



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	01/08/2020	Department	City Clerk
Agenda Item	4.5 Consider Approval of a Major Special Event for Free ME from Lung Cancer		
Est. Cost	n/a		

Background Information

Attached is a Major Special Event Application for the Free ME from Lung Cancer event being held on 11/07/2020.

This is a non-charitable cause and the Council being asked to waive all fees associated with the event.

All paperwork is in order and Department Head Approvals are attached.

Requested Action	'I move to approve the Major Special Event for Free ME from Lung Cancer being held on 11/07/2020 and waive all fees associated with the event.'
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>Free ME from Lung Cancer</u>
Applicant's Address: <u>176 Leavitt Rd Augusta Me 04330</u>
Applicant's Phone Number(s): <u>207-215-9035</u>
Applicant's Email Address: <u>lung.support@gmail.com</u>
Event Name: <u>Save Your Breath</u>
Date(s): <u>11-7-20</u>
Location: <u>Kennebec Rail Trail</u>
Event Description: <u>5k timed run and walk</u>

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced 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?	X	
Have you addressed parking? <u>Chief Toman</u>	X	
Have you made arrangements for clean-up and/or trash removal?	X	
Will you be providing port-a-potties?		X
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.		X
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		X
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval. <u>Signs on Rail Trail</u>	X	
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.		X
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)		X
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)	X	XXX

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.
- 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. **(Required)** (Tenant User Liability Insurance / TULIP insurance) *will provide prior to event.*

Failure to answer and comply with all the questions in this application may result in the application not being approved.

Debra A. Leitch

11-14-19

Applicant's Signature

Date

Office use only:

Received in Clerk's Office by KSG Date 11/26/19

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

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**Special Event
Application**

Event Needs Requested _____

Date of Event 11-7-20

Name of Event Save Your Breath 5K

	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	<i>Darniades</i>		
Economic Development: 207-582-6892 tdesjardins@gardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com			
	Total Amount Invoiced		

Additional comments:

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Kelly Gooldrup

From: Tracey Desjardins
Sent: Thursday, December 5, 2019 12:18 PM
To: Kelly Gooldrup; Al Nelson; Christine Landes; Jim Toman; Kristopher McNeill; Tony Laplante
Subject: Re: Free ME from Lung Cancer - Major Event

EDD has no issues. This will help promote the downtown.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Date: 12/5/19 10:42 AM (GMT-05:00)
To: Al Nelson <ANelson@gardinermaine.com>, Christine Landes <CLandes@gardinermaine.com>, Jim Toman <JToman@gardinermaine.com>, Kristopher McNeill <kmcneill@gardinermaine.com>, Tony Laplante <TLaplante@gardinermaine.com>, Tracey Desjardins <TDesjardins@gardinermaine.com>
Subject: Free ME from Lung Cancer - Major Event

Please review the attached application for a Major Special Event - Free ME from Lung Cancer. They will provide proof of insurance prior to the event.

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: Al Nelson
Sent: Thursday, December 5, 2019 12:37 PM
To: Kelly Gooldrup; Christine Landes; Jim Toman; Kristopher McNeill; Tony Laplante; Tracey Desjardins
Subject: RE: Free ME from Lung Cancer - Major Event

FD has no issues

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Thursday, December 5, 2019 10:43 AM
To: Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>
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Kelly Gooldrup

From: Kristopher McNeill
Sent: Thursday, December 5, 2019 1:21 PM
To: Kelly Gooldrup
Subject: RE: Free ME from Lung Cancer - Major Event

No issues

Kris McNeill
Code Enforcement Officer
City of Gardiner, Maine
Kmcneill@gardinermaine.com

----- Original message -----

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Kelly Gooldrup

From: Jim Toman
Sent: Friday, December 6, 2019 9:20 AM
To: Kelly Gooldrup
Subject: RE: Free ME from Lung Cancer - Major Event

PD is fine with approval.

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Thursday, December 5, 2019 10:43 AM
To: Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>
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Date Received: 11/26/19 Received by: VJG

Name of Business/Event/Board/Committee: Free ME from Lung Cancer

Date of Event: 11/7/20

	Minor Special Event	Major Special Event	Liquor License	DBA License	Junk Yard Permit	Other License	Boards & Committees
<u>Paid</u>							
<u>Email DH & CM</u>		12/5/19					
<u>Email Gardiner Main Street</u>		M				M	
<u>Approved by:</u>							
<u>CM</u>		CML					
<u>PD</u>		12/6/19					
<u>FD</u>		12/5/19					
<u>PW&BG</u>		12/5/19					
<u>CEO</u>		12/5/19					
<u>ED</u>		12/5/19					
<u>Add to Agenda</u>		1/6/19					
<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: