



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	04/10/2019	Department	City Council
Agenda Item	4.9 Consideration of a Major Special Event: Waterfront Park Classic Cruise In		
Est. Cost	n/a		

Background Information

Jason Everett has submitted an application to hold the annual special event, the Waterfront Park Classic Cruise In. This event is held 3-7 on Thursdays from May-September. The last two parking lots, adjacent grass fields, and grass area near boat launch is the areas used for the event.

This year Jason has asked that twenty local vendor spots be allowed for local area businesses to set-up. This request is in hopes that local vendors/downtown merchants will be showcased and that the costs incurred to run the event will be minimally subsidized. (See map for details.)

Jason Everett has asked to attend the meeting. Thomas Fiorelli will also be present to explain the economic driver behind the event change request.

Requested Action	'I move to approve the Major Special Event for the Waterfront Park Classic Cruise In.'
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 _____



**CITY OF GARDINER
SPECIAL EVENT PERMIT APPLICATION**

Applicant's Name: Jason Everett
 Applicant's Address: 74 Belgrade Rd.
Manchester Me. 04351
 Applicant's Phone: (H) _____ (W) _____ (Cell) 592-7019
 Applicant's E-mail Address: themusicrow@rocketmail.com
 Event Name: Gardiner Waterfront Park Classic Cruise IN
 Date(s): MAY - SepT (Thursdays) Time (s): 3-7
 Location: Last 2 parking lots and adjacent Grass fields + 1st
Grass area near But Launch
Event Description
Classic and special interest cars come and display.

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

_____ non-profit charitable cause _____ sponsored Gardiner River Fest, LLC or Gardiner Main St

	Yes	No
Have you made arrangements with Public Safety to ensure public safety, crowd control, and noise level?	X	
Have you addressed parking?	X	
Have you made arrangements for clean-up and/or trash removal?	X	
Will you be providing port-a-potties?		X
Will the applicant provide proof of insurance to the City, with the City of Gardiner being named as additionally insured?		X
Will there be any use of fire, i.e. tiki torches, grills, barbecues, bonfires, etc? NOTE: 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?		X
Will you need electricity? If so, how many hours? <u>2 hours (5-7)</u>	X	
Additional event information: <u>We would like to add 20 hour vendor spots for AREA business to help any foot traffic they may be losing due to bridge construction</u>		



CITY OF GARDINER
SPECIAL EVENT PERMIT 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 presented to the City Council.
- ☒ Events are considered ~~rainy~~ cancelled during RAIN.
- ☒ This permit does not authorize alcohol on any public property, including, but not limited to the Common, Waterfront, streets and sidewalks.
- ☐ This is a Minor Event – it will not exceed four hours in duration and fewer than 100 people will be affiliated –i.e., wedding ceremony, etc.
- ☒ This is a Major Event – it will exceed four hours in duration and more than 100 people will attend—i.e., community festival, carnival, street dance, etc. Major Events involve additional City Services and fees for services apply—i.e., police protection, cleanup, electricity.

Jason M. Everett
Applicant's Signature

3-20-19
Date

Received in Clerk's Office by <u>RSG</u>	Date <u>3/22/19</u>
CM _____ Police _____ Fire _____ PW _____ B&G _____ CEO _____	

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 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



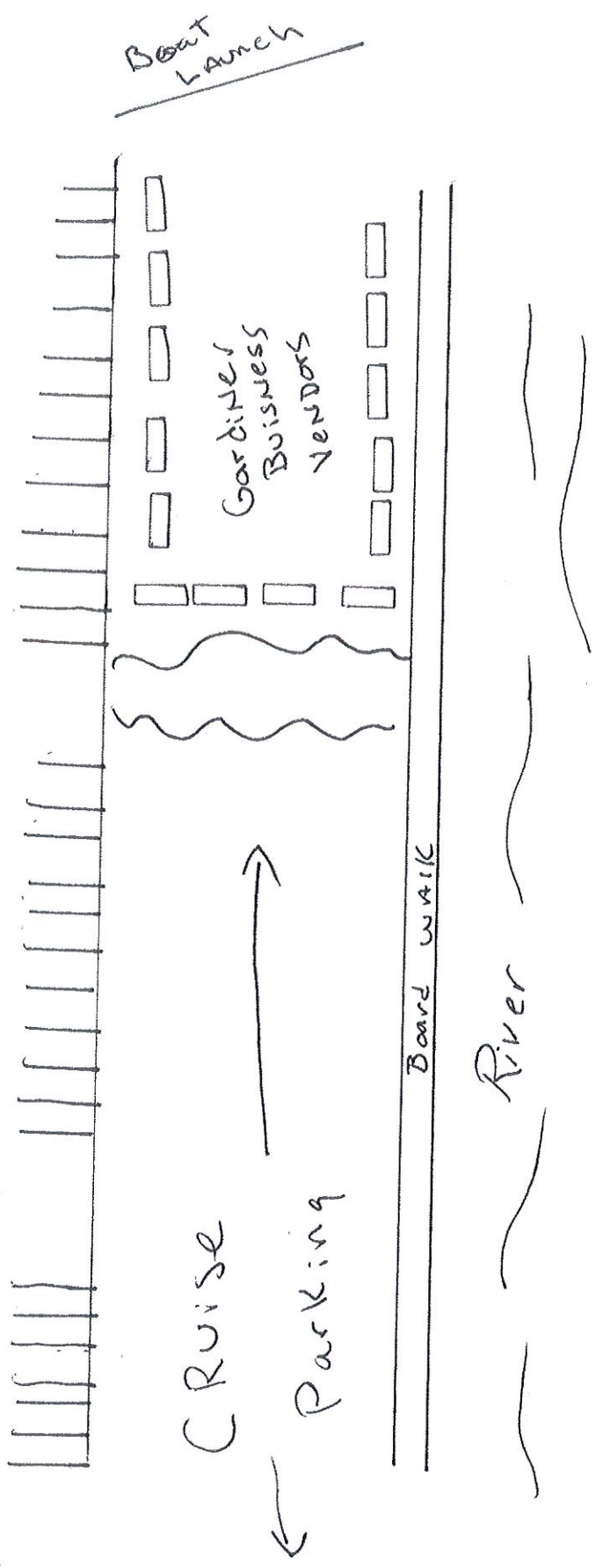
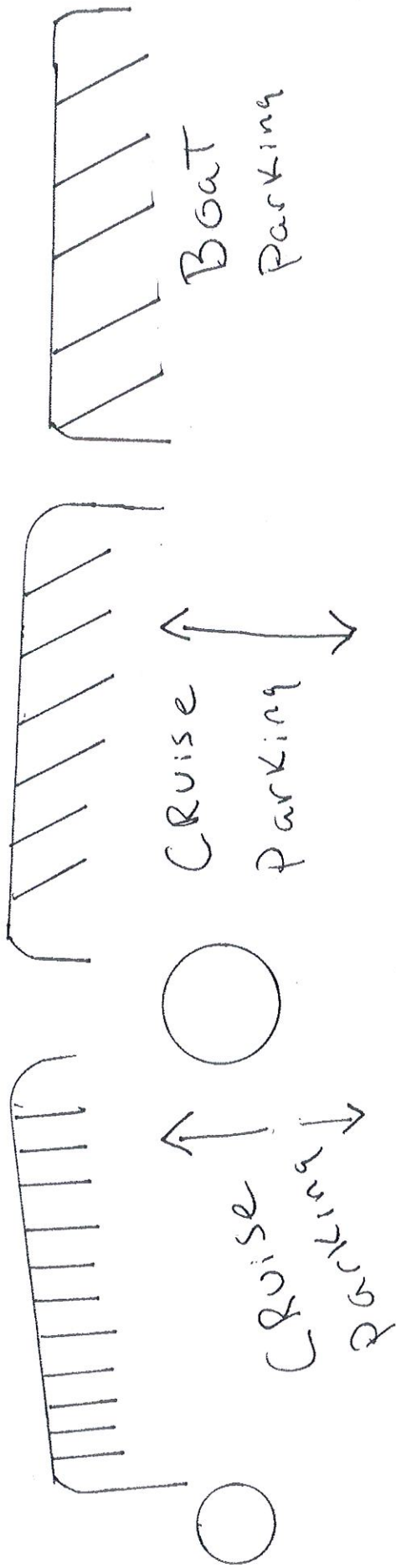
**CITY OF GARDINER
SPECIAL EVENT PERMIT APPLICATION**

EVENT ESTIMATE

Date of Event (Thursdays) May-Sept Name of Event Gardiner Waterfront Park Classic Cruise in

	City Services Requested	Estimate of Dept Cost	Dept Head Initial
Police			
Fire			
PW			
B&G			
City Hall			
	Total Amount Invoiced		

Additional comments:



Date Received: 3/21/19
Received by: KSG

Name of Business/Event/ Board/Committee: Gardiner Waterfront Park Classic Cruise in

Date of Event: May-Sept (Thursdays) 3-7 p.m.

	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>		3/22/19					
<u>Email Gardiner</u>		3/22/19					
<u>Main Street</u>							
<u>Approved by:</u>		—					
<u>CM</u>		CMC					
<u>PD</u>		3/22/19					
<u>FD</u>		3/22/19					
<u>PW&BG</u>		3/22/19					
<u>CEO</u>		4/3/19					
<u>ED</u>		3/22/19					
<u>Add to Agenda</u>		4/10/19					
<u>Legal Ad to KJ</u>							
<u>Add to Events</u>							
<u>Calendar</u>							
<u>Add to DBA List</u>							
<u>Issue License</u>							
<u>Notify Applicant of</u>		4/5/19					
<u>Council Meeting</u>							
<u>Notify Applicant of</u>							
<u>Approval or Denial</u>							
<u>Create Oath Sheet</u>							
<u>Swear in</u>							
<u>Contact Info to</u>							
<u>Board/Committee</u>							
<u>Update TRIO</u>							
<u>Update Website</u>							

Notes:

Kelly Gooldrup

From: Barbara Skelton
Sent: Wednesday, April 3, 2019 4:54 PM
To: Kelly Gooldrup; Christine Landes; Thomas Fiorelli; Tony Laplante; Al Nelson; Jim Toman; Piper
Cc: Code Enforcement (Trello)
Subject: RE: Major Special Event - Gardiner Waterfront Park Classic Cruise In

Hi Kelly,

The CEO has no concerns with issuing this permit as long as the following items are addressed:

- vendor locations will not negatively affect the landscape (lawn, trees, etc)
- potential safety issues like power cord placement, tripping hazards, etc

These items will need to be addressed by the applicant with the Public Works Department of Building and Grounds and the Department of Economic Development and Planning, including Code Enforcement. Tom Fiorelli and I will be meeting with the applicant on Friday, April 5th to resolve these concerns.

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: Barbara Skelton
Sent: Friday, March 22, 2019 4:17 PM
To: Kelly Gooldrup <KGooldrup@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Al Nelson <anelson@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Piper <piper@gardinermainstreet.org>
Subject: RE: Major Special Event - Gardiner Waterfront Park Classic Cruise In

Hi Kelly,

I will reserve judgement until I research the vendor locations and potential impacts.

Barb

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

ceo@gardinermaine.com

Kelly Gooldrup

From: Jim Toman
Sent: Friday, March 22, 2019 12:06 PM
To: Kelly Gooldrup
Subject: RE: Major Special Event - Gardiner Waterfront Park Classic Cruise In

PD is fine with approval

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Friday, March 22, 2019 10:34 AM
To: Christine Landes <CLandes@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Piper <piper@gardinermainstreet.org>
Subject: Major Special Event - Gardiner Waterfront Park Classic Cruise In

Please review the attached Major Special Event for Gardiner Waterfront Park Classic Cruise In.

Piper – This is just to keep you in the loop. ☺

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: Friday, March 22, 2019 11:34 AM
To: Kelly Gooldrup; Christine Landes; Barbara Skelton; Thomas Fiorelli; Tony Laplante; Jim Toman; Piper
Subject: RE: Major Special Event - Gardiner Waterfront Park Classic Cruise In

FD has no issues

From: Kelly Gooldrup <KGooldrup@gardinermaine.com>
Sent: Friday, March 22, 2019 10:34 AM
To: Christine Landes <CLandes@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Piper <piper@gardinermainstreet.org>
Subject: Major Special Event - Gardiner Waterfront Park Classic Cruise In

Please review the attached Major Special Event for Gardiner Waterfront Park Classic Cruise In.

Piper – This is just to keep you in the loop. ☺

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: Tony Laplante
Sent: Friday, March 22, 2019 10:58 AM
To: Kelly Gooldrup; Christine Landes; Barbara Skelton; Thomas Fiorelli; Al Nelson; Jim Toman; Piper
Subject: RE: Major Special Event - Gardiner Waterfront Park Classic Cruise In

PW has no concerns. This will be the 3rd year (I believe) for this event and they are very co-operative and outstanding to work with.

Tony

From: Kelly Gooldrup
Sent: Friday, March 22, 2019 10:34 AM
To: Christine Landes <CLandes@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Piper <piper@gardinermainstreet.org>
Subject: Major Special Event - Gardiner Waterfront Park Classic Cruise In

Please review the attached Major Special Event for Gardiner Waterfront Park Classic Cruise In.

Piper – This is just to keep you in the loop. 😊

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: Friday, March 22, 2019 3:08 PM
To: Kelly Gooldrup; Christine Landes; Barbara Skelton; Tony Laplante; Al Nelson; Jim Toman; Piper
Subject: RE: Major Special Event - Gardiner Waterfront Park Classic Cruise In

ED has no issues—very excited to see this happen!

From: Kelly Gooldrup
Sent: Friday, March 22, 2019 10:34 AM
To: Christine Landes <CLandes@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Piper <piper@gardinermainstreet.org>
Subject: Major Special Event - Gardiner Waterfront Park Classic Cruise In

Please review the attached Major Special Event for Gardiner Waterfront Park Classic Cruise In.

Piper – This is just to keep you in the loop. ☺

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

