



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	11/13/2019	Department	City Clerk
Agenda Item	4.3 Consider Approval of a Major Special Event- 2020 Trek Across Maine		
Est. Cost	n/a		

Background Information

Attached is the application for a Major Special Event- Trek Across Maine 2020. This event will be held June 21, 2020 with cyclists crusading across Maine to raise money to fight lung cancer and lung disease.

The Police Chief is recommending a closure of Main Avenue from Bailey's Auto to the Gardiner/Randolph Bridge. This will be at a cost of approximately \$200. It is the City Manager's recommendation, as the American Lung Association is a non-profit 501c3, to waiver the PD cost.

All Department Head approvals are attached.

Requested Action	'I move to approve the Major Special Event- Trek Across Maine 2020- American Lung Association, on June 21, 2020, and to waive the Police Department estimated cost.
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:	<u>GEORGE EASTMAN / AMERICAN LUNG ASSOCIATION</u>
Applicant's Address:	<u>122 STATE ST., AUGUSTA, ME 04330</u>
Applicant's Phone Number(s):	<u>207-215-7531 / 207-624-0318</u>
Applicant's Email Address:	<u>george.eastman@lung.org</u>
Event Name:	<u>2020 TREK ACROSS MAINE</u>
Date(s):	<u>JUNE 21st</u>
Location:	<u>KRRT & MAINE AVE</u>
Event Description:	<u>APPROXIMATELY 1500 CYCLISTS WILL BE RIDING THE RAIL TRAIL, HANNAFORD'S LOT, MAIN AVE AS PART OF A 3 DAY FUNDRAISING EVENT TO HELP FIGHT LUNG CANCER & LUNG DISEASE</u>

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

- Non-profit charitable cause YES 501c3
- 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? <u>THERE WILL ONLY BE VOLUNTEER CARS.</u>		✓
Have you made arrangements for clean-up and/or trash removal? <u>VOLUNTEERS</u>	✓	
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. (*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) <u>WE ARE ONLY PASSING THROUGH.</u>	✓	

A COUPLE AT THE MOST.

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



Special Event Application

- X I understand permits may be required before operating or conducting any activity on property owned by the City of Gardiner.
- X As the applicant, I have the authority from the owner to apply for this license from the City of Gardiner.
- X Events are considered rain or shine.
- X This permit does not authorize alcohol on any public property, including but not limited to the Common, Waterfront, streets and sidewalks.
- X 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.

George Eastman

Oct. 10, 2019

Applicant's Signature

Date

Office use only:

Received in Clerk's Office by KJG Date 10/10/19

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



**Special Event
Application**

Event Needs Requested

Date of Event JUNE 21, 2020

Name of Event TREK ACROSS MAINE

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 itoman@gardinermaine.com	EMAILED ALL FOUR 10/10 See email Attached	\$200.00	
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:

THIS YEAR WE ONLY HAD A POLICE DETAIL FOR TRAFFIC CONTROL. CHIEF TOMAN CLOSED MAIN AVE FROM THE TOP OF THE HILL TO THE FIRST ENTRANCE INTO HANNAFORD, WHERE THE CYCLISTS ENTERED MAIN AVE.

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

Date Received: 10/10/19

Received by: KSG

Name of Business/Event/ Board/Committee: 2020 Trek Across Maine

Date of Event: June 21st

	Minor Special Event	Major Special Event	Liquor License	DBA License	Junk Yard Permit	Other License	Boards & Committees
<u>Paid</u>		Ø					
<u>Email DH & CM</u>		10/10/19					
<u>Email Gardiner Main Street</u>		—					
<u>Approved by:</u>							
<u>CM</u>		CM					
<u>PD</u>		11/4/19					
<u>FD</u>		10/11/19					
<u>PW&BG</u>		10/11/19					
<u>CEO</u>		10/11/19					
<u>ED</u>		10/11/19					
<u>Add to Agenda</u>							
<u>Legal Ad to KJ</u>							
<u>Add to Events Calendar</u>							
<u>Add to DBA List</u>							
<u>Issue License/Permit</u>							
<u>Notify Applicant of Council Meeting</u>							
<u>Notify Applicant of Approval or Denial</u>							
<u>Create Oath Sheet</u>							
<u>Swear in</u>							
<u>Contact Info to Board/Committee</u>							
<u>Update TRIO</u>							
<u>Update Website</u>							

Notes: