



**GARDINER CITY COUNCIL**  
**AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	05/08/2019	<b>Department</b>	City Council
<b>Agenda Item</b>	4.4 Consideration of a Major Special Event: Gardiner Main Street/ Days of Light 11/30/19 and 12/7/19		
<b>Est. Cost</b>	n/a		

**Background Information**

Gardiner Main Street has submitted a request for a major event (Days of Light) to be held on November 30, 2019 (tree lighting) and December 7, 2019 (rain date 12/14/19) (parade of lights).

At the conclusion of Small Business Saturday on Saturday, November 30, 2019, there will be the annual tree lighting along with a dance performance and Santa Claus. At 4:30pm on December 7th, the parade will travel from Winter Street to the Waterfront Park.

This request also includes a waiver of the city estimated fees of \$400, due to overtime costs for the police department.

<b>Requested Action</b>	'I move to approve the major event application as submitted by Gardiner Main Street for the Days of Light events being held on November 30, 2019 and December 7, 2019 (rain date of December 14, 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 _____	<b>EFFECTIVE DATE</b> _____ _____
	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: Days of Light
Date(s):     November 30th and December 7th
Location: Historic Downtown Gardiner
Event Description: Gardiner Main Street's annual Days of Light festival will kick off with the annual tree lighting on Saturday, November 30th. Community caroling and the arrival of Santa are highlights of this continually growing event. The Parade of Lights is scheduled for Saturday, December 7th with a "rain" date of December 14th. The parade runs from Winter Street to Waterfront Park

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

## Special Event Application

Event Needs Requested \_\_\_\_\_

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

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

	City Services Contacted	Estimate of Department Cost	Department Head Intials
<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 Council,

Gardiner Main Street would like to ask permission for use of public property under a special event permit for events related to our *Days of Light* holiday activities. We look forward to working closely with public safety and public works crews to cooperatively plan and execute our traditional activities.

This year the Annual Tree Lighting will be the conclusion to Small Business Saturday on Saturday, November 30th. This celebration of our community and welcome to the holiday season typically includes caroling, a dance performance, and the lighting of the tree by Santa Claus. The Parade of Lights will begin at 4:30pm on Saturday, December 7th. We have attached the parade route and the volunteer plan that we have used the past two years to execute a safe and enjoyable event. At the conclusion of the parade we will have caroling, dancers, and a brief visit from Santa Claus in Johnson Mini-Park (Dearborn Park) that will lead to the lighting of the tree at 6:00pm.

As in the past and with Council's approval, we would like to set a rain date for the following Saturday, December 14, at 4:30pm. If the weather is questionable on December 7<sup>th</sup> we would make a decision by 10am that morning if the parade would be postponed to December 14<sup>th</sup>.

We have been in touch with the appropriate department heads and look forward to working out the details with the city going forward. Thank you for your support of this event.

Best,

Melinda Hahn  
Director of Programming and Communications, Gardiner Main Street

## Kelly Gooldrup

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**From:** Thomas Fiorelli  
**Sent:** Thursday, April 18, 2019 9:54 AM  
**To:** Kelly Gooldrup; Al Nelson; Barbara Skelton; Christine Landes; Jim Toman; Tony Laplante  
**Subject:** RE: Major Event - Days of Light

Planning and Economic Development has no concerns

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Thursday, April 18, 2019 8:49 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 - Days of Light

Please review the attached application for a major event – Days of Light

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

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**From:** Barbara Skelton  
**Sent:** Thursday, April 18, 2019 10:11 AM  
**To:** Kelly Gooldrup  
**Subject:** RE: Major Event - Days of Light

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](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.

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W: [www.gardinermaine.com](http://www.gardinermaine.com)



## Kelly Gooldrup

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**From:** Al Nelson  
**Sent:** Thursday, April 18, 2019 2:42 PM  
**To:** Kelly Gooldrup; Barbara Skelton; Christine Landes; Jim Toman; Thomas Fiorelli; Tony Laplante  
**Subject:** RE: Major Event - Days of Light

Fd has no issues

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Thursday, April 18, 2019 8:49 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:** Jim Toman  
**Sent:** Monday, April 22, 2019 10:56 AM  
**To:** Kelly Gooldrup; Al Nelson; Barbara Skelton; Christine Landes; Thomas Fiorelli; Tony Laplante  
**Subject:** RE: Major Event - Days of Light

GPD is fine with approval but has a \$400 cost for the event on 12/7. Due to the parade, 2 Officers will need to be brought in on OT for traffic and pedestrian safety.

JT

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Thursday, April 18, 2019 8:49 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 7:48 AM  
**To:** Kelly Gooldrup  
**Subject:** RE: Major Event - Days of Light

No concerns PW

**From:** Kelly Gooldrup  
**Sent:** Thursday, April 18, 2019 8:49 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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