

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that PORTLAND TRAILS

Located At 6 COMMERCIAL ST

Job ID: 2012-09-4947-SE

CBL: 444- A-003-001

has permission to Portland Trails Event; 09-16-12

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**

BUILDING PERMIT INSPECTION PROCEDURES

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

or email: buildinginspections@portlandmaine.gov

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

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

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

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



PORTLAND MAINE

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

Director of Planning and Urban Development
Jeff Levine

Job ID: 2012-09-4947-SE

Located At: 6 COMMERCIAL ST 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.

If the sides of the tents are to be enclosed at least two remotely located and marked exits shall be provided.

Fuel-fired heating equipment and propane tanks shall be installed outside of the tents and not within 5 feet of the tents or an exit discharge.

Cooking within the tents has not been reviewed and approved.

Fire extinguishers are required per NFPA 1.

Installation shall comply with City Code Chapter 10.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2012-09-4947-SE	Date Applied: 9/12/2012	CBL: 444- A-003-001	
Location of Construction: 6 COMMERCIAL ST (Ocean Gateway Queuing lot)	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST PORTLAND, ME 04101	Phone:
Business Name: Portland Trails	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name: Katie Brown	Phone: 207-409-0327	Permit Type: TENTS - Tents	Zone: EWPZ
Past Use: Ocean Gateway Terminal	Proposed Use: Same – Ocean Gateway Terminal – Portland Trails “Trail to Ale Race” –set up and breakdown on 9/16/12 – 20’ x 40’ tent & beer garden	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Perrine</i>	Inspection: Use Group: <i>J/A</i> Type: <i>Special</i> Signature: <i>[Signature]</i>
Proposed Project Description: Portland Trails Event; 09-16-12		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>	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 9/12/12</i> <i>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 PHONE

EWP2



Tent/Canopy or Temporary Event Staging Permit Application

Enkand

9/12/12

2012-09-4947-SE (6 Commercial St)

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.

(15)

Location/Address/Park of Installation: <u>Ocean Gateway Queuing Lot, Thames St</u>		
Date of Set up/Event <u>SEPT. 16 2012, SUNDAY</u>	Date of Breakdown/ End of Event <u>SAME</u>	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>444 A 003/004</u>	Property Owner: <u>CITY OF PORTLAND</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>PORTLAND TRAILS, 305 COMMERCIAL ST 775-2411</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 & Recreation (756-8275). Company name of installer (contact info). - <u>PORTLAND TRAILS STAFF</u> 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>KATIE BROWN</u> Address: <u>305 COMMERCIAL ST</u> Telephone: <u>409-0327</u></p>		
<p>Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.</p>		

RECEIVED
SEP 12 2012

Dept. 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:	Date: <u>9/12/12</u>
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This is not a permit; you may not commence ANY work until the permit is issued.



PORTLAND MAINE

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Receipts Details:

Tender Information: Check , Check Number: 6433

Tender Amount: 30.00

Receipt Header:

Cashier Id: bsaucier

Receipt Date: 9/12/2012

Receipt Number: 48129

Receipt Details:

Referance ID:	7982	Fee Type:	BP-Tent/Event
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-09-4947-SE - Portland Trails Event; 09-16-12			
Additional Comments: Ocean Gateway			

Thank You for your Payment!

IMPORTANT DOCUMENT Certificate of Flame Resistance

REGISTRATION
APPLICATION
NUMBER

1111



ISSUED BY



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

Date of Shipment
Tent Identification

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

4248 0
HANDYMAN EQUIPMENT RENTAL #136
COMPANY INC
262 MAIN ST

PORTLAND ME 04106

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. All fabric has been tested and passes NFPA 701-99, CPAI 84, ULC 109.

Serial #	8102001
Description of item certified:	ALL PURPOSE CANOPY TOP 20' X 40' WHITE VINYL

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

JOHN BOYLE STATIONVILLE
Name of Applicator of Flame Resistant Finish

Signed _____
ANCHOR INDUSTRIES INC.

*RENTAL OF 20'X40' TENT
FROM ONE STOP PARTY SHOP*



CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE PERMIT (7 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	9-11-2012	ORGANIZATION NAME	Portland Trails				
ORGANIZATION ADDRESS	305 Commercial St	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Katie Brown	TITLE	Outreach Manager				
HOME #		WORK	775-2411	CELL	409-0327	FAX	871-1184
EMAIL	Katie@trails.org		EMAIL	kara@trails.org			

PARK AREA OR PUBLIC SPACE REQUESTED	Back Cove Trail, Eastern Prom Trail, part of Bayside Trail, Eastern Prom street (from Congress St down to Washington Ave), Fox, Anderson Streets Grass areas on Eastern Prom slope near Cleeves Monument (for canopies) Ocean Gateway queuing lot – AFTER PARTY EVENT				
EVENT DAY & DATE(S)	Sunday, Sept 16, 2012		RAIN DAY & DATE(S)	None	
EVENT START TIME (i.e. set-up start time)	6 a.m.	EVENT END TIME (i.e. when event cleanup is complete)	1:30 p.m.	ACTUAL START & END TIME OF EVENT	7:45 a.m. – noon (race begins at 9 a.m.)

EVENT NAME	EXPECTED ATTENDANCE
13 th Annual Portland Trails Trail to Ale 10K Race/Walk	2,000

DESCRIPTION OF EVENT:
 A timed race from Eastern Prom to Anderson via Washington and Fox, Bayside, Back Cove and Eastern Prom trails.

Start location is on Eastern Prom near bottom of Congress Street. Runners proceed west to Washington Avenue, left to Fox St, right onto Anderson St, and onto the Bayside Trail to connect to Back Cove Trail (clockwise around) and back to the Eastern Prom Trail, ending before East End Beach.

A few 10x10 canopies will be set up on the grass area at E. Prom (near Congress Street area where start line is). Electricity may be needed. There may be Announcements (PA System) on the grass area.

Both Sides of the Eastern Prom Roadway (from Congress Street to Washington Ave.) will be closed down to vehicular traffic for the start of the race (Approx 8:45 – 9:30am). That section of road will also need to be posted "NO Parking."

After the race runners will proceed to Ocean Gateway car queuing lot for the awards and party. Pizza will be supplied by Portland Pie Company and beer by Shipyard Brewing and snacks by Whole Foods Market. A 20'x40' tent will cover the beer table in a fenced-in beer garden within the queuing lot. The beer garden will be specifically designated for runners and supporters 21+. A live DJ will be present with speakers and microphone. Several awards will be presented. Families of runners will be able to hang out inside the parking lot but outside the tent and cordoned area. Several sponsors' 10x10 tents will be set up. Party will wrap up around noon. This finish line area will be overseen by an Event Coordinator from Facilities Management Dept.

Experienced volunteers will direct parkers and runners. Portland Trails requests PPD officer presence on Washington Avenue at Walnut/Fox Streets to help stop vehicle traffic (9 – 9:30 a.m.). A PCO may be stationed there. A mtg w/ POLICE was held -1-19-12 where it was determined that only 1 Police Officer was needed (to staff the 295 ramp to Washington Ave). Another officer (or PCO) may be needed at the Walnut St./Fox Street intersection. All other race intersections would be staffed by qualified volunteers.

IS THERE A REGISTRATION FEE?	yes
IF YES, HOW MUCH?	FEE \$30

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? People will be directed to park at the same lots as last year: corner of Hancock and Thames where not city lots and the parking garage corner India/Fore Streets. We might also use half the queuing lot as well.

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: up to 10	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): 40 x 20 Exact Location(s) of Tent Placement Requested: Ocean Gateway queuing lot 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: 20	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: timing equipment		X	
* Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from Recreation) List food and drink: WHOLE FOODS, SHIPYARD BEER, PIZZA, OAKHURST MILK 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 – WHOLE FOODS, SHIPYARD BEER, PORTLAND PIE PIZZA		
* 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 ? Are you planning on having Amplified Music ? DJ 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 DJ		
* Will your event require electricity ? Electricity is available at some of the parks &	X		
* Are you planning on bringing a Grill for a Barbecue ?		X	
* Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
* 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	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 - 1		
* 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		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 an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A			

Certificate which merely has a box checked under 'Addl Insr,' or which merely states The City of Portland is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is \$400,000. Please have your insurance company fax a copy to Portland Recreation: 207-756-8279 or email 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.

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 (Associated Septic, 799-1980, 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	KB	DATE	1/30/12
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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	KB	DATE	1/30/12
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CONDITIONS FOR USE

YOUR EVENT HAS BEEN REVIEWED BY PORTLAND RECREATION, AND HAS BEEN APPROVED – AS WELL AS FEE WAIVERS APPROVED, (I ANTICIPATE APPROVAL ON THE STREET CLOSURE REQUEST AS WELL). YOU EVENT IS APPROVED, GIVEN CONDITIONS FOR USE BELOW (AND POLICIES ABOVE) ARE FOLLOWED.

RECREATION FEES – PARK SECURITY DEPOSIT / INSURANCE CERT.:

There are no Recreation Permit fees/Security Deposit fees charged as this race benefits Portland Trails and the trail system here in Portland. There will be fees due other City Depts. (licenses, staff assistance, materials).

Thank you for already forwarding the certificate of insurance to the Recreation Office. However, the City needs to be named as additional insured (and the Rec. Office needs a copy of the "endorsement page"). Would you please contact your insurance company to have the certificate revised and emailed to the Rec. Office: tvm@portlandmaine.rov (or faxed in: 756-8279).

The City will not be responsible for injuries or damages of any kind that arise as a result of the conduct of the event. Claims for injuries or damages shall be the responsibility of the organizer.

USE OF GROUNDS:

You have permission to use the Back Cove Pathway and Eastern Prom Trail for your race. For the finish line areas on the trail, please position cones around those areas so that the walkers and joggers not affiliated with your race, can be detoured around those. You may want to position your Finish Line off the pathway (there are plenty of wide grass areas nearby for this), thereby keeping the Trail open to the regular Sunday morning walkers.

For safety purposes, you do have permission to restrict and hold back baby carriages + joggers and bicycles from the course, especially over at Tukey's Bridge area.

You have permission to place tables, signs, start line/finish line and timing equipment on the pathway/trail and grass areas beside the pathway/trail. Start Line this year, is on the street (Eastern Prom Roadway).

You do have permission to drive a vehicle down the Eastern Prom Trail for delivery of items (if need be). Please make sure this vehicle exits the area immediately after drop off of items (i.e. during the event, there should be no vehicles in the park areas).

Please stay in touch with your assigned Event Coordinator (Peter McFarland), at the Facilities Management Office: 874-8200 and the CVB Office for the Ocean Gateway. Please note that there is no large cruise ship in port that morning.

Peter McFarland is overseeing the Awards Ceremony at OG Queuing Lanes and will work with you on the licenses and permits needed for use of that area.

You also have permission to sell t-shirts as part of the fundraiser, if you so choose.

POLICE / USE OF CITY STREETS FOR THE RACE / RACE MARSHALS / SAFETY VESTS:

Organizers have permission to close down Eastern Prom Roadway (Congress St. to Washington Ave.) to vehicular traffic.. approx. 8:45am – 9:30am. This is the "Start Line" area. In order for this to take place, barricades are needed and race marshals need to staff all the intersections leading onto Eastern Prom. "No Parking" signs are also needed for this street area.

There is a church service at East End School that morning. Race Marshals should direct folks to the North St./Walnut St. intersection, where they can be let through the barricades to drive down to the school (and park on North Street – away from the Race Route). Please make sure all Race Marshals are educated to this.

One of the requirements for the race to take place on the streets: a Police Officer needs to be hired. This officer will cover the 295 Ramp/Washington Ave. area (so that runners can cross over Washington Ave.). Please contact the Shift Commander: 874-8555 or 8556 to schedule an officer (if an officer has not already been hired/scheduled). Please make sure that you also call on Friday afternoon to find out which officer has the race shift (and get his contact info). If you are canceling for any reason, you must contact Shift Command well in advance (24 hours requested) so that you will not be billed for the shift. Please go over the race details with the Police Officer (well before the starting gun goes off).

The Police Dept. will invoice organizers.

It is also suggested that a PCO(s) staff the intersection at Washington & Fox, and Washington & Walnut. (PLS see PCO section below) At these locations, cars would be held back (or detoured up Walnut St. away from runners) until runners were able to take the corner down Fox Street.

All other race intersections will be staffed by qualified adult race marshals wearing safety vests. Please call the Rec. Office, 756-8275 vm211, if you need to borrow some vests (\$10 per vest sec. dep. required). Recreation has 10 to loan out. Please make sure you educate your race marshals on rules for holding back/detouring traffic. You may want to schedule a meeting (early morning race day) to discuss this with the assigned Police Officer and race marshals.

BARRICADES:

You should arrange barricades through Public Services Customer Service, Maynard Sprague: 874-8493, or through Marc Spiller: 232-8333. If you are requesting to have all these barricades dropped off, then a fee may be charged. If you are just borrowing barricades, then only a security dep. is necessary.

Please confer with PS's staff regarding this, and all the specific locations needed. Locations: across Eastern Prom (at Congress Street, some at Washington + E. Prom, Washington Ave. + Walnut, side streets leading onto Eastern Prom (Turner, Quebec, Melbourne, Montreal, Walnut, North) – this section will be closed to traffic from 8:45 – 9:30am. Number of Barricades to be determined by race organizer and Police Staff.

You may not need barricades where Police Officers will be stationed, so before you draw up your list, please confer with the Police Dept.

You may also want to place some detour signs out along the streets. Maynard or Marc may be able to assist with this as well (they may refer you to the PS's Traffic Div.).

Your race volunteers will need to erect these barricades and set them into place (in conjunction with Police Officers on site). When finished, please instruct those same volunteers to dismantle the barricades and place back by the side of the road.

CUTTER STREET / VOLUNTEERS (HOLDING BACK TRAFFIC):

The Race Route does not cross Cutter Street, however, after the race, many participants will be walking down the Eastern Prom Trail and walking across Cutter Street. Please make sure a volunteer or 2 is there to hold back any traffic so that participants can cross in mass. These volunteers also need to wear safety vests. Please make sure that you speak to the Park Ranger (712-0287) on Friday to discuss this.

PARKING CONTROL OFFICER: 874-8444 or 2842

It has been suggested that a PCO(s) staff the intersection at Washington & Fox, and Washington & Walnut. Washington Ave. could be a heavily trafficked roadway on Sunday morning, and a uniform presence could be helpful. Please call John Peverada, 874-8444, or Paul Willey, 874-2842, to schedule a PCO(s) - make sure you get a staff phone number in case of inclement weather cancellation. The Parking Control Office will invoice race organizer.

PARK RANGER / USE OF EASTERN PROM TRAIL / FINISH LINE / TRAIL BOLLARDS:

Please call the Park Ranger (712-0287) to speak to them directly about your race, access to the Trail, vehicles down the trail (bollards need to be lowered), use of East End Beach Bathrooms, Cutter Street Parking Lots, etc.

RESERVED PARKING AT EAST END BEACH / USE OF PARKING LOTS (CUTTER STREET):

You have permission to reserve a few parking spaces at the East End Beach Parking Lot. Park Rangers may be able to set aside the entire upper parking lot along Cutter Street for your use (should you need that much parking in the area). Please do not park in the lower lot (boat launch area).

Please review this all with the Park Ranger, in advance.

"NO PARKING" SIGNS ALONG EASTERN PROM ROADWAY:

To reserve parking along the Eastern Prom (start line area) so that you have NO cars parked there, please contact Carol Merritt, Public Services, 874-8822. Carol can issue you "No Parking" signs. There is a \$15 fee per sign to reserve spaces. You will need to label these and place on signposts and on wooden stakes (pounded into the grass) the morning before.

If you would like to ensure that you can call the Police Dept. to have vehicles towed - that are illegally parked at these signs you've posted, please make sure to complete and fax to city depts.. a No Parking Authorization Form, which you can get from Carol when you pick up the NP signs from her.

Please make sure signs are removed once the event is complete.

RESERVED PARKING ALONG STREETS NEAR OCEAN GATEWAY:

Please work through your EC at Ocean Gateway for this.

PARTICIPANT PARKING:

There are to be no vehicles parked on grass areas or pathway areas (other than the delivery vehicle dropping off timing equipment, etc.). And that vehicle should just be parked on site for 15 minutes (to unload and load).

All participant vehicles and volunteers vehicles, etc., must park in legal parking spaces, parking lots/garages, etc. around the waterfront area. Cutter Street and Eastern Prom (as well as Fort Allen Park) can be used for parking.

CITY CLERK'S OFFICE REFRESHMENTS + OTHER LICENSES:

Please speak with the City Clerk's Office, Julie Ann or Janice (874-8557), regarding refreshments and alcohol service at Ocean Gateway, as licenses are needed. Your assigned EC can assist you with this. Please make sure your license covers the Eastern Prom area if you are serving refreshments there for the start of the race.

Water tables along the route need no TFS License issued.

You have permission to sell Portland Trails merchandise outside in the park and trail areas (if so desired). Please procure a Street Goods Vendors License for the sales from the Clerk's Office.

For music at the awards ceremony, please procure a "concert license" from the Clerk's Office.

INSPECTIONS DIVISION FOOD SERVICE AREA / 10X10' CANOPIES / LARGE TENTS:

For the shade canopies on Eastern Prom Grass areas, and near the Trail, please make sure they are the small 10x10' pop up kind, as those small canopies do not need a tent permit issued. If it is windy out, please make sure that the legs are weighted down.

For the large tents down at the Queing Lanes, please procure a Tent Permit from Inspections Services: Lannie or Gayle, 874-8693. Your assigned EC has probably already requested this of you.

If you have questions about food service, please contact the Inspections Div.: 874-8693 or the Health Inspector, Michele Sturgeon, 756-8016.

FIRE DEPT. / EMS ASSISTANCE:

Should you have a need for Fire Department / EMS assistance, please call Acting Fire Chief Stephen Smith/Dept. Chief Terry Walsh/Chris Pirone/John Kooistra, 874-8400, prior to the event. Bike Paramedics may be able to assist, as well as a Medcu Unit being on site (please follow up with staff to confirm). There would be a cost for this service.

It is advisable to have first-aid staff on site for such a large race.

PORTABLE RESTROOMS / BATHROOM FACILITIES AT EAST END BEACH:

Organizer will rent 10 units for the race. These porta-restrooms will be placed on the Eastern Prom Roadway (water side, parking lane, just north of the Congress Street intersection). These will be delivered early Sunday morning, removed on Sunday afternoon.

The East End Beach porta-restrooms (2) will also be available (but will probably not be used except at the finish of the race). For a cleaning of those units, please see above "Recreation Policies."

For use of the bathrooms inside the Bathhouse at EEB, please follow up with the Park Ranger or the Park Manager, Joe Dumais, 874-8934, for permission and information on use those.

ELECTRICITY:

Should you need electricity near the Cleaves Monument or Start Line area (E. Prom), there is a Green Electrical Box there which does have some outlets inside. Please call the Rec. Office, 756-8275 vm211, should you need access to those. Please make sure all cords are covered so they are not a trip hazard.

For electrical needs at Ocean Gateway, please touch base with your assigned EC.

TRASH:

You will need to bag up your trash and remove it from the park areas. Please remember to bag up trash from water stations along the pathways/streets.

Please remove all race signs from posts, etc. Do not nail signage to trees.

TOBACCO FREE ZONES / NO ALCOHOL ALLOWED:

Please see above "Recreation Policies."

There is no alcohol allowed on city property, except for the designated 21 + over approved area at Ocean Gateway Queing Lanes.

NOTIFICATION:

If need be, you may want to set up a "viewing area" (roped off area) for your spectators, as we do not want them blocking the pathway/trail (as the public will still be using the jogging path if it's nice out on Sunday morning).

Please ask Portland Newspapers to run an article alerting the public to your race and delays along the route.

I have sent a copy of this permit on to Bus Companies.

Even though it is a short amount of time (45 minutes), it is still the race organizer's responsibility to notify residents (on Eastern Prom) who will be affected by the closure.

If there are members of the public (or vehicles parked) in the park / race areas when you arrive to setup, please show them this permit to let them know you have reserved them for your event. If you need assistance, please call the Police Dept.: 874-8574 or 8575.

Please do call the Police Dept. regardless (in the morning hours prior to your race), to remind Dispatch of your event.

Please post signage at Preble Street (near the pathway), across from Payson Park, along Eastern Prom Trail, and at either end of Tukey's Bridge sidewalk, that alerts the public to your race in progress. Please remember to remove these signs once your event is finished.

For safety reasons, you have approval to restrict and hold back baby carriages + joggers and bicycles from the route.

You will also want to position race marshals at either end of Tukey's Bridge.

PLEASE have the race route well marked (and qualified race volunteers/marshals at all intersection). There have been a couple of races recently where runners have gone off course.

POSSIBLE CONFLICTS:

If weather is nice, there may be games taking place at the fields at Preble Street.

There is one other organized walk planned on the Back Cove Pathway on Sunday, Sept. 16 (Juv. Diabetes Walk), but that walk begins at 11am.. by then, all the Portland Trails runners should be off the Back Cove Pathway.

PARK RANGER / REC STAFF CONTACT PHONE: 712-0287 / 838-9067

Should you have questions or concerns about your use of the streets, or Eastern Prom on race day, please contact a Park Ranger: 712-0287, Recreation Staff: 838-9067, your assigned Police Officer, or your assigned EC at Ocean Gateway area.

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:	\$ N/A PT events	Vest, Barricade, Cone Deposit: \$10 per/item	\$???
Electricity: \$5per/hr	\$ N/A	Public Space / Park Security Deposit: \$100	\$ N/A
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee, etc.)	\$ N/A

FOR OFFICE USE ONLY							
DATE REC'D APPLICATION	1/30/2012 revised: 7-30-2012 9-6-2012 9-11-2012	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ N/A
PAYMENT TYPE							

PORTLAND TRAILS 10K EVENT 9/16/12 MAP

Google

To see all the details that are visible on the screen, use the "Print" link next to the map.



20' X 40' TENT
(NO SIDES)

BEER GARDEN

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

9/10/2012

PRODUCER
FOR SERVICE CALL:
Frazier Insurance Agency, Inc.
 P.O. Box 1250
 Midlothian, VA. 23113
 PH (804) 754-7610 FX (804) 754-7613
 E-Mail IFrazier@Frazierinsurance.com

INSURED Sports & Recreation Providers Assn. Risk Management, Inc.
Portland Trails
305 Commercial Street
Portland, ME 04101

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

COMPANIES AFFORDING COVERAGE	
COMPANY A	Riverport Insurance Company
COMPANY B	
COMPANY C	
COMPANY D	

COVERAGE

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

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	FLDG180412	9/15/12	9/17/12 12:01 AM	GENERAL AGGREGATE \$ 2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$ 2,000,000.00
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000.00
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE \$ 1,000,000.00
	<input checked="" type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS				FIRE DAMAGE (Any one fire) \$ 300,000.00
					MED EXP (Any one person) \$ 5,000.00
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH-ER
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL EACH ACCIDENT \$
					EL DISEASE - POLICY LIMIT \$
					EL DISEASE - EA EMPLOYEE \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
 POLICY DEDUCTIBLE: \$0.00 PER EACH BODILY INJURY OR PROPERTY DAMAGE CLAIM.

CERTIFICATE HOLDER

Portland Trails
305 Commercial Street
Portland, ME 04101

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

AUTHORIZED REPRESENTATIVE

John W. Frazier