



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	03/25/2020	Department	City Council
Agenda Item	4.5 Consider Approval of a Major Special Event for the Memorial Day Parade Ceremony		
Est. Cost	n/a		

Background Information

The Smith-Wiley American Legion has submitted an application for the annual Memorial Day Parade and Ceremony being held on Monday, May 25, 2020 at 10am.

All departmental approvals are attached.

Requested Action	"I move to approve the Major Special Event for the Smith Wiley American Legion to be held on Monday, May 25, 2020 and waive the anticipated city costs to hold the event."
City Manager and/or Finance Review	The City Manager recommends the above action.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



**Special Event
Application**

Applicant's Name: <i>Smith Wiley American Legion Post #4</i>
Applicant's Address: <i>46 Griffin St. Gardiner</i>
Applicant's Phone Number(s): <i>207-582-6530</i>
Applicant's Email Address:
Event Name: <i>Memorial Day Parade - Ceremony</i>
Date(s): <i>25 May 2020</i>
Location: <i>Brunswick Ave. - Gardiner Commons</i>
Event Description: <i>Memorial Day</i>

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced for the following reason:

- Non-profit charitable cause _____
- Gardiner River Fest, LLC sponsored _____
- Gardiner Main Street sponsored _____

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?		
Have you addressed parking?		
Have you made arrangements for clean-up and/or trash removal?		
Will you be providing port-a-potties?		✓
Will there be any use of fire, i.e. tiki torches, grills, barbeques, bonfires, etc.? If yes, 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? If yes, you must contact the Code Enforcement Officer with details and for approval.		✓
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.		✓
Is this a Minor Event – it will not exceed four hours in duration and fewer than 100 people will be affiliated – i.e. wedding ceremony, etc. (*30 day minimum requirement for the application process time)		✓
Is this a Major Event – it will exceed four hours in duration and/or more than 100 people will be affiliated – i.e. community festival, carnival, street dance, etc. Major events involve additional City Services and fees for services apply – i.e. police protection, clean-up, electricity, etc. (*60 day minimum requirement for the application process time)	✓	

Please send application and payment (payable to City of Gardiner) to:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345




Special Event Application

*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event 25 May 2020

Name of Event Memorial Day Parade - Gardiner Commons Ceremony

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 jtoman@gardinermaine.com	AT LEAST 4 OFFICERS NEEDED FOR TRAFFIC CONTROL. THIS IS A "NORMAL" AMT. FOR THIS EVENT.	\$800	
Fire: 207-582-4535 anelson@gardinermaine.com			
Public Works/ Buildings & Grounds: 207-582-4408 tlaplante@gardinermaine.com			
Economic Development: 207-582-6892 tdesjardins@gardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com			
	Total Amount Invoiced		

Additional comments:

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Special Event Application

- I understand permits may be 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.
- Events are considered rain or shine.
- This permit does not authorize alcohol on any public property, including but not limited to the Common, Waterfront, streets and sidewalks.
- The applicant will provide proof of insurance to the City of Gardiner with the City of Gardiner being named as additionally insured. **(Required)** (Tenant User Liability Insurance / TULIP insurance)

Failure to answer and comply with all the questions in this application may result in the application not being approved.

James A. Kenyon
Applicant's Signature

3/3/20
Date

Office use only:

Received in Clerk's Office by KJG Date 3/9/2020

Approved by

CM _____ Police _____ Fire _____ PW/B&G _____ CEO _____ ED _____

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 owned 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 Officer of the City of Gardiner

Please send application and payment (payable to City of Gardiner) to:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345

Kelly Gooldrup

From: Al Nelson
Sent: Tuesday, March 10, 2020 7:28 AM
To: Kelly Gooldrup
Cc: Christine Landes; Jim Toman; Kristopher McNeill; Tony Laplante; Tracey Desjardins
Subject: Re: Major Special Event - Memorial Day Parade

FD has no issues

Sent from my iPhone

On Mar 9, 2020, at 2:09 PM, Kelly Gooldrup <KGooldrup@gardinermaine.com> wrote:

Please review the attached major special event application for the Memorial Day Parade – Ceremony.

Thank you,

Kelly J. Gooldrup
City Clerk | Registrar of Voters
Notary Public | Dedimus Justice
City of Gardiner
6 Church Street
Gardiner, ME 04345
P: 207-582-4460 | F: 207-582-6895
E: kgooldrup@gardinermaine.com
W: www.gardinermaine.com

<image003.jpg>

<Memorial Day Parade - Smith Wiley Post.pdf>

Kelly Gooldrup

From: Tracey Desjardins
Sent: Tuesday, March 10, 2020 8:02 AM
To: Kelly Gooldrup
Subject: RE: Major Special Event - Memorial Day Parade

No issues

Tracey K. Desjardins

Economic Development Director/Planning

6 Church Street

Gardiner, ME 04345

Office: 207-582-4200 Cell: 207-242-1907 Fax: 207-582-6895

e: tdesjardins@gardinermaine.com

w: www.gardinermaine.com

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From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Monday, March 9, 2020 3:09 PM
To: Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>
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E: kgooldrup@gardinermaine.com
W: www.gardinermaine.com



Kelly Gooldrup

From: Jim Toman
Sent: Tuesday, March 10, 2020 11:26 AM
To: Kelly Gooldrup
Subject: RE: Major Special Event - Memorial Day Parade

PD is fine with issuance, but there is cost associated.

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Monday, March 9, 2020 3:09 PM
To: Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>
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E: kgooldrup@gardinermaine.com
W: www.gardinermaine.com



Date Received: 3/9/2020 Received by: KJG

Name of Business/Event/ Board/Committee: Memorial Day Parade - Ceremony

Date of Event: May 25, 2020

	Minor Special Event	Major Special Event	Liquor License	DBA License	Junk Yard Permit	Other License	Boards & Committees
<u>Paid</u>							
<u>Email DH & CM</u>		<u>3/9/2020</u>					
<u>Email Gardiner</u>		—					
<u>Main Street</u>							
<u>Approved by:</u>							
<u>CM</u>		<u>[Signature]</u>					
<u>PD</u>		<u>3/10/2020</u>					
<u>FD</u>		<u>3/10/2020</u>					
<u>PW&BG</u>							
<u>CEO</u>							
<u>ED</u>		<u>3/10/2020</u>					
<u>Add to Agenda</u>		<u>3/25/2020</u>					
<u>Legal Ad to KJ</u>							
<u>Add to Events</u>							
<u>Calendar</u>							
<u>Add to DBA List</u>							
<u>Issue</u>							
<u>License/Permit</u>							
<u>Notify Applicant of</u>							
<u>Council Meeting</u>							
<u>Notify Applicant of</u>							
<u>Approval or Denial</u>							
<u>Create Oath Sheet</u>							
<u>Swear in</u>							
<u>Contact Info to</u>							
<u>Board/Committee</u>							
<u>Update TRIO</u>							
<u>Update Website</u>							

Notes: