

November 16, 2015

Robert C. Malley
Director of Public Works
Cape Elizabeth, Me 04107

Dear Mr. Malley,

I am writing to request the use of Fort Williams Park on Sunday, October 15, 2017 for our Making Strides Against Breast Cancer 5K walk. Last year's walk was held at the same location.

Making Strides Against Breast Cancer is a walk that brings the community together to honor those with breast cancer, remember those we have lost, and create a world where no one has to face this disease. The funds raised help people get well, stay well, find cures, and fight back to end breast cancer.

We anticipate approximately 1500 participants to attend this event. Promotion will be through the event website, posters, and local media.

We will need to set up starting around 6:00 AM and clean-up is expected to be done by 2:00 PM. I know there were some concerns from this past year so we have proposed a few changes to alleviate some of the constraints. Walk registration will be moved from approximately 8:30 to 9:00 am to avoid music beginning before 9:00 am; we will also position the stage and speakers to point towards the lighthouse, in hopes the music doesn't travel in a direction that could be distracting to neighbors.

The walk will be about 3 miles in the park. This route is to be determined, but most likely will look like years past and event volunteers will be stationed along the walk route. We request the use of the picnic shelter and electricity to set up a PA system. We also seek permission to set up a small stage (risers) and will need an area in the park to set up one or two tents and up to 15 10x10 canopies for event registration, information, services, etc. Porto-Johns will be rented by the American Cancer Society- the number and location will meet requirements for park use. The American Cancer Society will provide trash bags and receptacles/dumpster and event organizers will remove trash abiding by the Carry In-Carry Out policy.

Parking will be needed for about 650-700 cars. Event organizers will provide/post parking signs as needed for park use. Event volunteers will be stationed to help park cars. The American Cancer Society will hire police assistance for the registration area and if needed to assist with parking or walk route. I know this has been a concern brought up as well, and we are happy to work with park staff to ensure an easy flow of traffic to avoid impacting guests of Fort Williams as much as possible.

We have a limited budget for this event and ask that, if possible, some or all of the applicable fees for park use be waived.

Thank you for your consideration of the American Cancer Society's- Making Strides Against Breast Cancer 5K Walk. If you have any question, please contact me at the number below.

Sincerely,

Matt Kennedy

Matt Kennedy

Community Manager, Making Strides Against Breast Cancer

(207)-373-3719

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