



November 29, 2016

Mr. Bob Malley
Town of Cape Elizabeth
10 Cooper Drive
Cape Elizabeth, Maine 04107

Dear Bob:

I would like to respectfully request the town's permission to use Cape Elizabeth's sports fields for the upcoming 2017 baseball, softball and t-ball season. Team practices may begin as early as March 25th, with CELL opening day scheduled for April 29th, 2017. The field usage should conclude mid-July when the various league all-star tournaments finish up.

Field usage has been scheduled as follows:

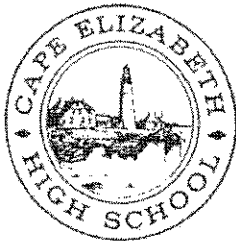
- T-Ball Fort Williams (grassy field near stadium field)
- A Baseball Fort Williams (Stadium and Playground Fields)
- AA Baseball Fort Williams (Playground Field)
- Minors Softball Fort Williams; Lower Lions, Plaisted Park
- AAA Baseball (9/10) Lower & Upper Lions Field; Plaisted Park
- Majors Baseball & Softball Upper Lions; Plaisted Park
- Juniors & Seniors Baseball Middle School Field
- Juniors & Seniors Softball Upper Lions; Plaisted & Capano Fields
- Extra Practices Capano

CELL understands that all fields, with the exception of Ft. Williams & Plaisted Park are shared with school teams. Our league directors of baseball & softball will contact the appropriate school officials to avoid any conflicts.

Please feel free to contact me with any league official business at 232-7964 or jlomb44@yahoo.com. You may also forward any correspondence to my residence at 11 Leighton Farm Road. Thank you, Bob, for the town's past and continued support of little league in Cape Elizabeth.

Very truly yours,

Jeremy Lombardo
League President



CAPE ELIZABETH HIGH SCHOOL

345 OCEAN HOUSE ROAD
CAPE ELIZABETH, MAINE 04107
TEL. (207) 799-3309
FAX (207) 767-8050

6 January 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 2017 Commencement. The graduation service will be held at 1 p.m. Sunday, June 11, 2017. As in past years, we will need some additional time prior to the ceremony for set up (8 a.m.) as well as some time to dismantle the stage after the ceremony. On the 7th, 8th and 9th of June, we would like to use the area for marching practice between 9:00 and 11:00 a.m.

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 graduating class.

Sincerely,

Nathan S. Carpenter
Assistant Principal

CC: Jeffrey Shedd
Michael McGovern
Janet Hoskin
Neil Williams



Robert Malley <robert.malley@capeelizabeth.org>

Family Fun Day 2017

1 message

Frank Butterworth <fbutterw@gmail.com>

Wed, Nov 30, 2016 at 9:31 PM

To: Bob Malley <robert.malley@capeelizabeth.org>

Cc: Mike McGovern <michael.mcgovern@capeelizabeth.org>

Dear Bob,

The Family Fun Day Committee requests that the Advisory Commission give us permission to use the usual location in the Fort for the Family Fun Day celebration on the summer of 2017.

The dates we are looking at as far as the event are as follow:

Saturday June 17th, 2017 as the day of the event

Sunday June 18th as the rain date.

Some of the vendors will be moving their equipment into that area in the early evening on Friday June 16th so we will need access to the road that runs just below the band stand and next to the Pond.

We will also need to use the field and road by the Fire Barn to park vehicles.

We are anticipating having fireworks once again next year and will be looking to locate them on Battery Keyes, as was done last year.

This will also require that we close off the beach bordering Ship Cove once the shells are being loaded for the display. I will have a better idea of the timing as we get closer to the event and we can discuss the logistics.

As always thank you so much for the amazing assistance that all of the Parks, Public Works, and Public Safety folks give each year and the ability to use the Fort for our event.

Best Regards,

Frank Butterworth

On behalf of the Family Fun Day Committee.

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

Matt.Kennedy@cancer.org