



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	09/07/2022	Department	City Council
Agenda Item	4. h Special Event Permit		
Est. Cost	n/a		

Background Information	Consideration of a special event permit for GMS Annual Swine and Stein Brewfest, October 8, 2022
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Requested Action	Approve the request.
City Manager and/or Finance Review	
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>Gardiner Main Street</u>
Applicant's Address: <u>PO Box 194 Gardiner ME 04345</u>
Applicant's Phone Number(s): <u>207-582-3100</u>
Applicant's Email Address: <u>melissa@gardinermainstreet.org</u>
Event Name: <u>Swine + Stein Brewfest</u>
Date(s): <u>Saturday, October 8, 2022 12-5 PM</u>
Location: <u>Downtown Water Street from Brunswick Ave to Church 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. <u>6 hrs.</u>	✓	
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



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, October 8, 2022

Name of Event Swine + Stein Brewfest

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 jtoman@gardinermaine.com	yes - Chief Toman		
Fire: 207-582-4535 rick.sieberg@gardinermaine.com	yes Chief Sieberg		
Public Works/ Buildings & Grounds: 207-582-4408 JDouglass@gardinermaine.com	yes - Andrew Carlton + Tucker		
Economic Development: 207-582-6892 tdesiardins@gardinermaine.com	yes - Tracey Desjardins		
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.
- 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 Viny
Applicant's Signature

8/12/22
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:
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August 12, 2022

Dear Gardiner City Council,

Thank you for considering Gardiner Main Street's major special event application to hold Swine and Stein Brewfest in downtown Gardiner on Saturday, October 8, 2022. Each year we work closely with the City's public works, police and fire departments to ensure it is a safe and well-run event. The event draws 1,200+ people from across our region and beyond, with several attendees coming from the Boston area. It's an excellent opportunity to showcase our downtown to new visitors who will hopefully return at other times in the year.

Our beer festival format, which we introduced in 2019, will host 20-25 Maine craft alcoholic beverage producers as vendors on the street as their representatives serve sample-sized servings to event attendees. These vendors will all be licensed by the State of Maine and have a greater knowledge of safe serving practices than our typical volunteer. Gardiner Main Street obtains a Special Taste Testing Event license from the Maine Bureau of Alcoholic Beverages and Lottery Operations. Since 2009, we have worked closely with the Gardiner Police Department to ensure that there are no problems with overconsumption or other issues that can occur with alcohol-based events. We will continue to offer a special rate for designated drivers which includes complimentary non-alcoholic beverages all day. The event is also smoke and vape free.

Gardiner Main Street appreciates working with all city staff and council around this event. To address concerns from downtown businesses, we will keep sidewalks open to the public with multiple exit and re-entry points along the event area in the street. To reduce crowded areas, we are looking into options to extend the footprint of the event area on the street. With public 220 amp power access only available in the middle of the block at Dearborn Park, we are looking into other sources of power to allow for more flexibility on stage placement. If an alternative power solution becomes available, we would like to flip the traditional event layout, placing the stage close to the post office and extending the event area further down the block towards Church Street. This option was not finalized at the time of submitting the major event permit, but will be decided no later than 3 weeks prior to the event. Please see attached event map for more details on the traditional event layout and the possible variation. Any event layout changes will be coordinated with the City's Public Works and Public Safety departments, and also communicated with downtown businesses and residents.

Swine & Stein is Gardiner Main Street's largest annual fundraiser. We would appreciate council's consideration once again for a partial waiver for police department overtime costs and a full waiver for public works labor costs associated with the event. Thank you for reviewing the event permit and I would be happy to answer any questions you may have regarding Swine and Stein Brewfest at your upcoming meeting.

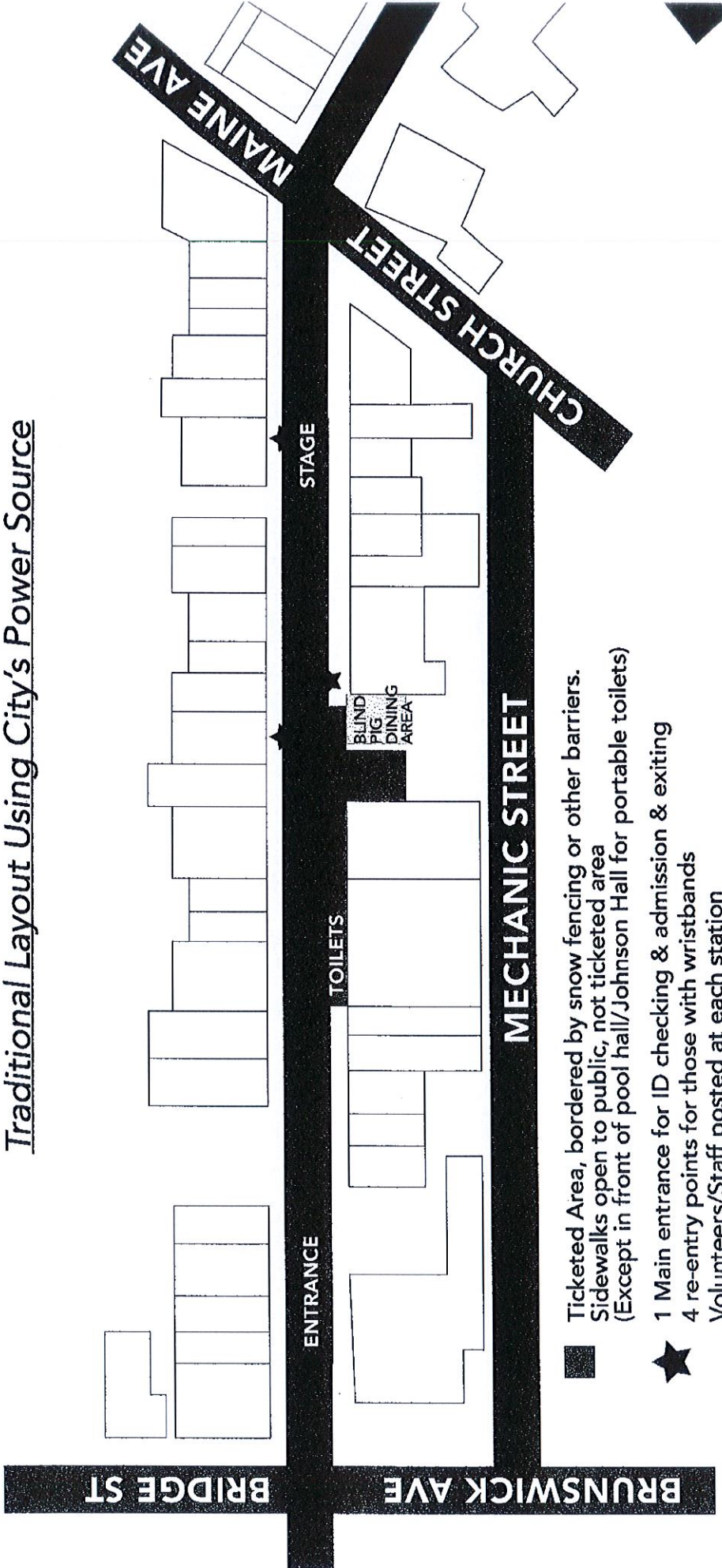
Sincerely,

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

Melissa Lindley

Executive Director, Gardiner Main Street

Swine & Stein Brewfest Draft Setup Map
Event Date: Saturday, October 8, 2022
Water Street, Downtown Gardiner
Traditional Layout Using City's Power Source



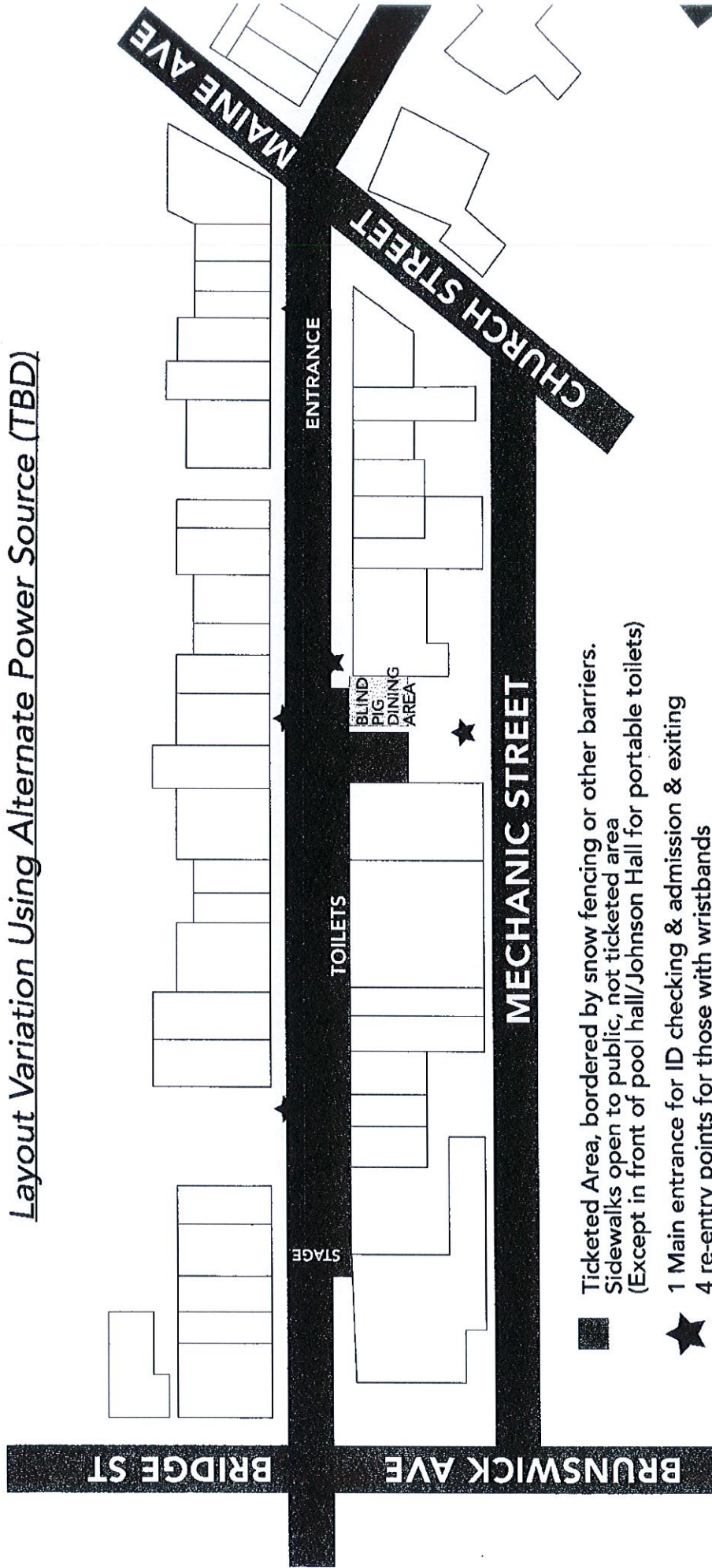
- Ticketed Area, bordered by snow fencing or other barriers.
Sidelwalks open to public, not ticketed area
(Except in front of pool hall/Johnson Hall for portable toilets)
- ★ 1 Main entrance for ID checking & admission & exiting
- 4 re-entry points for those with wristbands
- Volunteers/Staff posted at each station
- Blind Pig Outdoor Seating Area
Separate from event's beer garden & fenced off from event
No alcohol allowed to pass between event space and the Blind Pig
- Trash Barrels, Tables & Seating Located Throughout Event
- Vendors Set Up In Parking Spaces

Swine & Stein Brewfest Draft Setup Map

Event Date: Saturday, October 8, 2022

Water Street, Downtown Gardiner

Layout Variation Using Alternate Power Source (TBD)



- Ticketed Area, bordered by snow fencing or other barriers. Sidewalks open to public, not ticketed area (Except in front of pool hall/Johnson Hall for portable toilets)
- ★ 1 Main entrance for ID checking & admission & exiting
4 re-entry points for those with wristbands
Volunteers/Staff posted at each station
- Blind Pig Outdoor Seating Area
Separate from event's beer garden & fenced off from event
No alcohol allowed to pass between event space and the Blind Pig

Trash Barrels, Tables & Seating Located Throughout Event

Vendors Set Up In Parking Spaces

Kathleen Cutler

From: Rick Sieberg
Sent: Thursday, August 25, 2022 8:55 AM
To: Kathleen Cutler
Subject: RE: Special event Permit GMS-Swine and Stein

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

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, August 24, 2022 6:54 PM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;
Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Special event Permit GMS-Swine and Stein

Attached is the application for GMS Swine and Stein. I am hoping to add this to the 09/07/22 agenda as well.

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: Thursday, August 25, 2022 8:47 AM
To: Kathleen Cutler; DepartmentHeads; Andrew Carlton
Subject: RE: Special event Permit GMS-Swine and Stein

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 6:53 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

From: Tracey Desjardins
Sent: Thursday, August 25, 2022 8:40 AM
To: Kathleen Cutler; DepartmentHeads; Andrew Carlton; Kristopher McNeill
Subject: RE: Special event Permit GMS-Swine and Stein

No issues with EDD.

Tracey K. 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

w: www.gardinermaine.com

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Kathleen Cutler

From: Andrew Carlton
Sent: Thursday, August 25, 2022 9:24 AM
To: Kathleen Cutler
Subject: RE: Special event Permit GMS-Swine and Stein

Good by me...I have asked Melissa about alcohol permits.

-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, August 24, 2022 6:54 PM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;
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Kathleen Cutler

From: Jim Toman
Sent: Thursday, August 25, 2022 2:44 PM
To: Kathleen Cutler
Subject: RE: Special event Permit GMS-Swine and Stein

PD is fine with issuance but will have a cost of approx. \$800 as the PD will need to have 2 officers there while the festival is occurring.

JT

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, August 24, 2022 6:54 PM
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