



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	06/09/2021	<b>Department</b>	City Council
<b>Agenda Item</b>	4.f) Minor Event - Meaghan Carlson for Boston Children's Hospital		
<b>Est. Cost</b>	\$50.00		

<b>Background Information</b>	<p>Ms. Carlson is applying for a non-profit charitable cause. This Eversource Walk for Kids for Boston Children's Hospital is a minor event. The Acting City Manager has waived the requirement for liability insurance because it is a minor event.</p>
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<b>Requested Action</b>	"I move to accept the bid of \$ _____, from _____."
<b>City Manager and/or Finance Review</b>	Acting City Manager recommends that City Council awards the bid.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

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



Date Received: 11-23

Received by: 6-3-2021

Name of Business/Event/  
Board/Committee: Megghan Carlson Re Boston Childrens Hospital

Date of Event: 6/13/2021

	<u>Minor Special Event</u>	<u>Major Special Event</u>	<u>Liquor Victualer License</u>	<u>DBA License</u>	<u>Junk Yard Permit</u>	<u>Other License</u>	<u>Boards &amp; Committees</u>
<u>Paid</u>	<u>/</u>						
<u>Email DH &amp; CM</u>	<u>6-3-2021</u>						
<u>Approved by:</u>							
<u>CM</u>	<u>6/4/21</u>						
<u>PD</u>	<u>6-4-2021</u>						
<u>FD</u>	<u>6-4-2021</u>						
<u>PW&amp;BG</u>	<u>6-4-2021</u>						
<u>CEO</u>	<u>6-4-2021</u>						
<u>ED</u>	<u>6-4-2021</u>						
<u>Add to Agenda</u>							
<u>Legal Ad to KJ</u>							
<u>Add to Events Calendar</u>							
<u>Add to DBA List</u>							
<u>Issue License/Permit</u>							
<u>Notify Applicant of Council Meeting</u>							
<u>Notify Applicant of Approval or Denial</u>							
<u>Create Oath Sheet</u>							
<u>Swear in</u>							
<u>Contact Info to Board/Committee</u>							
<u>Update TRIO</u>							
<u>Update Website</u>							

Notes:





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

Date Received in Office 6/5/2021  
 Received by: AKS  
 Office Amount Received \$         
 Approved \_\_\_\_\_ Denied \_\_\_\_\_

Business Name	N/A Meaghan Carlson for
Business Location	Boston Children's Hospital
Business Mailing Address	See applicant info
Owner Name	
Mailing Address (if different)	
Phone Number	
Business Number	
Email Address	
Type of Business	
Description of Business (attach paper if necessary)	

**Type of License Being Applied for: (check all that apply)**

	Doing Business As (One-time Registration)	\$10	
	Special Event - Exhibitions & Shows (Minor) <i>charitable</i>	\$50	✓
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	
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	





**Special Event  
Application**

Applicant's Name:	Meaghan Carlson
Applicant's Address:	52 Dresden Ave
Applicant's Phone Number(s):	207-450-0511
Applicant's Email Address:	megplease@gmail.com
Event Name:	Eversource walk for kids for Boston childrens Hospital
Date(s):	June 13 2021
Location:	Gardiner Common
Event Description:	small group walking around common, with drinks (water) and snacks on gazebo (individually packaged crackers)

**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? <span style="float: right;">small group</span>	<input checked="" type="checkbox"/>	
Have you addressed parking? <span style="float: right;">street parking</span>	<input checked="" type="checkbox"/>	
Have you made arrangements for clean-up and/or trash removal? <span style="float: right;">will clean</span>	<input checked="" type="checkbox"/>	
Will you be providing port-a-potties?		<input checked="" type="checkbox"/>
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 <b>Minor Event</b> – 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) <span style="float: right;">oops</span>	<input checked="" type="checkbox"/>	
Is this a <b>Major Event</b> – 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"/>

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 June 13

Name of Event Eversource walk for kids/ Boston children's hospital

	City Services Contacted	Estimate of Department Cost	Department Head Initials
<b>Police:</b>  207-582-5150 <a href="mailto:jtoman@gardinermaine.com">jtoman@gardinermaine.com</a>			
<b>Fire:</b>  207-582-4535 <a href="mailto:rick.sieberg@gardinermaine.com">rick.sieberg@gardinermaine.com</a>			
<b>Public Works/ Buildings &amp; Grounds:</b>  207-582-4408 <a href="mailto:JDouglass@gardinermaine.com">JDouglass@gardinermaine.com</a>			
<b>Economic Development:</b>  207-582-6892 <a href="mailto:tdesjardins@gardinermaine.com">tdesjardins@gardinermaine.com</a>			
<b>Code Enforcement Office:</b>  207-582-6892 <a href="mailto:ceo@gardinermaine.com">ceo@gardinermaine.com</a>			
	Total Amount Invoiced		

Additional comments: No services needed

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





**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)

*(6/14/21) - waived by ASD*

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

Melissa Carlson

Applicant's Signature

6/1/21

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

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



## 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.

### A) 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.

MC Initial

Comments:

N/A

### B) 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.



ML Initial

Comments: mask available

### C) Physical Distancing

1. Strongly suggest 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.

ML Initial

Comments: outdoors

### D) Hand Hygiene

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

MC Initial

Comments: Hand sanitizer available

### E) 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.

ML Initial

Comments: Sign in sheet

#### F) 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.

ML Initial

Comments: N/A

#### G) 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.

MC Initial

Comments:

~~BA~~ N/A

#### H) 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.

MC Initial

Comments:

HONOR SYSTEM

#### I) 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?





ML Initial

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### J) 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 feels 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. Is 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.

ML Initial

Comments: \_\_\_\_\_  
\_\_\_\_\_

Honor system



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**

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**From:** Tracey Desjardins  
**Sent:** Friday, June 4, 2021 7:39 AM  
**To:** Alisha Ballard; Anne Davis; Kristopher McNeill; Jim Toman; Jerry Douglass; Rick Sieberg  
**Subject:** RE: Minor Event - Meaghan Carlson for Boston Children's Hospital

No issues with EDD.

*Tracey H. 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](mailto:tdesjardins@gardinermaine.com)  
w: [www.gardinermaine.com](http://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](mailto:ABallard@gardinermaine.com)>  
**Sent:** Thursday, June 3, 2021 3:56 PM  
**To:** Anne Davis <[ADavis@gardinermaine.com](mailto:ADavis@gardinermaine.com)>; Tracey Desjardins <[TDesjardins@gardinermaine.com](mailto:TDesjardins@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>; Jim Toman <[JToman@gardinermaine.com](mailto:JToman@gardinermaine.com)>; Jerry Douglass <[JDouglass@gardinermaine.com](mailto:JDouglass@gardinermaine.com)>; Rick Sieberg <[rick.sieberg@gardinermaine.com](mailto:rick.sieberg@gardinermaine.com)>  
**Subject:** Minor Event - Meaghan Carlson for Boston Children's Hospital

Please see attached minor event application.

**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](mailto:aballard@gardinermaine.com)

## **Alisha Ballard**

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**From:** Kristopher McNeill  
**Sent:** Friday, June 4, 2021 8:54 AM  
**To:** Alisha Ballard  
**Subject:** RE: Minor Event - Meaghan Carlson for Boston Children's Hospital

No issues Alisha

Kris McNeill  
Code Enforcement Officer  
City of Gardiner, Maine  
Kmcneill@gardinermaine.com

----- Original message -----

**From:** Alisha Ballard <ABallard@gardinermaine.com>  
**Date:** 6/3/21 3:55 PM (GMT-05:00)  
**To:** Anne Davis <ADavis@gardinermaine.com>, Tracey Desjardins <TDesjardins@gardinermaine.com>, Kristopher McNeill <kmcneill@gardinermaine.com>, Jim Toman <JToman@gardinermaine.com>, Jerry Douglass <JDouglass@gardinermaine.com>, Rick Sieberg <rick.sieberg@gardinermaine.com>  
**Subject:** Minor Event - Meaghan Carlson for Boston Children's Hospital

Please see attached minor event application.

## **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](mailto:aballard@gardinermaine.com)



## Alisha Ballard

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**From:** Jim Toman  
**Sent:** Friday, June 4, 2021 8:58 AM  
**To:** Alisha Ballard  
**Subject:** RE: Minor Event - Meaghan Carlson for Boston Children's Hospital

PD has no concerns with issuance pending council approval

**From:** Alisha Ballard <ABallard@gardinermaine.com>  
**Sent:** Thursday, June 3, 2021 3:56 PM  
**To:** Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>  
**Subject:** Minor Event - Meaghan Carlson for Boston Children's Hospital

Please see attached minor event application.

## 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](mailto:aballard@gardinermaine.com)

## Alisha Ballard

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**From:** Rick Sieberg  
**Sent:** Friday, June 4, 2021 9:02 AM  
**To:** Alisha Ballard  
**Subject:** RE: Minor Event - Meaghan Carlson for Boston Children's Hospital

FD has no problem with this.

### 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](mailto:rick.sieberg@gardinermaine.com)

**From:** Alisha Ballard <[ABallard@gardinermaine.com](mailto:ABallard@gardinermaine.com)>  
**Sent:** Thursday, June 3, 2021 3:56 PM  
**To:** Anne Davis <[ADavis@gardinermaine.com](mailto:ADavis@gardinermaine.com)>; Tracey Desjardins <[TDesjardins@gardinermaine.com](mailto:TDesjardins@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>; Jim Toman <[JToman@gardinermaine.com](mailto:JToman@gardinermaine.com)>; Jerry Douglass <[JDouglass@gardinermaine.com](mailto:JDouglass@gardinermaine.com)>; Rick Sieberg <[rick.sieberg@gardinermaine.com](mailto:rick.sieberg@gardinermaine.com)>  
**Subject:** Minor Event - Meaghan Carlson for Boston Children's Hospital

Please see attached minor event application.

### 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](mailto:aballard@gardinermaine.com)



## Alisha Ballard

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**From:** Jerry Douglass  
**Sent:** Friday, June 4, 2021 10:08 AM  
**To:** Alisha Ballard  
**Cc:** Anne Davis; Tracey Desjardins; Kristopher McNeill; Jim Toman; Rick Sieberg  
**Subject:** Re: Minor Event - Meaghan Carlson for Boston Children's Hospital

No issues with PWD

Thanks

Jerry

Sent from my iPhone

On Jun 4, 2021, at 8:19 AM, Alisha Ballard <ABallard@gardinermaine.com> wrote:

I will need approvals from everyone before moving to council. The approval can be "yes pending fee forgiveness."

Thank you,

Alisha

**From:** Anne Davis <ADavis@gardinermaine.com>  
**Sent:** Thursday, June 3, 2021 4:05 PM  
**To:** Alisha Ballard <ABallard@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>  
**Subject:** RE: Minor Event - Meaghan Carlson for Boston Children's Hospital

Thanks Alisha,

Let's get this onto the 6/9 agenda so that Council can make the decision to forgive the fee.

Anne

**From:** Alisha Ballard <ABallard@gardinermaine.com>  
**Sent:** Thursday, June 3, 2021 3:56 PM  
**To:** Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>  
**Subject:** Minor Event - Meaghan Carlson for Boston Children's Hospital

Please see attached minor event application.