



**CITY OF GARDINER
SPECIAL EVENT PERMIT APPLICATION**

Applicant's Name: _____
 Applicant's Address: _____

 Applicant's Phone: (H) _____ (W) _____ (Cell) _____
 Applicant's E-mail Address: _____
 Event Name: _____
 Date(s): _____
 Time (s): _____
 Location: _____

Event Description

Applicant has requested any fee be waived for the following reason:

- ____ Event is for a non-profit charitable cause; or
 ____ Event is sponsored or co-sponsored by City of Gardiner

	Yes	No
Have you made arrangements with Public Safety to ensure public safety, crowd control, and noise level?		
Have you addressed parking?		
Have you addressed clean-up and/or trash removal?		
Will you be providing port-a-potties?		
Does the applicant have insurance for this event?		
Has the insurance policy been provided to the City, with the City of Gardiner being named as additionally insured?		
Will there be any use of fire, i.e. tiki torches, grills, barbecues, bonfires, etc? NOTE: A burn permit must also be obtained from the fire department for the date specified		
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		
Will you be posting a banner?		
Will you need electricity?		
Additional event information:		



I understand permits may required before operating or conducting any activity on property owned by the City of Gardiner.

- As the applicant, I have the authority from the owner to apply for this license from the City of Gardiner.
- Applicant understands that fees for services may be applied—Police, Fire, Buildings and Ground, or Public Works.**
- Failure to answer all the questions in this application may result in the application not being presented to the City Council.
- Events are considered rain/shine.
- This permit does not authorize alcohol on any public property, including, but not limited to the Common, Waterfront, streets and sidewalks.

Applicant's Signature

Date

Received in Clerk's Office by _____ Date _____ Police ____ Fire ____ PW ____ B&G ____ Cal ____

City Council Approval (If Necessary)

City Council hereby finds that:

1. The proposed Special Event is consistent with the goal of promoting the use of City property for recreational, entertainment or charitable events; and
2. That the proposed Special Event can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Gardiner; subject to the attached list of conditions:

Dated this _____ day of _____, 20____.

Municipal Officers of the City of
Gardiner



City of Gardiner
Event Follow-up

Date of Event _____

Name of Event _____

	Department Head Signature	Services Rendered/Comments	Fee Charged
Police			
Fire			
PW			
B&G			
City Hall			
		Total Amount Invoiced	

Additional comments: