January 15, 2013

Robert C. Malley
Director of Public Works
Cape Elizabeth, Maine

Dear Mr. Malley,

My name is Becky Bryant. I am a Cape Elizabeth resident and volunteer co-chair for the 2013 American Cancer Society Making Strides Against Breast Cancer walk. I am also a six year breast cancer survivor.

I am writing to request the use of Fort Williams Park on Sunday, October 20, 2013 for our Making Strides Against Breast Cancer walk. I believe that our 2003 walk was held at Fort Williams.

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 associated with this event. Promotion will be through the event Web site, posters, and local media.

We will need to set up starting at about 7:00 AM and clean-up will be complete by 2:00 PM. Walk registration will be from approximately 9:00 – 11:00 AM with a 11:00 start for the walk.

 The walk route will be about 3 miles in the park. This route is to be determined and could be a loop that participants walk 2-3 times for a total of about three miles. 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 request 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 10 x 10 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 in 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. The American Cancer Society will hire police assistance for the registration area and if needed to assist with parking or walk route.

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

If you have any questions, please contact me at the number below or contact Donna Muto at the American Cancer Society at 373-3703. Thank you for your consideration of a very special event that is near and dear to my heart.

Sincerely,

Becky Bryant 5 Fernwood Lane Elizabeth Huebener 13 Kettle Cove Road
MSABC CoChair MSABC Team Development Chair
Cell 329-4081