



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	11/02/2022	Department	City Council
Agenda Item	4.g Agenda Item- Approval of Large Event for Gardiner Maine Street on December 3, 2022-Parade of Lights		
Est. Cost			

Background Information

Gardiner Maine Street is putting on its Annual Parade of Lights which requires the closing of Water Street and the providing of coverage from the Police Department. The coverage from the Police Department does have an expense but I am recommending that Councilors waive the cost of the Police Coverage for this well attended community event.

Requested Action	"I move to approve the request for a large event requiring the closure of Water Street for the Parade of Lights on December 3, 2022 and waive all associated fees, including the cost of Police Department coverage."
City Manager and/or Finance Review	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 _____



<h2>Special Event Application</h2>

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): Saturday, December 3, 2022 4:30-5:30pm (Rain date Dec 10)
Location: Water Street from Winter Street to Waterfront 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, 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. (* 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,

Gardiner Main Street requests your approval to host 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 roads and intersections which will be temporarily closed. Gardiner Police officers on-duty will support our team of volunteers posted in several locations to assist with the temporary road closures during the parade. 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 in advance of the event, and we will help to communicate the traffic impacts caused by 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.

A handwritten signature in blue ink that reads "Melissa Lindley".

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 Saturday, December 3, 2022 (rain date 12/10/22)

Name of Event Parade of Lights

	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:

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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. - rain/snow date 12/10/22
- 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 Lindy

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

Kathleen Cutler

From: Andrew Carlton
Sent: Wednesday, October 26, 2022 4:22 PM
To: Kathleen Cutler; DepartmentHeads; Kristopher McNeill
Subject: RE: special event permit app

All good here Kathy.
-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
w: www.gardinermaine.com

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, October 26, 2022 4:18 PM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;
Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: special event permit app

Attached please find the special event application from GMS for the Parade of Lights.

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

Kathleen Cutler

From: Kristopher McNeill
Sent: Wednesday, October 26, 2022 4:26 PM
To: Kathleen Cutler; DepartmentHeads; Andrew Carlton
Subject: RE: special event permit app

No issues Kathy

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

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

From: Kathleen Cutler <KCutler@gardinermaine.com>
Date: 10/26/22 4:18 PM (GMT-05:00)
To: DepartmentHeads <departmentheads@gardinermaine.com>, Andrew Carlton <ACarlton@gardinermaine.com>, Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: special event permit app

Attached please find the special event application from GMS for the Parade of Lights.

Kathleen Cutler
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