janice) at the City Clerks Office (874-8557) for information and guidance. Please make sure the volume is kept in check so that it does not disturb neighbors on the Eastern Prom. A license to amplify sound does not give you permission to create a noise disturbance. If the Police Dept. receives complaints, they will respond accordingly.

PARKING / "NO PARKING" SIGNS / VOLUNTEERS:

All cars must stay off the grass areas. Organizers have already been handed some "No Parking" signs for the area.

It is also understood that you will provide adult volunteer staff to work the parking lots at the Eastern Prom and Cutter Street, and to assist Park Ranger or PCO/Police 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 and Cutter Street closure.

Please make sure you alert participants, volunteers, and spectators of available parking areas (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).

Please make sure your volunteers at the top of Cutter Street know where other boat launch areas are (Falmouth, etc), so that they may direct boaters to these other areas.

PARK RANGERS 712-0287:

You may be required to cover the cost of a Park Ranger for the event (depending on the time and involvement of the ranger). One or two will be on site there at Eastern Prom for most of the morning.

Please contact Joe Dumais, Park Manager, 797-4597, or Park Ranger Staff, for use of and hours of the Bath House, coordination of setup, barricades, reserving parking spaces, delivery of porta-potties, electricity – if any is needed, lowering of bollards on the trails, use of water, closing of Cutter Street to traffic, and for any other unresolved issues regarding the use of the Eastern Prom / Cutter Street area.

The Ranger cell phone: 712-0287.

BATHROOM FACILITIES / PORTA-POTTIES:

Organizers are renting 5 porta-potties for the Upper Parking Lot area (and for the Maine State Pier).

These are being delivered on Friday/Saturday morning.... Removed on Monday (July 25). These units should be locked up until race morning.

ELECTRICITY:

A generator is being used for power on the Eastern Prom/Cutter Street area. 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. This goes for cords to the generator as well.

"NO PARKING" SIGNS:

To reserve parking spaces, you will need to post "No Parking" signs. You already have a number of signs from Recreation.

You will need to label them and post into the grass areas by Saturday morning.

Please remember to remove the sign(s) once your event is finished. Please return wooden stakes back to the Recreation Office.

POLICE ASSISTANCE:

A meeting was held with the Police Dept. in June, where needed Police Officers (and their race locations) were discussed. It was decided that 5 Officers + 1 Supervisor + 2 PCO's would need to be hired – for the intersections (and for the lead car). With the race now starting on Cutter Street (instead of the Eastern Prom Roadway), the number of Police on site will most likely stay the same. Police Officers may substitute for PCO's (if race organizer would rather have Police on site for those specific intersections).

Please refer to the above listing (in the "Description of Event") for street closures and times.

Police may also be required other by contract for use of the Maine State Pier.

Please contact Sgt. Troy Bowden, 874-9554, or Lt. William Preis, 874-8569, for your Police assistance. You may also call Police Shift Command, 874-8555 or 8556. (Sgt. Bowden works Mon. – Thurs.)

The Police Dept., at its discretion, may bring in more Police Officers for public safety reasons and crowd control purposes. Race organizer will be responsible for covering those extra costs.

Please confer with the Assigned Police personnel regarding all the details of the race. You may want to meet with them the day before to go over logistics. Sgt. Bowden (or Shift Command) can tell you who the assigned officer is.

On the day of the event, please call Police Dispatch, 874-8574 or 8575, to remind them of the Cutter Street closure and other street closures, the race on the Eastern Prom and Portland Streets, and the finish line celebration at the Maine State Pier.

You will be invoiced for Police services following the event.

It is understood that the race organizer is scheduling and hire Maine State Police to cover the 295 Ramps.

PARKING ISSUES / HIRING PCO (Parking Control Officer):

At the June meeting (and the April meeting with Park Managers), it was discussed that PCO's would be hired to staff some of the intersections (top of Cutter Street and Bates Street). A Police Officer can certainly substitute for the PCO if race organizer wishes, BUT these locations do need to be staffed by one or the other.

A volunteer is to be stationed with the PCO/Police Officer – at the top of Cutter Street, so that they may inform the PCO of volunteers, sponsors, and other folks associated with the event, that should be let through the barricades.

Please make sure you get the phone number of the PCO's hired, so you can call in case of emergencies, cancellation – due to severe weather, etc..

You will be invoiced for the PCOs following the event.

INSPECTION SERVICES: 874-8693, 8701, 8703

If canopies are larger than 10x10, they need a tent permit as well. (10x10 canopies need no "tent permit"). Please contact Lannie or Gayle at Inspections for Tent Permit Applications.

You may place small 10x10 canopies anywhere on the grass areas and on the Prom and along the Trail and BC Pathway. 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 may be by in the morning to inspect those grounds. If you have questions about food service and the inspections process, please contact Inspections.

EMS / FIRE ASSISTANCE:

Portland EMS Staff (Fire/Medcu) will be hired for the race (2 medics on bikes). Please follow up with Dept. Chief Terry Walsh, 874-8400, about this. In addition to city staff, you will also have your own, other medical staff on site (Maine State Pier).

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 confer with the Park Ranger / Park Manager if you wish to have a DUMPSTER parked in one of the parking lots. Please make sure the route is inspected and remove trash from water table areas.

NOTIFICATION BARGE COMPANIES / SIGNAGE ALONG ROUTE:

Please alert the barge companies - Plant Associates (766-2500) and Intercoastal (767-0756) to the closing of Cutter Street to boat traffic (7:30am – 9am).

To alert the public to the event, signage should be posted at the beach area and along Eastern Prom Trail and Back Cove Pathway a few days in advance of the event. Please also place signage along Cutter Street that alerts the public to the street being closed on Sunday morning.

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 or dogs (for safety reasons) being allowed on Eastern Prom Trail or Back Cove Pathway during your race.

OTHER EVENTS / POTENTIAL CONFLICTS:

If the day is sunny, the public will be using East End Beach (and the Eastern Prom Hillside). The courts, fields, and playground will also be used. Please make sure you leave access open to the public.

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

There is a walkathon taking place over at the Preble Street Grass area but that does not start until Noon, when your runners will be well off the Back Cove Pathway.

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

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: estimated at 4 hours use	\$	Vest, Barricade, Cone Deposit: \$10 per/item	\$
Electricity: \$5per/hr	\$	Public Space / Park Security Deposit: \$250	
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

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	\$