

**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	11/10/2021	Department	City Clerk
Agenda Item	4.f) Consideration of approving a Gardiner Main Street major event		
Est. Cost			

Background Information	<p>Gardiner Main Street is bringing back the Holiday Parade of Lights this year. The scheduled date for the event is Saturday, 12/4/2021 from 4:30pm - 5:30pm.</p> <p>Come join this great event as it kicks off the holiday season for Gardiner.</p>
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Requested Action	"I move to approve the application for a major event submitted by Gardiner Main Street to be held 12/4/2021."
City Manager and/or Finance Review	The Acting 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 _____

Date Received: 11/3/2021 Received by: AETJ

Name of Business/Event/ Board/Committee: Gardiner main st Holiday Parade of lights

Date of Event:

	Minor Special Event	Major Special Event	Liquor Victualer License	DBA License	Junk Yard Permit	Other License	Boards & Committees
Paid		NON PROFIT					
Email DH & CM		11/3/2021					
Approved by:							
CM		11/3/2021					
PD		11/4/2021					
FD		11/3/2021					
PW&BG		11/4/2021					
CEO		11/3/2021					
ED		11/3/2021					
Add to Agenda		11/3/2021					
Legal Ad to KJ							
Add to Events Calendar							
Add to DBA List							
Issue License/Permit							
Notify Applicant of Council Meeting							
Notify Applicant of Approval or Denial							
Create Oath Sheet							
Swear in							
Contact Info to Board/Committee							
Update TRIO							
Update Website							

Notes:



**Special Event
Application**

Applicant's Name: <u>Gardiner Main Street - Melissa Lindley</u>
Applicant's Address: <u>PO Box 194 / 192 Water St Gardiner</u>
Applicant's Phone Number(s): <u>207-582-3100</u>
Applicant's Email Address: <u>melissa@gardinermainstreet.org</u>
Event Name: <u>Holiday Parade of Lights</u>
Date(s): <u>Saturday, December 4th, 2021 4:30-5:30PM</u>
Location: <u>Downtown Water Street from Winter St to Wright Way/Waterfront</u>
Event Description: <u>see Attached</u>

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

- 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.

Melissa Inley
Applicant's Signature

11/1/21
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

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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 Saturday, December 4, 2021 4:30 - 5:30PM

Name of Event Holiday Parade of Lights

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 jtoman@gardinermaine.com		\$320	
Fire: 207-582-4535 rick.sieberg@gardinermaine.com			
Public Works/ Buildings & Grounds: 207-582-4408 JDouglass@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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October 29, 2021

Dear Gardiner City Council,

After having to cancel our Parade of Lights and other holiday activities in 2020, the board and staff of Gardiner Main Street is excited to once again plan this much-loved tradition once again in our community.

We would like to hold the Parade of Lights on Saturday, December 4th. The parade will start at 4:30pm from 26 Winter Street, turn left on to Water Street and proceed through downtown, turning left down Wright Way to conclude at Waterfront Park. Depending on the number of entries, the parade usually lasts about thirty minutes. In the event of rain or snow, we would plan to postpone the event until December 11th, the decision on such a change would be made by 10am on the day of the event. Please see the included parade route map along with a draft of volunteer and police stations during the parade.

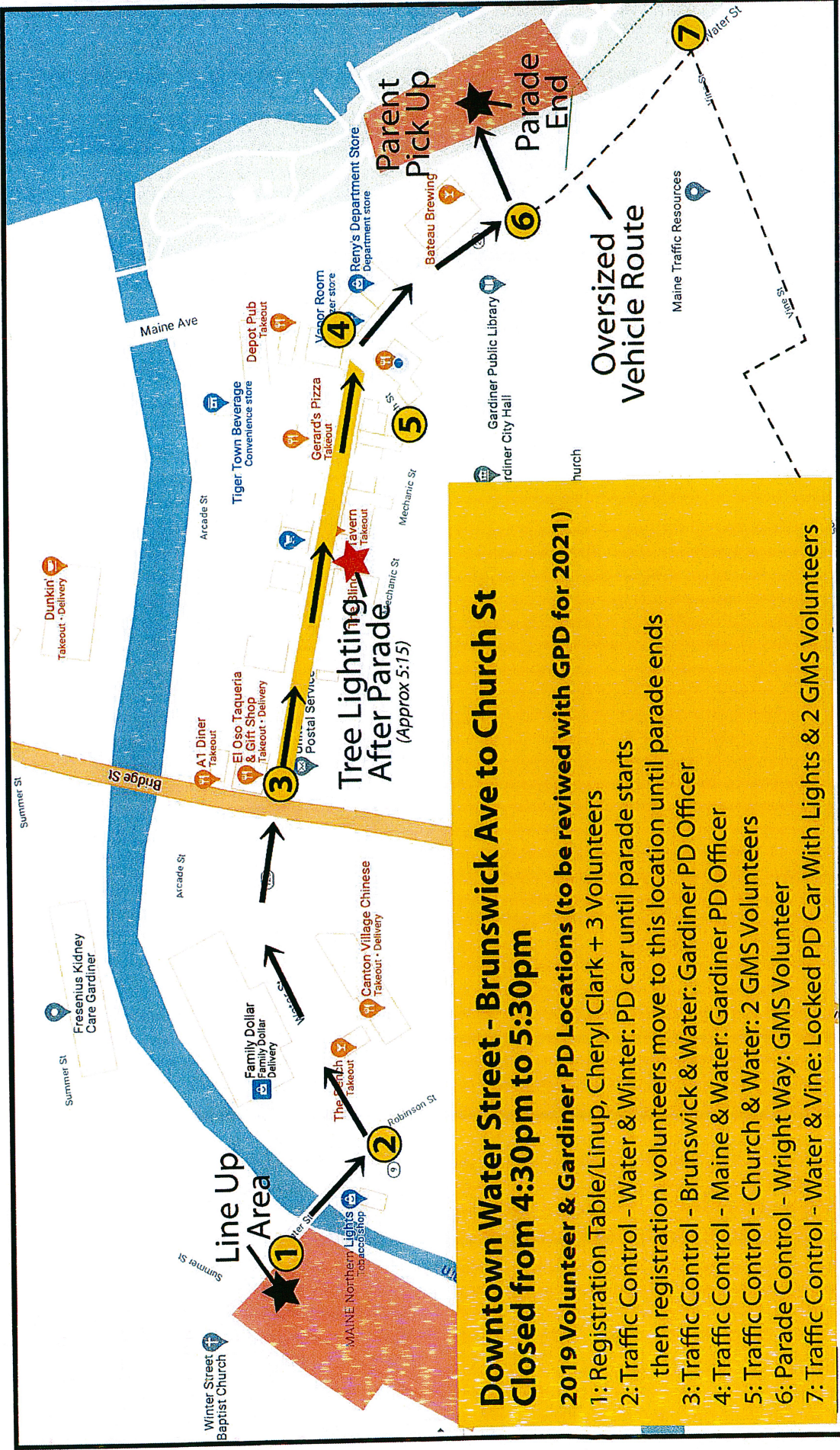
After the conclusion of the parade, we will host a tree lighting ceremony in Dearborn Park at approximately 5:15. We will sing carols, offer hot chocolate, and will welcome Santa Claus to light the tree for the season.

For public safety reasons, we request that the downtown block of Water Street from Brunswick Avenue to Church Street be closed from 4:30 to 5:30pm. We will work with the police department to coordinate public safety measures during the parade as well as leading/ending the parade. We have a team of volunteers to assist with the temporary road closures during the parade.

We have been in touch with the appropriate department heads and look forward to working out the details to cooperatively plan and execute our traditional activities. Thank you for your consideration of this major event.

A handwritten signature in blue ink that reads "Melissa Lindley".

Melissa Lindley, Executive Director
Gardiner Main Street



Contact Gardiner Main Street for more info: 582-3100

Alisha Ballard

From: Rick Sieberg
Sent: Wednesday, November 3, 2021 2:29 PM
To: Alisha Ballard
Subject: RE: Major Event - Holiday Parade of Lights

No problem for the Fire Department.

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: Wednesday, November 3, 2021 2:05 PM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
Subject: Major Event - Holiday Parade of Lights

Good Evening,

I have attached the Major Event for your approval before it goes before council.

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: Tracey Desjardins
Sent: Wednesday, November 3, 2021 3:46 PM
To: Alisha Ballard; Anne Davis; Kristopher McNeill; Jerry Douglass; Jim Toman; Rick Sieberg
Subject: RE: Major Event - Holiday Parade of Lights

No issues with EDD.

Thank you

Tracey K. Desjardins

Director of Economic Development/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

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: Wednesday, November 3, 2021 2:05 PM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
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P: 207-582-4200

F: 207-528-6895

E: aballard@gardinermaine.com

Alisha Ballard

From: Kristopher McNeill
Sent: Wednesday, November 3, 2021 2:25 PM
To: Alisha Ballard; Anne Davis; Tracey Desjardins; Jerry Douglass; Jim Toman; Rick Sieberg
Subject: RE: Major Event - Holiday Parade of Lights

No issues Alisha

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Wednesday, November 3, 2021 2:05 PM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
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P: 207-582-4200
F: 207-528-6895
E: aballard@gardinermaine.com

Alisha Ballard

From: Jerry Douglass
Sent: Thursday, November 4, 2021 7:28 AM
To: Alisha Ballard; Anne Davis; Tracey Desjardins; Kristopher McNeill; Jim Toman; Rick Sieberg
Subject: RE: Major Event - Holiday Parade of Lights

No issues with PWD

Thanks

Jerry

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

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Wednesday, November 3, 2021 2:05 PM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
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F: 207-528-6895
E: aballard@gardinermaine.com

Alisha Ballard

From: Jim Toman
Sent: Thursday, November 4, 2021 8:29 AM
To: Alisha Ballard; Anne Davis; Tracey Desjardins; Kristopher McNeill; Jerry Douglass; Rick Sieberg
Subject: RE: Major Event - Holiday Parade of Lights

GPD is fine with issuance. As indicated in the application, GPD will have a cost of at least \$320 as one officer will need to be brought in to assist with the parade/traffic control.

JT

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Wednesday, November 3, 2021 2:05 PM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
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