



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	05/08/2019	<b>Department</b>	City Council
<b>Agenda Item</b>	4.2 Consideration of a Major Special Event: Gardiner Main Street/Greater Gardiner River Festival 6/22/2019		
<b>Est. Cost</b>	n/a		

**Background Information**

Gardiner Main Street has submitted a request for a major event (Gardiner River Festival to be held on June 22, 2019). This event is an all-day festival that features open-air arts and crafts on Water Street along with live entertainment, community showcases, vendors, waterfront activities, talent show, and fireworks along the Waterfront Park.

This event will look much like last years with expectations of drawing thousands of visitors to the area. There is a request to close Water Street and Waterfront Park for the event and for the City Council to consider waiving up to half of the city associated expenses due to this event. (The Police Chief has estimated a cost of \$1,200 +/- to cover overtime.)

<b>Requested Action</b>	'I move to approve the major event application as submitted by Gardiner Main Street for the Gardiner River Festival being held on June 22, 2019.'
	'I move to approve waiving (amount so chosen by the City Council) from estimated fees for police coverage.'
<b>City Manager and/or Finance Review</b>	The City Manager recommends the above action(s).
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

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



**Special Event  
Application**

Applicant's Name: Gardiner Main Street
Applicant's Address: PO Box 194, Gardiner, Maine 04345
Applicant's Phone Number(s): (207)582-3100
Applicant's Email Address: info@gardinermainstreet.org
Event Name: Greater Gardiner River Festival
Date(s): June 22, 2019
Location: Waterfront Park and Water Street from Bridge Street to Church Street
Event Description: The Greater Gardiner River Festival is an all day festival featuring an open-air arts and crafts festival on Water Street. Waterfront Park is filled with live entertainment, a community organization showcase with activities for all ages, vendors, standup paddle board demonstrations, free boat rides, community talent show, and the day concludes with fireworks.

Applicant has requested any fee be waived 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.		
Is this a Major Event – it will exceed four hours in duration and 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.	✓	

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



<b>Special Event Application</b>
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Event Needs Requested

Date of Event \_\_\_\_\_

Name of Event \_\_\_\_\_

	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:anelson@gardinermaine.com">anelson@gardinermaine.com</a>			
<b>Public Works/ Buildings&amp;Grounds:</b>  207-582-4408 <a href="mailto:tlaplante@gardinermaine.com">tlaplante@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:

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 City Clerk's Office, 6 Church Street, Gardiner, ME 04345



April 16, 2019

Dear Gardiner City Councilors,

Gardiner Main Street respectfully submits this request for a major public event for the Greater Gardiner River Festival on Saturday, June 22nd, 2019. This year's event will look much like last year, with most activities being offered free to the public thanks to our generous sponsors and the hard work of our volunteers. The Greater Gardiner River Festival features arts and entertainment, games, giveaways, and local food at the beautiful Waterfront Park. Gardiner Main Street presents live music and entertainment, a craft fair, and activities for all ages. The event is expected to bring thousands of visitors to the area.

Festival activities will take place on Water Street (request for street closure) and Waterfront Park (all day, closed to vehicular traffic except those associated with event and boat traffic). Please see the map detailing setup from prior years. We anticipate the setup to be similar. We have been in touch with public safety on details of our plans, and look forward to working closely with department heads to make sure we offer a high quality event for everyone involved. We look forward to presenting to Council at your meeting and will be happy to answer any questions at that time.

As in years past, we respectfully request that the City waives up to half of the expense for city services if we are not able to make a profit on this year's event. At this time, we are projecting a profit sufficient to cover the projected full overtime cost, but in case unexpected expenses or revenues shortfalls come up, we appreciate the consideration.

Best,

A handwritten signature in cursive script that reads "Melinda Hahn".

Melinda Hahn  
Director of Programming and Communications, Gardiner Main Street

## Kelly Gooldrup

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**From:** Barbara Skelton  
**Sent:** Monday, April 8, 2019 3:11 PM  
**To:** 'Melinda Hahn'  
**Cc:** Kelly Gooldrup  
**Subject:** RE: Banner for GGRF

Hi Melinda,

You will need to coordinate your banner with the folks at RiteAid. Please remember that you cannot put banners on the fence.

Barb

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

[ceo@gardinermaine.com](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:** Melinda Hahn [mailto:[melinda@gardinermainstreet.org](mailto:melinda@gardinermainstreet.org)]  
**Sent:** Monday, April 8, 2019 3:02 PM  
**To:** Barbara Skelton <[ceo@gardinermaine.com](mailto:ceo@gardinermaine.com)>  
**Subject:** Banner for GGRF

Hi Barb,

I will be submitting a special event permit for the Greater Gardiner River Festival this week. We are requesting to post a 4ftx8ft banner at Rite Aid from June 3rd to June 24th. Let me know if you have any questions or concerns.

Thank you,  
Melinda

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Melinda Hahn  
Director of Programming and Communications  
Gardiner Main Street  
(207) 582-3100

## Kelly Gooldrup

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**From:** Barbara Skelton  
**Sent:** Thursday, April 18, 2019 10:15 AM  
**To:** Kelly Gooldrup; Al Nelson; Christine Landes; Jim Toman; Thomas Fiorelli; Tony Laplante  
**Subject:** RE: Major Event - Greater Gardiner River Festival

Hi Kelly,

Given the banner documentation attached, the CEO has no concerns with issuing this permit.

Barb

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

[ceo@gardinermaine.com](mailto:ceo@gardinermaine.com)

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**From:** Kelly Gooldrup  
**Sent:** Thursday, April 18, 2019 8:53 AM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>  
**Subject:** Major Event - Greater Gardiner River Festival

Please review the attached application for a major event – Greater Gardiner River Festival

Thank you,

Kelly J. Gooldrup  
City Clerk | Registrar of Voters  
Notary Public | Dedimus Justice  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
P: 207-582-4460 | F: 207-582-6895  
E: [kgooldrup@gardinermaine.com](mailto:kgooldrup@gardinermaine.com)  
W: [www.gardinermaine.com](http://www.gardinermaine.com)



## Kelly Gooldrup

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**From:** Thomas Fiorelli  
**Sent:** Thursday, April 18, 2019 10:00 AM  
**To:** Kelly Gooldrup; Al Nelson; Barbara Skelton; Christine Landes; Jim Toman; Tony Laplante  
**Subject:** RE: Major Event - Greater Gardiner River Festival

Planning and Economic Development has no concerns

Tom

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Thursday, April 18, 2019 8:53 AM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>  
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## Kelly Gooldrup

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**From:** Al Nelson  
**Sent:** Thursday, April 18, 2019 2:45 PM  
**To:** Kelly Gooldrup; Barbara Skelton; Christine Landes; Jim Toman; Thomas Fiorelli; Tony Laplante  
**Subject:** RE: Major Event - Greater Gardiner River Festival

FD has no issues. There will be 24 hours of overtime for this event

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Thursday, April 18, 2019 8:53 AM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>  
**Subject:** Major Event - Greater Gardiner River Festival

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## Kelly Gooldrup

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**From:** Jim Toman  
**Sent:** Monday, April 22, 2019 11:02 AM  
**To:** Kelly Gooldrup; Al Nelson; Barbara Skelton; Christine Landes; Thomas Fiorelli; Tony Laplante  
**Subject:** RE: Major Event - Greater Gardiner River Festival

GPD is fine with approval but will have a cost similar to past years. Cost will be +/- \$1200 as multiple officers will need to be brought in on OT in order effectively police the large number of people that this event brings to our City.

JT

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Thursday, April 18, 2019 8:53 AM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>  
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## Kelly Gooldrup

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**From:** Tony Laplante  
**Sent:** Tuesday, April 23, 2019 7:53 AM  
**To:** Kelly Gooldrup  
**Subject:** RE: Major Event - Greater Gardiner River Festival

No concerns PW

**From:** Kelly Gooldrup  
**Sent:** Thursday, April 18, 2019 8:53 AM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>  
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# Gardiner Waterfront Park Setup Map

Great Gardiner River Festival: Saturday June 17, 2017

Vendor Spaces Are Approximate & Not To Scale

Exact Placement Location Is Not Guaranteed Unless Prior Arrangements Have Been Made

## FOOD VENDORS

A: Aucoin  
 SC: Sal Crisci  
 YO: Ye Olde English Fish & Chips  
 MM: MrandMrsSausage  
 BE: Bernardini Enterprise (shaved ice)  
 PH: Kabayan, Philippine Food  
 PR: Pretzels (JES)  
 SU: Shut Up & Eat It  
 ST: Steel Oven Pizza  
 225: Fahrenheit 225

## BIZ VENDORS

SC: McKay Family Scentsy  
 EZ: Enchantmentz  
 SA: Heidi Sand Art  
 US: Usborne Books  
 SE: Smart Eye Care Center  
 RC: Ruda Concessions  
 KI: Olde Tyme Family Kiting  
 RE: Renewal Andersen of Greater Maine

## COMMUNITY Showcase (10-4)

CU: Curves  
 CM: Christian Motorcyle  
 FO: Food For Thought  
 IG: Ignite  
 GR: ME State Grange  
 OA: Opportunity Alliance

## SPONSORS

AL: Am. Legion  
 USC: US Cellular  
 WL: Wellness Ctr.

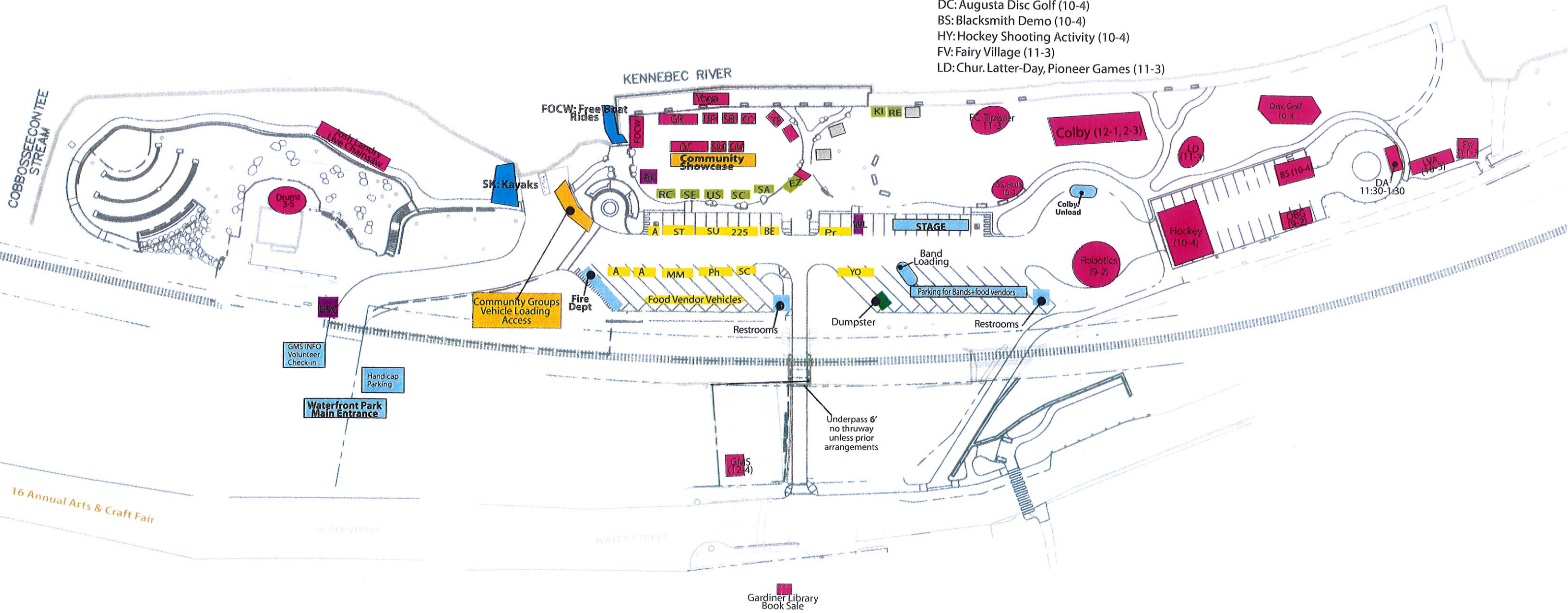
## ACTIVITIES

YOGA: Yoga on the Boardwalk (9-10)  
 RO: Robot Driving Demos (9-2)  
 OBG: Cribbage, Cards, & Fringo (9-2)  
 LI: Library Book Sale (9-4)  
 UP: Upstream (10-2)  
 DC: Duck-Fishing & Giant Jenga (10-2)  
 SB: South Baptist Church (10-2)  
 CO: Gardiner Co-op (10-2)  
 CM: Children's Museum (10-2)  
 GR: Grace Community Chapel (10-2)  
 GS: Hula Hooping, Girl Scouts (10-2)  
 LVA: Story Walks, Augusta Literacy (10-3)  
 DA: Darlings Free Ice Cream (11:30-1:30)  
 SM: Body Map Game, Simple Med. (10-3)  
 DC: Augusta Disc Golf (10-4)  
 BS: Blacksmith Demo (10-4)  
 HY: Hockey Shooting Activity (10-4)  
 FV: Fairy Village (11-3)  
 LD: Chur. Latter-Day, Pioneer Games (11-3)

TP: Troop #70, Family Games, Face Paint (11-3)  
 FC: Gardiner FCU Giant Lawn Twister (11-3)  
 FOCW: Kids Activity Table (11-4)  
 JL: Josh Landry Live 1-hour Chainsaw Shows (11-12, 1-2, & 3-4)  
 Colby: Colby Woodsmen (12-1, 2-3)  
 GMS: Paint Sail Boats & Wall Art (12-4)  
 EZ: Find Your Own Gems (12-4)  
 Drums: Community Drummers (3-5)

## Water Activities

FOCW: Boat Rides  
*signup start at 10:30am*  
 at the FOCW table  
 SK: Try a Kayak,  
 Seaspray (12-4)



16 Annual Arts & Craft Fair

Gardiner Library Book Sale