



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	02/06/2019	Department	City Clerk
Agenda Item	4.2 Consideration of a Major Special Event- Trek Across Maine		
Est. Cost	n/a		

Background Information	<p>The American Lung Association has submitted an application for a special event. The bike route includes a presence of bikes and riders on the Rail Trail, Main Avenue, and crossing the Pearl Harbor Remembrance Bridge. This event will be held on June 16, 2019.</p>
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Requested Action	'I move to approve the Major Special Event permit being held on June 16, 2019, for the American Lung Association aka Trek Across Maine.'
City Manager and/or Finance Review	The 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 _____



**CITY OF GARDINER
SPECIAL EVENT PERMIT APPLICATION**

Applicant's Name: AMERICAN LUNG ASSOCIATION
 Applicant's Address: 122 STATE ST, AUGUSTA, ME 04330

Applicant's Phone: (H) _____ (W) 624-0318 (Cell) 215-7531

Applicant's E-mail Address: george.eastman@lung.org

Event Name: TREK ACROSS MAINE

Date(s): JUNE 16, 2019 SUNDAY Time (s): 7am - NOON

Location: RAIL TRAIL / MAIN AVE

Event Description

A 180 MILE FUNDRAISING CYCLING EVENT TO
RAISE FUNDS TO FIGHT LUNG CANCER, LUNG
DISEASE, SMOKING & PROMOTE CLEAN AIR.

Applicant has requested any fee be waived for the following reason:

non-profit charitable cause _____ sponsored Gardiner River Fest, LLC or Gardiner Main St

	Yes	No
Have you made arrangements with Public Safety to ensure public safety, crowd control, and noise level?	✓	
Have you addressed parking?	✓	
Have you made arrangements for clean-up and/or trash removal?	✓	
Will you be providing port-a-potties?		✓
Will the applicant provide proof of insurance to the City, with the City of Gardiner being named as additionally insured?		
Will there be any use of fire, i.e. tiki torches, grills, barbecues, bonfires, etc? NOTE: 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? <u>*coroplast signs on trail</u>	✓	
Will you need electricity? If so, how man hours?		✓
Additional event information:		



**CITY OF GARDINER
SPECIAL EVENT PERMIT 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.
- Failure to answer all the questions in this application may result in the application not being presented to the City Council.
- Events are considered rain/shine.
- This permit does not authorize alcohol on any public property, including, but not limited to the Common, Waterfront, streets and sidewalks.
- This is a **Minor Event** – It will not exceed four hours in duration and fewer than 100 people will be affiliated –i.e., wedding ceremony, etc.
- This is a **Major Event** – It will exceed four hours in duration and more than 100 people will attend—ie., community festival, carnival, street dance, etc. Major Events involve additional City Services and fees for services apply—ie., police protection, cleanup, electricity.

George Eastman

Applicant's Signature

01/03/2019

Date

Received in Clerk's Office by <u>Keon J. Jordan</u> Date <u>1/3/19</u>
CM <u>1/16/19</u> Police <u>1/16/19</u> Fire <u>1/17/19</u> PW <u>1/16/19</u> B&G <u>1/16/19</u> CEO <u>1/3/19</u>

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 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



**CITY OF GARDINER
SPECIAL EVENT PERMIT APPLICATION**

EVENT ESTIMATE

Date of Event June 16, 2019 Name of Event Trek Across Maine

	City Services Requested	Estimate of Dept Cost	Dept Head Initial
Police	Traffic Control For Bikes AS THEY COME INTO MAIN AVE	\$250 - \$300 5 HR DETAIL	JMT 12/20/16
Fire	✓		
PW	✓		
B&G	✓		
City Hall	✓		
	Total Amount Invoiced		

Additional comments:

2019 Trek Route

Day 3 - Sunday, June 16 (State Police - Troop ?)

Intersection Location	Running Miles	Instructions	Town
Head South on Rail Trail	0.25	Go Straight	Gardiner
Head North on Main Ave. (Chief Tomlin would like to close Main Ave. for us. Will let me know.)	0.14	Sharp Left	Gardiner
Head East on Pearl Harbor Remembrance Bridge	0.14	Turn Right	Gardiner



**BOARD OF SUPERVISORS
KENNEBEC RIVER RAIL TRAIL
TRAIL USE APPLICATION FORM**

Return application to the Leif Dahlin, City of Augusta, 16 Cony Street, Augusta, ME 04330 at least 30 days before date(s) requested for approval. E-mail address is: leif.dahlin@augustamaine.gov.

Date: 12/20/18 Name of organization: AMERICAN LUNG ASSOCIATION

Address: 122 STATE ST, AUGUSTA, ME 04330 Phone: 624-0302

Person representing organization: GEORGE EASTMAN george.eastman@lung.org
GALE AUCLAIR E-Mail Address: Gale.Aclair@lung.org

Have you run this event in prior year(s)? Yes No

Is your organization a Section 501(c)(3) or nonprofit? Yes No

Date of event: JUNE 16, 2019 SUNDAY type of use: CYCLING

Beginning time of event: 7:00 ^{NOIS-SET UP 5:30 AM} End time of event: 12:00

If applicable, please attach program schedule.

Will event use entire length of trail? YES If no, what section will be used: _____

While using this facility, I agree to abide by the following regulations:

1. Permanent marking of trail, signs, fencing, etc. is not allowed.
2. Participants must stay on designated trail areas.
3. Trail may not be closed to other users.
4. If applicable, post "race in progress" signs at trail entrances with time indicated.
5. Any litter generated must be removed at the conclusion of the event.
6. Any damages are the responsibility of the organization. Liability arising directly or indirectly as a consequence of use of the trail remains the responsibility of the users. This authority to use is a limited license and does not impose any liability on the Board of Supervisors or on any one of the four towns that have signed an Interlocal Agreement for the construction, maintenance or use of the trail.

Please attach a copy of Organization's Liability Insurance coverage.

Applicant's Donation to the Friends of the Kennebec River Rail Trail: \$ _____

Applicant's Signature: George Eastman

Applicant's Address: 122 STATE ST, AUGUSTA (if different from above)

Approved by: Leif Dahlin
Chair, Board of Supervisors

cc: Friends of the Kennebec River Rail Trail



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Novick Group One Church Street Suite 400 Rockville MD 20850		CONTACT NAME: Ruth Spald PHONE (A/C, No, Ext): (301) 795-8600 E-MAIL ADDRESS: rspald@novickgroup.com		FAX (A/C, No): (301) 795-8610	
INSURED American Lung Association 55 W. Wacker Drive Suite 1150 Chicago IL 60601		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity		NAIC # 18058	
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** GL **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blanket AI WOS <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y		PHPK1846025	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROPAGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						BACK OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Augusta, ME is an Additional Insured with respect to claims arising out of the operations of the Named Insured at the 2019 Trek Across Maine from 06/14/19-06/16/19 in Waterfront Park.

CERTIFICATE HOLDER City of Augusta, ME Kennebec River Rail Trail Board of Supervisors Augusta ME	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Kelly Gooldrup

From: George Eastman <George.Eastman@lung.org>
Sent: Friday, December 28, 2018 8:22 AM .
To: Kelly Gooldrup
Subject: RE: Trek Across Maine Question
Attachments: City of Augusta and Rail Trail.pdf

Thank you Kelly. I will attach what I have for insurance for you to look at and let me know if it works. As far as signs go, we have 18X24 coreplast signs that go on wires for cyclist turns and information. We have a crew that put them up before the ride and then they take them down right after the ride. No banners to my knowledge....yet.

Thanks for your help.

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Thursday, December 27, 2018 3:15 PM
To: George Eastman <George.Eastman@lung.org>
Subject: RE: Trek Across Maine Question

Good afternoon,

If you have a 'blanket' insurance for the Rail Trail, we would just require a copy of it with the event application. As far as the Hannaford parking lot, you will want to contact Hannaford directly.

Also, if you are putting up any signs and/or banners you will need to speak with our Code enforcement officer, Barb Skelton. 207-582-4200 or email her at ceo@gardinermaine.com.

You will turn the special event permit in to the City Clerk, Kelly Gooldrup. 207-582-4460 or email kgouldrup@gardinermaine.com.

Thank you,

Kelly J. Gooldrup
City Clerk | Registrar of Voters
City of Gardiner
6 Church Street
Gardiner, ME 04345
P: 207-582-4460 | F: 207-582-6895
E: kgouldrup@gardinermaine.com
W: www.gardinermaine.com



From: Jim Toman
Sent: Thursday, December 27, 2018 12:51 PM
To: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Subject: Fwd: Trek Across Maine Question

Hi Kelly,

Could you please answer Mr. Eastman's insurance questions.

Thank you,
Jim

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

Sent from my iPhone

Begin forwarded message:

From: George Eastman <George.Eastman@lung.org>
Date: December 27, 2018 at 10:56:15 AM EST
To: "police@gardinermaine.com" <police@gardinermaine.com>
Subject: Trek Across Maine Question

Good morning Chief Toman. We have the Special Event Permit Application just about ready to deliver to you. We are wondering what, if anything we need to insure? Leif Dahlin in Augusta said that the insurance certificate that we have for the Rail Trail will cover the complete trail. Do we need to insure the Hannaford parking lot that we will be going across part of??
Thank you.

George Eastman
American Lung Association
Development/Route Logistics
Trek Across Maine/Cycle The Seacoast, NH
Cell: 207-215-7531



Kelly Gooldrup

From: Barbara Skelton
Sent: Thursday, January 3, 2019 11:10 AM
To: Kelly Gooldrup; Christine Landes; Jim Toman; Al Nelson; Tony Laplante; 'Piper Panzeri'
Subject: RE: Trek Across Maine - Major Special Event

Hi Kelly,

As I have reviewed the signage previously, the CEO has no concerns with issuing this permit.

Barb

Barbara E. Skelton
Code Enforcement Officer/Assistant Planner
City of Gardiner

<mailto:ceo@gardinermaine.com>

FIRST PREVENTERS: A First Preventer may go under the title of building inspector, building official, code enforcement officer, fire chief, fire marshal, building safety official, electrical inspector, plumbing inspector, plan reviewer or health officer. But the labels merely obscure their common mission: to prevent harm by ensuring compliance with building safety codes before a disaster occurs. From hurricanes to tornados, floods, wildfires and earthquakes, building safety codes administered by First Preventers play a major role in saving lives, protecting property and reducing recovery costs often paid for by taxpayer dollars.

From: Kelly Gooldrup
Sent: Thursday, January 3, 2019 10:11 AM
To: Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; 'Piper Panzeri' <piper@gardinermainstreet.org>
Subject: Trek Across Maine - Major Special Event

Please review the attached application for a Major Special Event – Trek Across Maine.

Al & Tony: -

George Eastman is trying to reach out to you for any additional requirements.

Thank you,

Kelly J. Gooldrup
City Clerk | Registrar of Voters
City of Gardiner
6 Church Street
Gardiner, ME 04345
P: 207-582-4460 | F: 207-582-6895
E: kgooldrup@gardinermaine.com
W: www.gardinermaine.com



Kelly Gooldrup

From: Jim Toman
Sent: Thursday, January 3, 2019 11:23 AM
To: Barbara Skelton
Cc: Kelly Gooldrup; Christine Landes; Al Nelson; Tony Laplante; Piper Panzeri
Subject: Re: Trek Across Maine - Major Special Event

PD has met with the TREK rep, cost has been identified for traffic control purposes. As long as fees are covered or waived, PD has no concerns with issuance.

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

Sent from my iPhone

On Jan 3, 2019, at 11:10 AM, Barbara Skelton <ceo@gardinermaine.com> wrote:

Hi Kelly,

As I have reviewed the signage previously, the CEO has no concerns with issuing this permit.

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Barbara E. Skelton
Code Enforcement Officer/Assistant Planner
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To: Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; 'Piper Panzeri' <piper@gardinermainstreet.org>
Subject: Trek Across Maine - Major Special Event

Please review the attached application for a Major Special Event – Trek Across Maine.

Al & Tony: -

George Eastman is trying to reach out to you for any additional requirements.

Kelly Gooldrup

From: Al Nelson
Sent: Monday, January 7, 2019 9:29 AM
To: Kelly Gooldrup; Christine Landes; Jim Toman; Tony Laplante; Barbara Skelton; 'Piper Panzeri'
Subject: RE: Trek Across Maine - Major Special Event

I have spoken with George and we will not need to add additional staff as Delta provides EMS coverage for the Trek. FD has no issues .

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Thursday, January 3, 2019 10:11 AM
To: Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; 'Piper Panzeri' <piper@gardinermainstreet.org>
Subject: Trek Across Maine - Major Special Event

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