

April 28, 2005

Jeff Kobrock, City Manager
7 Church St.
Gardiner, ME 04345

Dear Mr. Kobrock:

This year, we are working with Gardiner Main Street and Gardiner Rotary Club to host the annual Waterfront Celebration as part of the Celebrate the Arts in Downtown Gardiner Festival on June 18, 2005. Pat Hart of Gardiner Rotary has organized the annual Waterfront Talent Show for five years, with the assistance of Denise Reehl, Johnson Hall's Artistic Consultant. This year, Pat requested that Johnson Hall produce the entire Talent Show, and she is now helping us with this transition. The Gardiner Rotary Club will continue to manage the concessions and fireworks, and provide volunteers to help. Please accept this letter as formal request for assistance.

The Talent Show, which showcases local talent, will be held beginning at 6:30pm and will run until the fireworks begin at 9:00. We expect the fireworks to last one-half hour to forty-five minutes. The crowd should disperse around 10:00.

We respectfully request the use of the Waterfront Park for the community event on Saturday, June 18. We will set-up the makeshift stage on Friday night and bring in the necessary lighting and sound equipment on Saturday. We also request that we have access to the electricity outlets at the Waterfront Park all day, so that we may operate the lighting and sound equipment. Finally, we will also need to make the public bathrooms at the top of the knoll available to the audience. Rotary and Gardiner Main Street will supply two additional handicapped-accessible porta-potties to make those facilities useable by all.

We will notify Public Safety Director, James Toman and Building and Grounds Director, Dave Cunningham about our plans and will copy them on this letter so that they will have the details in writing. Please feel free to call me if I can provide further information or assist in any way. My phone number is 582-7144.

Thank you for your help in supporting this community event,

Sincerely,

Judy Lloyd
Executive Director, Johnson Hall
Cc: James Toman, David Cunningham

johnsonhall@verizon.net