



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



| | | | |
|---------------------|---|-------------------|--------------|
| Meeting Date | 05/08/2019 | Department | City Council |
| Agenda Item | 4.3 Consideration of a Major Special Event: Gardiner Main Street/Downtown Trick or Treat 10/25/2019 | | |
| Est. Cost | n/a | | |

Background Information

Gardiner Main Street has submitted a request for a major event (Downtown Trick or Treat) to be held on October 25, 2019. The event, expecting to draw 300+ children in costume, continues to grow each year. This request includes a Water Street to Brunswick Avenue closure from 2:30-5pm. There will be a dance performance and a costume contest.

| | |
|---|--|
| Requested Action | 'I move to approve the major event application as submitted by Gardiner Main Street for the Trick or Treating event being held on October 25, 2019.' |
| 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 _____ |



**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: Downtown Trick or Treat |
| Date(s): October 25, 2019 |
| Location: Historic Downtown Gardiner |
| Event Description: Children will trick or treat at downtown businesses. Performance by Ampersand, and a costume contest by Dearborn Park. For the safety of children, we request that the street is closed from 2:30pm until 5pm. |
| |

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-pottles? | | ✓ |
| 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



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.
- Failure to answer all the questions in this application may result in the application not being approved.
- 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.

Melvin Johnson

April 9, 2019

Applicant's Signature

Date

Office use only:

Received in Clerk's Office by KSG Date 4/16/19

Approved by

CM Police Fire PW/B&G CED 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



**Special Event
Application**

Event Needs Requested

Date of Event 10/25/2019

Name of Event Downtown Trick or Treat

| | City Services Contacted | Estimate of Department Cost | Department Head Initials |
|---|------------------------------|-----------------------------|--------------------------|
| Police: 207-582-5150 jtoman@gardinermaine.com | | | ✓ |
| Fire: 207-582-4535 anelson@gardinermaine.com | | | ✓ |
| Public Works/ Buildings&Grounds: 207-582-4408 tlaplante@gardinermaine.com | | | ✓ |
| Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com | | | ✓ |
| | Total Amount Invoiced | | |

Additional comments:

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April 16, 2019

Dear Gardiner City Council,

Thank you for considering Gardiner Main Street's special event permit for Downtown Trick or Treat. This annual tradition continues to grow in popularity each year. We expect over 300 children dressed in costumes with accompanying adults to visit the businesses throughout the historic district. For the safety of everyone during the event, we would like to close the downtown block of Water Street from Brunswick Avenue to Church Street to vehicular traffic from 3pm - 5pm. This event will function the same way that it has in previous years.

We will discuss the street closure with Gardiner Police Department. No other city services will be required for this event. Thank you for your consideration. We look forward to discussing this event with you at an upcoming City Council Meeting.

Sincerely,

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

Melinda Hahn
Director of Programming and Communications, Gardiner Main Street.

Kelly Gooldrup

From: Barbara Skelton
Sent: Thursday, April 18, 2019 10:12 AM
To: Kelly Gooldrup; Al Nelson; Christine Landes; Jim Toman; Thomas Fiorelli; Tony Laplante
Subject: RE: Major Event - Downtown Trick or Treat

Hi Kelly,

The CEO has no concerns with issuing this permit.

Barb

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

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, April 18, 2019 8:52 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 - Downtown Trick or Treat

Please review the attached application for a major event – Downtown Trick or Treat

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
W: www.gardinermaine.com



Kelly Gooldrup

From: Thomas Fiorelli
Sent: Thursday, April 18, 2019 9:59 AM
To: Kelly Gooldrup; Al Nelson; Barbara Skelton; Christine Landes; Jim Toman; Tony Laplante
Subject: RE: Major Event - Downtown Trick or Treat

Planning and Economic Development has no concerns. As I have never seen the event before, the only question I have is 1) is there typically any trash or debris left over afterwards (candy, etc.) that has concerned downtown business owners in previous years and 2) if so, is there any cleanup plan in place?

Tom

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Thursday, April 18, 2019 8:52 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, ME 04345
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E: kgooldrup@gardinermaine.com
W: www.gardinermaine.com



Kelly Gooldrup

From: Al Nelson
Sent: Thursday, April 18, 2019 2:41 PM
To: Kelly Gooldrup
Subject: RE: Major Event - Downtown Trick or Treat

Fd has no issues

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Thursday, April 18, 2019 8:52 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

From: Jim Toman
Sent: Monday, April 22, 2019 10:53 AM
To: Kelly Gooldrup; Al Nelson; Barbara Skelton; Christine Landes; Thomas Fiorelli; Tony Laplante
Subject: RE: Major Event - Downtown Trick or Treat

GPD is fine with approval

JT

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Thursday, April 18, 2019 8:52 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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