



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	11/02/2022	Department	City Council
Agenda Item	4.h Approval of small event: Maine General Celebration of Lights-Gardiner Common-December 10, 2022 (Inclement weather December 11, 2022)		
Est. Cost			

Background Information

Maine General is requesting to use the Common for its annual Celebration of Lights.

Requested Action	"I move to approve the request from Maine General for it to hold it's annual Celebration of Lights at the Gardiner Common on December 10, 2022, with and inclement weather date of December 11, 2022."
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 _____



**Special Event
Application**

Applicant's Name: Loretta McNeil

Applicant's Address: 21 Enterprise Dr. Augusta, ME 04330

Applicant's Phone Number(s): 207 248-0427

Applicant's Email Address: loretta.mcneil@mainegeneral.org

Event Name: Maine General - Celebration of Lights, 2022

Date(s): 12/10/2022

Location: Gardiner Commons

Event Description: Luminaria lights (electric) are lit on the Commons in memory of loved ones who died on hospice. Family and friends walk/drive by the lights.

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?		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 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.		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? If yes, you must contact the Code Enforcement Officer with details and for approval.		X
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director. <u>4-8pm</u>	X	
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)	X	
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)		X

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 12/10/2022

Name of Event Maine General Hospice Celebration of Lights

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

Additional comments:

Volunteers will set up between 10:00am -> 12:00pm.
All bags will be disposed of following the lighting.

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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 12/11/2022*
- 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.

Joreta McNeil
Applicant's Signature

10/24/2022
Date

Office use only:

Received in Clerk's Office by *Katey Coker* Date *10/24/22*

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

To: Kristopher McNeill
Subject: RE: RE:

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: Kristopher McNeill <kmcneill@gardinermaine.com>
Sent: Wednesday, October 26, 2022 3:52 PM
To: Kathleen Cutler <KCutler@gardinermaine.com>; DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>
Subject: RE:

No issues with Code 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 3:50 PM (GMT-05:00)
To: DepartmentHeads <departmentheads@gardinermaine.com>, Andrew Carlton <ACarlton@gardinermaine.com>, Kristopher McNeill <kmcneill@gardinermaine.com>
Subject:

Attached please find a special event permit (Minor) for Maine Generals Celebration of Lights event.

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

Kathleen Cutler

From: Jim Toman
Sent: Wednesday, October 26, 2022 3:53 PM
To: Kathleen Cutler; DepartmentHeads; Andrew Carlton; Kristopher McNeill
Subject: RE:

PD is fine with issuance

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, October 26, 2022 3:50 PM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: Andrew Carlton
Sent: Wednesday, October 26, 2022 3:53 PM
To: Kathleen Cutler; DepartmentHeads; Kristopher McNeill
Cc: Tucker Fitzmaurice
Subject: RE:

All set here. Tucker, please add this to your calendar.

-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 3:50 PM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;
Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: Doug Clark
Sent: Wednesday, October 26, 2022 4:12 PM
To: Andrew Carlton
Cc: Kathleen Cutler; DepartmentHeads; Kristopher McNeill; Tucker Fitzmaurice
Subject: Re:

OK with Wastewater.

Sent from my iPhone

On Oct 26, 2022, at 3:53 PM, Andrew Carlton <ACarlton@gardinermaine.com> wrote:

All set here. Tucker, please add this to your calendar.

-Andy

Andrew R. Carlton

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