



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	05/05/2021	Department	City Clerk
Agenda Item	4.d) Special Events Application for Johnson Hall Free Waterfront Concert Series		
Est. Cost	NA		

Background Information

We are so excited to welcome back this popular free event. The organizers of this event will adhere to all existing CDC guidelines surrounding an outdoor event. These will include recommended social distancing and other guidelines that allow for people to attend an outdoor event and remain safe.

Requested Action	"I move to accept the Special Events Application for Johnson Hall Free Waterfront Concert Series ."
City Manager and/or Finance Review	Acting City Manager recommends the above motion and encourages everyone to grab a lawn chair and attend these great concerts. The music will be grand and the view of the river spectacular.
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 _____



**APPLICATION FOR A
LICENSE/BUSINESS/EVENT**

Date Received in Office 4-15-21
 Received by: BC
 Office Amount Received \$110
 Approved _____ Denied _____

Business Name	<u>Johnson Hall</u>
Business Location	<u>280 Water Street</u>
Business Mailing Address	<u>P.O. Box 777, Gardiner, ME 04345</u>
Owner Name	<u>Michael Miclan</u>
Mailing Address (if different)	
Phone Number	<u>582-7144</u>
Business Number	
Type of Business	<u>Theater</u>
Description of Business (attach paper if necessary)	<u>Live music, comedy venue</u>

Type of License Being Applied for:

(check all that apply)

	Doing Business As (One-time Registration)	\$10	
	Special Event - Exhibitions & Shows (Minor)	\$50	XXXX
C	Special Event - Exhibitions & Shows (Major)	\$100	✓
	Street Sellers (Annual)	\$50	
	Street Sellers (Per Event)	\$20	
	Street Sellers (Farmer's Market) (Annual)	\$10	
C	Junkyards (<100 ft highway) (Annual)	\$200	
C	Junkyards (>100 ft highway) (Annual)	\$50	
C	Automobile Recycling Business (5-year)	\$250	
	Other	\$	
C	Victualers License to Sell Food (Annual)	\$50	XXXX
C	Victualers License – One Day (Festival)	\$25	
C	Victualers Non-profit License to sell food (Annual)	\$10	✓
C	Roving/On Wheels/Lunch Wagon (Annual)	\$100	
C	Roving/On Wheels/Lunch Wagon (Non-profit)	\$10	
C	Roving/On Wheels/Lunch Wagon (3-Day)	\$25	
C	Taxicabs/Vehicles for Hire	\$50	
	Sales (Special, OOB, etc) (Per Event/Sale)	\$25	
	Beano/Bingo/Games of Chance/Pinball Machines (Annual)	\$10	
	Shooting Galleries/Pool Hall/Bowling Alley (Annual)	\$50	
C	Pawn (Annual)	\$50	
C	Tavern Keeper (Annual)	\$25	
C	Liquor/Bottle Club (1-50 seats) (Annual)	\$75	
C	Liquor/Bottle Club (51-100 seats) (Annual)	\$100	
C	Liquor/Bottle Club (101+ seats) (Annual)	\$150	
C	Catering Off-Premises (liquor is served) (per event)	\$10	
C	Entertainment/Special Amusement License (Annual)	\$75	
C	Outside Consumption Permit (Annual)	\$25	

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's Name:	Johnson Hall
Applicant's Address:	280 Water St.
Applicant's Phone Number(s):	582-7144 Cell 514-6070
Applicant's Email Address:	Mike@johnsonhall.org
Event Name:	Johnson Hall Free Waterfront Concert Series
Date(s):	July 9, 16, 23, 30 - August 6, 13, 20, 27
Location:	Gardiner Waterfront Park
Event Description:	Free Waterfront Concerts Starting at 6:00 PM and Ending at 7:30 PM Live Music Performances

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?	<input checked="" type="checkbox"/>	
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.		<input checked="" type="checkbox"/>
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		<input checked="" type="checkbox"/>
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.	<input checked="" type="checkbox"/>	
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.	<input checked="" type="checkbox"/>	
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)	<input checked="" type="checkbox"/>	

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**Special Event
Application**

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

Date of Event July 9, 16, 23, 30 - August 6, 13, 20, 27

Name of Event Johnson Hall Free Water Front concert series

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 jtoman@gardinermaine.com	✓	0	
Fire: 207-582-4535 TBD		0	
Public Works/ Buildings & Grounds: 207-582-4408 JDouglass@gardinermaine.com		0	
Economic Development: 207-582-6892 tdesjardins@gardinermaine.com		0	
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com	✓	0	
	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.


Applicant's Signature

4/15/21
Date

Office use only:

Received in Clerk's Office by _____ Date _____

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

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Gardiner COVID-19 Prevention Checklist –

Please read each category carefully. Please fill in the comment section on how you plan to adhere to the guidelines. Please initial to acknowledge each section. If you have any questions please reach out to contacts listed on the last page.

Gathering Limits

1. The number of individuals that can gather in a shared space must not exceed the limit established by the latest relevant Executive Order from the Office of the Governor.
2. People in a shared space must be able to maintain 6 feet of physical distance. If a space cannot accommodate individuals maintaining 6 feet of physical distance, further restrict the number of individuals allowed in that space beyond the limits established by Executive Order.

mm Initial

Comments: This is an out door event with ample space for physical distancing

Masks

1. Require individuals at your event to wear a mask, per CDC recommendations and pertinent Executive Orders from the Office of the Governor. Patrons and staff should be advised to:
 1. Wear a mask correctly and consistently for the best protection. Information about proper use of masks is available from the US CDC.
 2. Change your mask if it becomes wet or soiled.
 3. During unmasked activities such as communal eating and drinking additional mitigation strategies must be in place, such as physical distancing and increased ventilation.
 4. The degree to which face shields and other personal protective equipment are recommended is based on proximity and duration of contact. Please see industry specific guidance for additional information.



MM Initial

Comments: We will have sandwich boards with covid-19 safety requirements listed and volunteers reminding people of the mandatory masks and physical distancing

Physical Distancing

1. Require individuals at your event to maintain 6 feet of physical distance from individuals who are not part of their household group or travel party.
2. Adjust seating in common areas to promote physical distancing practices.

MM Initial

Comments: We will include all safety requirements on our website and all printed programs and radio ads as well as the above

Hand Hygiene

1. Good hand hygiene prevents spread of disease. The best hand hygiene is frequent handwashing.
2. Provide hand sanitizer.

MM Initial

Comments: We will have a hand sanitizer station

Contact Tracing

1. Contact tracing is a fundamental public health activity that involves working with an individual who has been diagnosed with an infectious disease to identify and provide support to people who may have been infected through exposure to the infected person. To facilitate contact tracing by the Maine CDC, certain establishments should maintain a record of information about visitors, including one customer's name and contact information per party, the date they were in the



establishment, and the staff who had direct, prolonged interaction with them. Establishments/Events must maintain records for at least 21 days. Review industry specific guidance to determine if your establishment should collect this information.

1. Based on current scientific knowledge, a close contact is someone who was within 6 feet of an infected person for a total of 15 minutes or more starting from 48 hours before illness onset until the time the patient is isolated. An individual is also considered a close contact if they provided care at home to someone who is sick with COVID-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils, or if the person sneezed, coughed, or somehow got respiratory droplets on them.

mm Initial

Comments: We will create a digital portal for check in at each concert they will require first + last name and contact info

Barriers

1. Consider installing non-porous physical barriers such as partitions or plexiglass barriers to protect visitors and staff. Barriers should be placed at visitor information desks, service counters, and other similar locations where it is not possible to maintain a minimum of 6 feet of physical distance.
2. Limit activities that require staff and/or visitors to enter within 6 feet of another person, regardless of whether physical barriers are installed.

mm Initial

Comments: OUT side event

Limiting Use of Shared Objects

1. Promote "contactless" payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.).
2. Use digital rather than paper formats to the greatest extent practicable (e.g., electronic tickets and receipts). If applicable, consider implementing digital waivers for guests to review and sign prior to arriving.
3. Suspend "self-service" food stations and self-serve "tester" food or personal care products taken from a common container.



4. Consider restricting the use of water fountains to refill only with instruction for visitors to wash hands after use.

mm Initial

Comments: There will be no shared objects

Cleaning and Disinfection

1. Hand hygiene is perhaps the most important aspect of cleaning and disinfection. Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices and cleaning and disinfection procedures.
2. Focus cleaning and disinfection efforts on routine cleaning of frequently touched objects.
3. Any items rented by patrons must be cleaned and disinfected between uses. Staff who handle customer items must clean hands after contact with items.
4. Review US CDC cleaning and disinfecting guidance.

mm Initial

Comments: All social equipment and 5h equipment will be clean before and after each concert

Screening

1. People should stay at home if they are sick.
 1. Use an electronic or app-based self-screening form, such as the Coronavirus Self-Checker available on the US CDC's.
 2. Self-screen using the following questions:
 1. Do you feel ill or have you been caring for someone who is ill?
 2. In the past two weeks, have you been exposed to anyone who tested positive for COVID-19?



mmInitial

Comments: This information will be on all concert
Promotion

In Case of Illness

1. Know the signs and symptoms of COVID-19. Know what to do if staff or event goers become symptomatic at the event.
2. Require people to stay home and notify the event administrators when sick
3. When someone starts to feel ill:
 1. Instruct them to not come to the event with symptoms of COVID-like illness.
 2. Symptoms may appear 2-14 days after exposure to the virus.
 - People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
4. When someone becomes ill at your event:
 1. Have a plan for a room or space where the individual can be isolated until transferred to home or health care facility and provided a mask, if available and tolerated.
 2. Encourage the individual to call their health care provider and get tested for COVID-19, if appropriate.
 3. If the individual needs urgent medical attention (e.g., if individual is having difficulty breathing), call 911.
5. Call 2-1-1 if you have further questions about COVID-19.

mmInitial

Comments: _____



City Contact information:

Contact Name	Number	Email
Police Chief James Toman	207-582-5150	JToman@gardinermaine.com
Code Enforcement Officer Kris McNeill	207-582-6888	kmcneill@gardinermaine.com
City Clerk Alisha Ballard	207-582-4460	aballard@gardinermaine.com

Alisha Ballard

From: Tracey Desjardins
Sent: Tuesday, April 20, 2021 5:41 PM
To: Alisha Ballard; Jim Toman; Anne Davis; Jerry Douglass; Rick Sieberg; Kristopher McNeill
Subject: RE: Johnson Hall - Major Special Event & Victualer License

EDD has no issues as long as they follow CDC Guidelines.

Thank you

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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Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning the City of Gardiner, business or containing information relating to city business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Tuesday, April 20, 2021 8:24 AM
To: Jim Toman <JToman@gardinermaine.com>; Anne Davis <ADavis@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Johnson Hall - Major Special Event & Victualer License

Good Morning to all!

Attached is the application for Johnson Hall. They are looking for both Special Event and Victualers. Attached to the back of the application is the Gardiner Covid Checklist.

Thank you,

Alisha Ballard

City Clerk / Registrar of Voters

6 Church Street,

Gardiner Maine 04345

P: 207-582-4200

F: 207-528-6895

E: aballard@gardinermaine.com

Alisha Ballard

From: Rick Sieberg
Sent: Tuesday, April 20, 2021 9:25 AM
To: Alisha Ballard
Subject: RE: Johnson Hall - Major Special Event & Victualer License

No problems for the FD.

Rick Sieberg
Fire Chief | City of Gardiner
6 Church Street
Gardiner, ME 04345
C: 207-620-0217
p: 207-582-4535
e: rick.sieberg@gardinermaine.com

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Tuesday, April 20, 2021 8:24 AM
To: Jim Toman <JToman@gardinermaine.com>; Anne Davis <ADavis@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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City Clerk / Registrar of Voters
6 Church Street,
Gardiner Maine 04345
P: 207-582-4200
F: 207-528-6895
E: aballard@gardinermaine.com

Alisha Ballard

From: Kristopher McNeill
Sent: Monday, April 26, 2021 7:07 AM
To: Alisha Ballard; Jim Toman; Anne Davis; Jerry Douglass; Rick Sieberg; Tracey Desjardins
Subject: RE: Johnson Hall - Major Special Event & Victualer License

No issues Alisha as long as checklist is followed

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Tuesday, April 20, 2021 8:24 AM
To: Jim Toman <JToman@gardinermaine.com>; Anne Davis <ADavis@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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6 Church Street,

Gardiner Maine 04345

P: 207-582-4200

F: 207-528-6895

E: aballard@gardinermaine.com

Alisha Ballard

From: Jerry Douglass
Sent: Tuesday, April 20, 2021 12:52 PM
To: Alisha Ballard; Jim Toman; Anne Davis; Rick Sieberg; Tracey Desjardins; Kristopher McNeill
Subject: RE: Johnson Hall - Major Special Event & Victualer License

No issues with PWD

Jerry

Jerry Douglass, PWD
City of Gardiner
6 Church Street, 04345
207-504-2234
jdouglass@gardinermaine.com

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Tuesday, April 20, 2021 8:24 AM
To: Jim Toman <JToman@gardinermaine.com>; Anne Davis <ADavis@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Thank you,

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