



CAPE ELIZABETH HIGH SCHOOL

345 Ocean House Road
Cape Elizabeth, Maine 04107
Telephone (207) 799-3309
Fax (207) 767-8050

October 2, 2017

Mr. Robert Malley
Town of Cape Elizabeth
Public Works Director
Cape Elizabeth, Maine 04107

Dear Mr. Malley:

This letter is to officially request the use of Fort Williams Park and grandstand for Cape Elizabeth High School's Class of 2018 Commencement. The graduation service will be held at 1:00 p.m. Sunday, June 10, 2018. As in past years, we will need some additional time prior to the ceremony for set up (8:00 a.m.) as well as some time to dismantle the stage after the ceremony. We would like to use the area for marching practice between 9:00 and 11:00 a.m. on the 6th, 7th and 8th of June.

As always, we appreciate the services that the town provides on graduation day and the time and energies put forth by various individual town employees. Graduation at Fort Williams is a time-honored tradition and allows for parents, alumni, and the town to gather and celebrate the accomplishments of the graduation class.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nathan S. Carpenter".

Nathan S. Carpenter
Assistant Principal

CC: Jeffrey Shedd
Michael McGovern
Janet Hoskin
Neil Williams



Robert Malley <robert.malley@capeelizabeth.org>

Family Fun Day use request

1 message

Frank Butterworth <fbutterw@gmail.com>
To: Bob Malley <robert.malley@capeelizabeth.org>

Mon, Oct 2, 2017 at 1:54 PM

Bob,

The Cape Elizabeth Family Fun Day committee formally requests the use of Fort Williams Park on Saturday 6/16/2018 with an alternate rain date of 6/17/2018.

This would entail set up the evening prior and use of the park after dark for a fireworks display.

The specific Fort premises requested to be used is the same as in past years.

Thank you,

Frank Butterworth
Family Fun Day Committee.



December 5, 2017

Bob Malley
Town Hall
320 Ocean Hall Road
Cape Elizabeth, Maine 04107

Dear Bob:

Please accept this memo as an official letter of request for permission to use Fort Williams Park once again for pre-race activities and for the finish of the 21st Annual TD Beach to Beacon 10K Road Race. The race is scheduled for Saturday, August 4, 2018.

We would also wish to reserve Tuesday, July 31st through Friday, August 3rd as set up days. We anticipate using the same locations within the park as in the past (lower field, upper field near flag pole and field near gazebo and soccer field for kid's event on Friday night). Additionally, we are requesting permission to conduct the High School mile within the park on Friday night before the annual kid's event.

As last year, we are also requesting to hold the Wednesday evening Volunteer Appreciation Party (4pm – 9pm), Friday morning press conference (9am – 11am) and the Saturday VIP Lobster Bake (5pm – 9pm) at the Fort under a tent in the exact same location as last year. We will be sure this tent is set up on Tuesday, July 31st and not any time earlier. See attached Fort Williams schematic from last year. We are also requesting an alcohol license to serve beer and wine at both the Volunteer Party and Lobster Bake.

In advance, many thanks for your continued support and assistance.

Kind regards,

A handwritten signature in black ink that reads "Dave McGillivray". The signature is written in a cursive, flowing style with a prominent initial "D" and a long, sweeping underline.

Dave McGillivray
Race Director

cc/George Fennell
cc/Matt West
cc/Andy Deschenes



Saturday, August 5, 2017
 Cape Elizabeth, ME
 Lower Field Area Layout

Prepared By:
DMISE
 DAVE MCGILLIBRAY SPORTS ENTERPRISES
SPORTS

v.7/24/17

- Hannaford
- Oakhurst Truck
- Sponsor Areas
- Results Posting
- TD Bank Area
- Awards Stage/Area
- Barricades
- Porta Johns
- Water Tables
- Runner's Flow

- SPONSOR KEY**
- 1 - DUNKIN' DONUTS
 - 2 - POLAND SPRINGS
 - 3 - L.L. BEAN
 - 4 - SHIPYARD
 - 5 - AAA of New England
 - 6 - Anthem



December 27, 2017

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 14, 2018 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 7:00 AM and clean-up is expected to be done by 2:00 PM. Walk registration will be from approximately 9:00 - 10:30 AM with an 10:30 AM walk start time.

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 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 six 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 event organizers will remove trash abiding by 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.

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,

Matthew Kennedy

Matt Kennedy
Community Development Manager, Making Strides Against Breast Cancer
(207)-373-3719
Matt.Kennedy@cancer.org