



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	05/04/2022	Department	City Clerk
Agenda Item	4.h) Consideration of approving a Major Event application from Gardiner Main Street		
Est. Cost			

Background Information

Gardiner Main Street, located at 192 Water St/PO Box 194, Gardiner, is applying for a major event application. This event is being called Growing Gardiner Summer Family Festival. It is scheduled for Saturday, June 18, 2022 and will be located in the downtown and the Gardiner Common. The organizers met with all impacted departments ahead of this application.

Gardiner City Council may waive any clerk fees (major event fee: \$100.00) if that is part of the council motion.

Requested Action	"I move to approve a Major Event application from Gardiner Main Street. I further move that Gardiner City Council waive any clerk fees attached to this application."
City Manager and/or Finance Review	The Acting City Manager approves 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: 4.27.22

Received by: Alish

Name of Business/Event/
Board/Committee:

Graving Gardiner Summer family festival

Date of Event: June 18

	Minor Special Event	Major Special Event	Liquor Victualer License	DBA License	Junk Yard Permit	Other License	Boards & Committees
Paid							
Email DH & CM		4.27.22					
Approved by:							
CM		4/28/22					
PD		4.28					
FD		4.28					
PW&BG							
CEO		4.28					
ED		4.28					
Add to Agenda		4.28.22					
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: Gardiner Main Street
Applicant's Address: 192 Water St, 2nd Fl / PO Box 194, Gardiner, ME 04345
Applicant's Phone Number(s): 207-582-3100
Applicant's Email Address: melissa@gardinermainstreet.org
Event Name: Growing Gardiner Summer Family Festival
Date(s): Saturday, June 18, 2022
Location: Various locations downtown & at the Gardiner Common
Event Description: See Attached event description and schedule of events

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
- MSAD #11 (Clerk fees waived per council order)

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?	X	
Have you addressed parking?		X
Have you made arrangements for clean-up and/or trash removal?	X	
Will you be providing port-a-potties? Yes, 2 at the common	X	
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.		X
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		X
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.	X	
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director. yes, at the Common	X	
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)	X	

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 Saturday, June 18, 2022

Name of Event Growing Gardiner Summer Family Festival

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 jtoman@gardinermaine.com	yes	none	
Fire: 207-582-4535 rick.sieberg@gardinermaine.com	yes	none	
Public Works/ Buildings & Grounds: 207-582-4408 JDouglass@gardinermaine.com	yes	possible for trash collection if excessive	
Economic Development: 207-582-6892 tdesjardins@gardinermaine.com	yes	none	
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com	yes	none	
	Total Amount Invoiced		

Additional comments:

Please send application and payment (payable to City of Gardiner) to:
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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. - See attached for rain date info for picnic.
- 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 Wiley
Applicant's Signature

4/27/22
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

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



New Summer Event: *Growing Gardiner: A Summer Family Festival*

Saturday, June 18th

Activities Downtown: 8am-4pm ~ Picnic at the Common: 5-7:30pm

Estimated Attendance: 500

Gardiner Main Street is partnering with local community members to host a new event to welcome residents and guests to explore, discover, and enjoy the charm of our city. During the day-long event there will be several hands-on activities for children and adults in locations throughout downtown. Shops, artist studios, and restaurants are encouraged to open and ready to welcome new customers during the day. The downtown events are rain or shine.

In the evening, there will be a Gardiner Family Picnic on the Common. The Gardiner Rotary Club will host their food tent for food sales, and the area churches will host a dessert social. *If the Brown-tail moth caterpillars are excessive at the Common, the picnic will move to the Waterfront (this decision will be made by the end of May).* A rain date for the picnic is set for June 19th.

We have met with the City of Gardiner department heads and have reviewed event details with them. No city services are expected to be impacted. Some downtown activities will take place in the two pocket parks on downtown Water Street. For the evening picnic activity at the Common, we request power usage and additional trash receptacles placed in the park. Two portable toilets will be placed in the Common for the weekend. *See attached tentative event schedule for further details.*

NOTE: No road closures or parking restrictions will take place during the event

Downtown Highlights: 8am-4pm

- Library: morning plant swap, speakers, and children's puppet theater
- Local shopping promotion/activity from Gardiner Main Street
- Artist studios open, some with demonstrations for children and adults
- Plein aire artists - live painting in locations downtown
- Family/children's activities – scavenger hunt, fairy houses, art experiences, puppets
- Farmers hosted at the Co-op
- Drumming circle at Johnson Hall park
- Antique cars on display in private parking lots

Gardiner Family Picnic on the Common: 5-7:30pm

- Food from Gardiner Rotary, or bring your own
- Dessert social provided by Churches
- Hallowell Community Band
- Family games

Event coordinating team:

Kathy Brown: kathypbrown4@gmail.com

Geri Doyle: grdoyle@rizzomattson.com

Cheryl Clark: ckratz52@yahoo.com

Organizing & marketing partner:

Gardiner Main Street, Melissa Lindley: melissa@gardinermainstreet.org 582-3100

GROWING GARDINER : SATURDAY, JUNE 18th – TENTATIVE EVENT SCHEDULE

Activity	Start Time	End Time	Location	Description
Plant Sale/Swap	8:30: AM	9:30: AM	Back of Library Children's garden	Donated Plants marked at \$1, \$3 and \$5 proceeds benefit the Library Association
Plein Air Artist Meetup/Discussion	9:30: AM	10:30: AM	Goldfinch	Coffee & Pastries/ John Carnes will give some helpful tips and a demo for working outdoors
Antique car show	9:30: AM	4:00: PM	2 CNB parking lots	In May Mayor Hart and KB will visit and choose Prescott cars; tbd # of Bailey cars
Drumming Circle	10:00: AM	12:00: PM	Dearborn Park - half the park	Join in or dance along with drummers
Speaker 1 - History	10:00: AM	10:50: AM	Library Hazzard Reading Room	coffee & Pastries/ John Carnes will give some helpful tips and a demo for working outdoors
Children's Puppet Show & Puppet Making Craft	10:00: AM	11:00: AM	Library Children's Room	Short 5-10 minute puppet show prepared by the puppet followed by a brief "make your own bag puppet" activity for kids
Downtown Scavenger Hunt	10:00: AM	1:00: PM	Water Street	Find items throughout downtown. Pick up forms at table set up in front of JH; ticket drawing at 1pm; Win \$50 Reny's gift certificate
Plein Air Artists Painting	10:30: AM	1:00: PM	Various	artists painting on Water Street and the Common
Children's Flag Making Craft	11:00: AM	TBD	Dominos Event Room	Free flag making craft activity
Speaker 2 - Native plants, pollinators and gardens	11:00: AM	11:50: AM	Library Hazzard Reading Room	Lynne Holland, UMaine/Master Gardener. Topic on pollinators, native plants, gardens
Fairy House Decorating	11:00: AM	2:00: PM	McKay Park	Add embellishments to decorate fairy houses to go into fairy garden
Blind Pig - outdoor cooking	11:00: AM		In Park, next to restaurant	
Speaker 3 - Mushrooms	1:00: PM	2:00: PM	Library Hazzard Reading Room	Richard Tory, mushroom expert.
Ampersand Dance Performance	1:30: PM	2:15: PM	Dearborn Park - half the park	Performance from Ampersand Dancers
art demonstration	2:00: PM	3:00: PM	Circling the Square Fine Art Press	Art demo led by Karen Adrienne at Circling the Square Fine Art Press
Afternoon Tea	4:00: PM	5:00: PM	Goldfinch	Tea time at Goldfinch Creamery - purchase required. time and cost need to be set up
Plein aire exhibit	4:00: PM	5:00: PM	Circling the Square	See the freshly painted plein aire artworks on display and for purchase
Ice Cream Sundae Bar & Watermelon Slices	5:00: PM	7:30: PM	Common	
Rotary Cookout & Fountain 50/50	5:00: PM	7:30: PM	Common	On School St if Park is wet. NEED 6+ Trash Bins/Bags from GPW
HCCA Story Walk	5:00: PM	7:30: PM	Common	Story to explore while walking around the park
Hallowell Community Band	5:30: PM	6:30: PM	Common	

Alisha Ballard

From: Kristopher McNeill
Sent: Thursday, April 28, 2022 9:29 AM
To: Alisha Ballard; Anne Davis; Tracey Desjardins; Jerry Douglass; Jim Toman; Rick Sieberg
Subject: RE: Major Event - Growing Gardiner Summer Family Festival

No issues Alisha

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Wednesday, April 27, 2022 4:16 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 - Growing Gardiner Summer Family Festival

Good Afternoon,

Attached is a major event from Gardiner Maine Street. Once I receive your approvals this will need to go 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: Thursday, April 28, 2022 10:12 AM
To: Alisha Ballard; Anne Davis; Kristopher McNeill; Jerry Douglass; Jim Toman; Rick Sieberg
Subject: RE: Major Event - Growing Gardiner Summer Family Festival

No issues with EDD

Thank you

Tracey H. 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

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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: Wednesday, April 27, 2022 4:16 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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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: Jim Toman
Sent: Thursday, April 28, 2022 7:06 AM
To: Alisha Ballard
Subject: Re: Major Event - Growing Gardiner Summer Family Festival
Attachments: Major Event - Growing Gardiner Summer Family Festival.pdf

PD is fine with issuance.

Chief James M. Toman
Gardiner Police Department
207-582-5150

Sent from my iPhone

On Apr 27, 2022, at 4:15 PM, Alisha Ballard <ABallard@gardinermaine.com> wrote:

Good Afternoon,

Attached is a major event from Gardiner Maine Street. Once I receive your approvals this will need to go 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: Rick Sieberg
Sent: Thursday, April 28, 2022 2:52 PM
To: Alisha Ballard
Subject: RE: Major Event - Growing Gardiner Summer Family Festival

Alisha,

I am sorry I must have missed this one. No problems 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: Thursday, April 28, 2022 2:43 PM
To: Rick Sieberg <rick.sieberg@gardinermaine.com>
Subject: FW: Major Event - Growing Gardiner Summer Family Festival

Following up – Are you okay for this to go before council?

From: Alisha Ballard
Sent: Wednesday, April 27, 2022 4:16 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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Alisha Ballard
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