



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	09/07/2022	<b>Department</b>	City Council
<b>Agenda Item</b>	4.a Special Event Permit- Downtown Trick or Treat		
<b>Est. Cost</b>	n/a		

<b>Background Information</b>	Consideration of a special event permit for Downtown Trick or Treat October 28, 2022		
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<b>Requested Action</b>	Approve the request.
<b>City Manager and/or Finance Review</b>	
<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: <u>Gardiner Main Street</u>
Applicant's Address: <u>PO Box 194 / 192 Water St 2nd floor, Gardiner</u>
Applicant's Phone Number(s): <u>207-582-3100</u>
Applicant's Email Address: <u>melissa@gardinermainstreet.org</u>
Event Name: <u>Downtown Trick or Treating</u>
Date(s): <u>Friday, October 28, 3-5pm</u>
Location: <u>Downtown Water Street</u>
Event Description: <u>See Attached</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
- MSAD #11  (Clerk fees waived per council order)

	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 <b>Minor Event</b> – 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 <b>Major Event</b> – 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)	✓	

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)

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

Melissa [Signature]  
Applicant's Signature

8/23/22  
Date

**Office use only:**

Received in Clerk's Office by \_\_\_\_\_ Date \_\_\_\_\_

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**

\*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event Friday, October 28, 2022 3-5pm

Name of Event Downtown Trick or treating

	City Services Contacted	Estimate of Department Cost	Department Head Initials
<b>Police:</b> 207-582-5150 <a href="mailto:jtoman@gardinermaine.com">jtoman@gardinermaine.com</a>	yes - Chief Toman		
<b>Fire:</b> 207-582-4535 <a href="mailto:rick.sieberg@gardinermaine.com">rick.sieberg@gardinermaine.com</a>	yes - Chief Sieberg		
<b>Public Works/ Buildings &amp; Grounds:</b> 207-582-4408 <a href="mailto:JDouglass@gardinermaine.com">JDouglass@gardinermaine.com</a>			
<b>Economic Development:</b> 207-582-6892 <a href="mailto:tdesjardins@gardinermaine.com">tdesjardins@gardinermaine.com</a>			
<b>Code Enforcement Office:</b> 207-582-6892 <a href="mailto:ceo@gardinermaine.com">ceo@gardinermaine.com</a>			
	<b>Total Amount Invoiced</b>		

Additional comments:

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 City Clerk's Office, 6 Church Street, Gardiner, ME 04345



August 23, 2022

Dear Gardiner City Council,

Thank you for considering Gardiner Main Street's special event permit for Downtown Trick Or Treating on Friday, October 28th. We are excited to bring the event back after being postponed for two years due to the Covid-19 pandemic. This annual Halloween tradition has been much loved by area residents and the downtown business community for many years.

We expect over 300 children dressed in costume with accompanying adults to visit the businesses downtown. 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 to 5pm. This event will function similar as it has in previous years and we expect to bring hundreds of families to downtown Gardiner.

We have discussed this event with the Gardiner Police Department regarding our request for the street closure. No other city services would be needed. Gardiner Main Street will post parking notices along Water Street the day before the event, and will communicate the road closure in our event outreach.

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 black ink that reads "Melissa Lindley". The signature is written in a cursive style with a large, looped "M" and "L".

Melissa Lindley

Executive Director, Gardiner Main Street

**Kathleen Cutler**

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**To:** Rick Sieberg  
**Subject:** RE: GMS-Downtown Trick or Treat event permit

Kathleen Cutler  
City Clerk/Tax Collector/Deputy Treasurer  
City of Gardiner  
6 Church St.  
Gardiner, Maine 04345  
(207) 582-2223  
F-(207) 582-6895

**From:** Rick Sieberg <rick.sieberg@gardinermaine.com>  
**Sent:** Thursday, August 25, 2022 8:55 AM  
**To:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Subject:** RE: GMS-Downtown Trick or Treat event permit

Kathy,

No problems for the FD.

**Rick Sieberg**  
Fire Chief | City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
C: 207-620-0217  
p: 207-582-4535  
e: [rick.sieberg@gardinermaine.com](mailto:rick.sieberg@gardinermaine.com)

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Wednesday, August 24, 2022 6:51 PM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;  
Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** GMS-Downtown Trick or Treat event permit

Attached please find the Special Event Permit application for Gardiner Main St's annual downtown trick or treat event. I would like to be able to include this in the agenda for the meeting on 09/07/2022. Thank you in advance.

Kathleen Cutler  
City Clerk/Tax Collector/Deputy Treasurer  
City of Gardiner  
6 Church St.

**Kathleen Cutler**

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**From:** Kristopher McNeill  
**Sent:** Thursday, August 25, 2022 8:46 AM  
**To:** Kathleen Cutler; DepartmentHeads; Andrew Carlton  
**Subject:** RE: GMS-Downtown Trick or Treat event permit

No issues with Code

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

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

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Date:** 8/24/22 6:50 PM (GMT-05:00)  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>, Andrew Carlton <ACarlton@gardinermaine.com>, Kristopher McNeill <kmcneill@gardinermaine.com>  
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## Kathleen Cutler

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City of Gardiner  
6 Church St.  
Gardiner, Maine 04345  
(207) 582-2223  
F-(207) 582-6895

**From:** Andrew Carlton <ACarlton@gardinermaine.com>  
**Sent:** Thursday, August 25, 2022 8:45 AM  
**To:** Kathleen Cutler <KCutler@gardinermaine.com>; DepartmentHeads <departmentheads@gardinermaine.com>;  
Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** RE: GMS-Downtown Trick or Treat event permit

This is good by me....  
-Andy

*Andrew R. Carlton*

City Manager | City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
p: 207-582-4200 f: 207-582-6895  
e: [acarlton@gardinermaine.com](mailto:acarlton@gardinermaine.com)  
w: [www.gardinermaine.com](http://www.gardinermaine.com)

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(207) 582-2223



## Kathleen Cutler

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**From:** Tracey Desjardins  
**Sent:** Thursday, August 25, 2022 8:40 AM  
**To:** Kathleen Cutler; DepartmentHeads; Andrew Carlton; Kristopher McNeill  
**Subject:** RE: GMS-Downtown Trick or Treat event permit

No issues with EDD.

### *Tracey H. Desjardins*

Director of Economic Development/Planning  
6 Church Street  
Gardiner, ME 04345  
Office: 207-582-4200 Cell: 207-242-1907 Fax: 207-582-6895  
e: [tdesjardins@gardinermaine.com](mailto:tdesjardins@gardinermaine.com)  
w: [www.gardinermaine.com](http://www.gardinermaine.com)

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**Kathleen Cutler**

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**From:** Jim Toman  
**Sent:** Thursday, August 25, 2022 2:44 PM  
**To:** Kathleen Cutler  
**Subject:** RE: GMS-Downtown Trick or Treat event permit

PD is fine with issuance

JT

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**Sent:** Wednesday, August 24, 2022 6:51 PM  
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