



TOWN OF CAPE ELIZABETH

PUBLIC WORKS DEPARTMENT

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October 18, 2013

Mr. John Woods, Chairman
Share Our Strength Maine
P.O. Box 2827
South Portland, Maine 04116

Re: Fort Williams Park Group Use Request – Taste of the Nation

Dear John,

Thank you for attending the Fort Williams Advisory Commission (FWAC) meeting last night to present your request. You did a fine job of explaining the Share our Strength program and the details of your proposed event. The FWAC unanimously approved your request contingent on the following stipulations:

- That the date of the event be held on Sunday, June 29, 2014, if that is possible, since the reconstruction of the intersection of Wheatley/Ocean Road will be completed by that date.
- That the event conforms to the applicable provisions of the Fort Williams Park Group Use Policy, including those provisions related to the serving of alcoholic beverages (see attachment)
- That a Certificate of Insurance be provided to the Town prior to the event that names the Town of Cape Elizabeth as both Certificate Holder and Additionally Named Insured (see attachment)
- That the following fees will be assessed in accordance with the current Fort Williams Park Fee Schedule: Site Fee of \$600.00, Surcharge for Group Uses Approved to serve Alcoholic Beverages \$500.00 and a fee of \$5.00/person for each ticket holder based on a minimum of 350 ticketed attendees. This would be a total of \$2,850.00
- That Share of Strength assume all logistical expenses, such as refuse disposal, porto-john rental/servicing, parking coordination and utility connections (electrical).

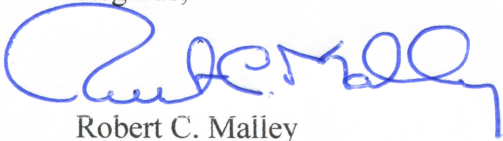
- That Share our Strength reimburse the Town of Cape Elizabeth for any expenses related to the proposed event, such as any additional staffing that may be required from the Public Works Department and/or the Cape Elizabeth Police Department.

- That Share of Strength provide a timeline of events to the Director of Public Works and the Chief of Police and attend an on-site meeting(s) as required to coordinate the logistical components of the event.

Finally, your request will be forwarded to the Cape Elizabeth Town Council for their consideration and will be placed on the November 6, 2013 meeting agenda. You should be in attendance at that meeting to answer any questions that they may have.

Please let me know if you have any questions regarding the approval stipulations and protocol.

Regards,



Robert C. Malley
Director of Public Works
799-4151