



**GARDINER CITY COUNCIL**  
**AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	04/20/2022	<b>Department</b>	City Clerk
<b>Agenda Item</b>	4.g) Consideration of approving a Major Event application by Johnson Hall		
<b>Est. Cost</b>			

**Background Information**

Johnson Hall is applying for an application to resume hosting the Waterfront Concerts during the summer.

<b>Requested Action</b>	"I move to approve a Major Event application from Johnson Hall to resume hosting the Waterfront Concert series on the dates described in the application."
<b>City Manager and/or Finance Review</b>	Acting City Manager Davis approves the above action and encourages everyone to attend these wonderful concerts!
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

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

Date Received: 3/22/2022

Received by: Alisha

Name of Business/Event/  
Board/Committee:

Johnson hall

Date of Event: June 17 - 24 July 1, 18, 15, 22, 25 Aug 5, 12, 19, 26

	Minor Special Event	Major Special Event	Liquor Victualer License	DBA License	Junk Yard Permit	Other License	Boards & Committees
Paid							
Email DH & CM		3.22.22					
Approved by:							
CM		3/22/22					
PD		3.22.22					
FD		3.22.22					
PW&BG		3.22.22					
CEO		3.22.22					
ED		3.22.22					
Add to Agenda							
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:	Johnson Hall
Applicant's Address:	280 Water St. / P.O. Box 777
Applicant's Phone Number(s):	582-7144
Applicant's Email Address:	mike@johnsonhall.org
Event Name:	Johnson Hall Free Waterfront Concerts
Date(s):	June 17, 24 - July 1, 8, 15, 22, 29 - Aug 5, 12, 19, 26
Location:	Gardiner Water Front
Event Description:	Weekly Free Waterfront Concerts 6:00 P.m. to 7:30 P.m.

**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 <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)		
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)	✓	

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 17, 24 / July 1, 8, 15, 22, 29 - AUG 5, 12, 19, 26

Name of Event Johnson Hall Free Waterfront concerts

	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>			
	<b>Total Amount Invoiced</b>		

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

3/22/22

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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## Alisha Ballard

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**From:** Kristopher McNeill  
**Sent:** Tuesday, March 22, 2022 1:34 PM  
**To:** Alisha Ballard; Anne Davis; Tracey Desjardins; Jerry Douglass; Jim Toman; Rick Sieberg  
**Subject:** RE: Johnson Hall Major Event- Waterfront concert

No issues Alisha

**From:** Alisha Ballard <ABallard@gardinermaine.com>  
**Sent:** Tuesday, March 22, 2022 12:56 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:** Johnson Hall Major Event- Waterfront concert

Good Afternoon,

I have attached a major event application for Johnson Hall.

## 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:** Tuesday, March 22, 2022 1:36 PM  
**To:** Alisha Ballard; Anne Davis; Tracey Desjardins; Kristopher McNeill; Jim Toman; Rick Sieberg  
**Subject:** RE: Johnson Hall Major Event- Waterfront concert

No issues with PWD

Thanks

Jerry

Jerry Douglass, PWD  
City of Gardiner  
6 Church Street, 04345  
207-504-2234  
[jdouglass@gardinermaine.com](mailto:jdouglass@gardinermaine.com)

**From:** Alisha Ballard <[ABallard@gardinermaine.com](mailto:ABallard@gardinermaine.com)>  
**Sent:** Tuesday, March 22, 2022 12:56 PM  
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## Alisha Ballard

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**From:** Rick Sieberg  
**Sent:** Tuesday, March 22, 2022 1:23 PM  
**To:** Alisha Ballard  
**Subject:** RE: Johnson Hall Major Event- Waterfront concert

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

**From:** Alisha Ballard <[ABallard@gardinermaine.com](mailto:ABallard@gardinermaine.com)>  
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E: [aballard@gardinermaine.com](mailto:aballard@gardinermaine.com)

## Alisha Ballard

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**From:** Tracey Desjardins  
**Sent:** Tuesday, March 22, 2022 1:08 PM  
**To:** Alisha Ballard; Anne Davis; Kristopher McNeill; Jerry Douglass; Jim Toman; Rick Sieberg  
**Subject:** RE: Johnson Hall Major Event- Waterfront concert

No issues. Nice to have the concerts back again this year. ☺

*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](mailto:tdesjardins@gardinermaine.com)

w: [www.gardinermaine.com](http://www.gardinermaine.com)

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## **Alisha Ballard**

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**From:** Jim Toman  
**Sent:** Tuesday, March 22, 2022 4:00 PM  
**To:** Alisha Ballard  
**Subject:** RE: Johnson Hall Major Event- Waterfront concert

PD is fine with issuance

**From:** Alisha Ballard <ABallard@gardinermaine.com>  
**Sent:** Tuesday, March 22, 2022 12:56 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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