



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	11/02/2022	Department	City Council
Agenda Item	4.f Agenda Item- Approval of Large Event for Gardiner Maine Street on December 2, 2022-Tree Lighting Ceremony in Dearborn Park		
Est. Cost			

Background Information	
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Requested Action	"I move to approve the request for a large event in Dearborn Park for the Tree Lighting Ceremony put on by Gardiner Main Street"
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: Gardiner Main Street
Applicant's Address: PO Box 194, Gardiner, ME 04345
Applicant's Phone Number(s): 207-582-3100
Applicant's Email Address: melissa@gardinermainstreet.org
Event Name: Parade of Lights
Date(s): Friday, December 2, 2022 from 6:30-7:30pm
Location: Dearborn Park
Event Description: see attached

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, barbecues, 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)		✓

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



October 17, 2022

Dear Gardiner City Council Members,

Gardiner Main Street requests your consideration in approving the annual Holiday Tree Lighting event on Friday, December 2nd. The event would take place in Dearborn Park, as the City's tree which is placed in the park is officially lit for the holiday season. The event would begin at 6:30pm with caroling in the park and would conclude as Santa emerges at 7pm to magically turn the lights on the tree. Some event festivities might continue in the park after the tree is lit, but we expect the event to be an hour or less.

In previous years the attendance for the Holiday Tree Lighting was easily contained within the area of Dearborn Park. We do not expect vehicular traffic to be impacted by the event, and we are not requesting any road closures or parking restrictions.

Gardiner Main Street will work with the City of Gardiner's public works building and grounds department to help plan for the event including placing the tree, stringing the lights, and the electrical needs.

Once lit, the tree, along with the other decorations put up by the city, helps to create a festive atmosphere in the downtown area, which in turn helps our businesses by encouraging holiday shopping, window browsing, and enjoying a meal in our beautiful downtown. I hope to have your support for the Tree Lighting event as we kick off the holiday season in Gardiner.

Thank you,

A handwritten signature in blue ink that reads "Melissa Lindley". The signature is fluid and cursive, with the first name being more prominent.

Melissa Lindley, Executive Director
Gardiner Main Street



**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, December 2, 2022 6:30-7:30pm

Name of Event Holiday Tree Lighting

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 jtoman@gardinermaine.com			
Fire: 207-582-4535 rick.sieberg@gardinermaine.com			
Public Works/ Buildings & Grounds: 207-582-4408 JDouglass@gardinermaine.com			
Economic Development: 207-582-6892 tdesjardins@gardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com			
	Total Amount Invoiced		

Additional comments:

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 Wiley
Applicant's Signature

10/19/22
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

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



October 17, 2022

Dear Gardiner City Council,

Gardiner Main Street would like to hold the annual Parade of Lights on Saturday, December 3rd. The parade will start at 4:30pm from 26 Winter Street, turn left on to Water Street and proceed through downtown to the Library, and turning left down Wright Way to conclude at Waterfront Park. Depending on the number of entries, the parade usually lasts about thirty minutes. In the event of rain or snow, we would plan to postpone the event until December 11th, the decision on such a change would be made by 10am on the day of the event. Please see the included parade route map along with a draft of volunteer and police stations during the parade.

We will work with the police department in advance of the event to coordinate public safety measures for the road and intersections which will be temporarily closed. Gardiner PD will also participate by using a police cruiser to lead the parade. Gardiner Main Street will post no parking notices along the Water Street parade route, and in advance of the event we will help to communicate the traffic impacts caused by the parade. We will have a team of volunteers posted in several locations to assist with the temporary road closures during the parade.

We have been in touch with the appropriate department heads and look forward to working out the details to cooperatively plan and execute our traditional activities. Thank you for your consideration of this major event.

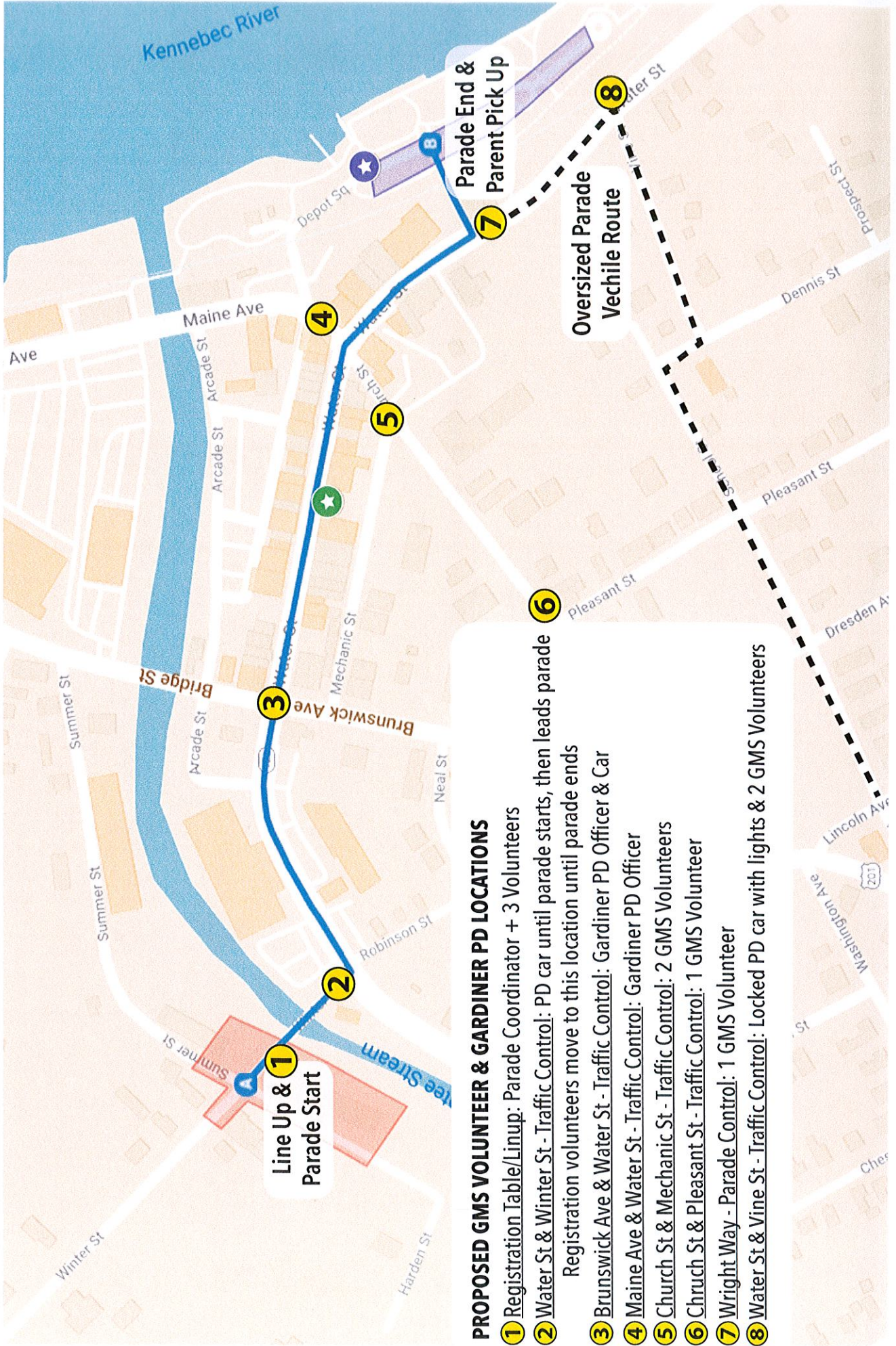
Melissa Lindley, Executive Director
Gardiner Main Street



2022 Gardiner Parade of Lights – Parade Route

Saturday, Dec. 3rd, 4:30pm Start

Rain Date: Dec. 10th, 4:30pm



PROPOSED GMS VOLUNTEER & GARDINER PD LOCATIONS

- ① Registration Table/Linup: Parade Coordinator + 3 Volunteers
- ② Water St & Winter St - Traffic Control: PD car until parade starts, then leads parade
Registration volunteers move to this location until parade ends
- ③ Brunswick Ave & Water St - Traffic Control: Gardiner PD Officer & Car
- ④ Maine Ave & Water St - Traffic Control: Gardiner PD Officer
- ⑤ Church St & Mechanic St - Traffic Control: 2 GMS Volunteers
- ⑥ Church St & Pleasant St - Traffic Control: 1 GMS Volunteer
- ⑦ Wright Way - Parade Control: 1 GMS Volunteer
- ⑧ Water St & Vine St - Traffic Control: Locked PD car with lights & 2 GMS Volunteers