



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



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

**Background Information**  
 Consideration of a special event permit for at the Waterfront on September 18, 2022 LoganFest

<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:	Johnson Hall / Mike Miclon
Applicant's Address:	P.O. Box 777 Gardiner, Me
Applicant's Phone Number(s):	207-514-6070
Applicant's Email Address:	mike@johnsonhall.org
Event Name:	Logan Fest
Date(s):	Sunday September 18
Location:	Pump Station at the water plant
Event Description:	This will be a gathering of musicians honoring Logan Johnston. This will be a 3 hour concert

2-5 pm

**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.	✓ 3hrs	
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**

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

Date of Event Sunday September 18  
 Name of Event Logan Fest

	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>		0	
<b>Fire:</b>  207-582-4535 <a href="mailto:rick.sieberg@gardinermaine.com">rick.sieberg@gardinermaine.com</a>		0	
<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>		0	
<b>Code Enforcement Office:</b>  207-582-6892 <a href="mailto:ceo@gardinermaine.com">ceo@gardinermaine.com</a>		0	
	<b>Total Amount Invoiced</b>		

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)

*\* we would like to have Bateau sell beer on the Pump site (like we did before)*

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

*[Handwritten Signature]*

8.16.22  
Date

**Office use only:**

Received in Clerk's Office by Kately Carter Date 8/17/2022

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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## Kathleen Cutler

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**From:** Tracey Desjardins  
**Sent:** Wednesday, August 17, 2022 4:25 PM  
**To:** Kathleen Cutler  
**Cc:** DepartmentHeads; Andrew Carlton; Kristopher McNeill  
**Subject:** Re: Special event  
**Attachments:** DOC081722-004.pdf

No issues with EDD as long as the necessary State permits are acquired.

Thank you  
Tracey

Sent from my iPhone

On Aug 17, 2022, at 2:33 PM, Kathleen Cutler <KCutler@gardinermaine.com> wrote:

Attached is an application for Logan Fest (a celebration of Logan Johnston) that Johnson Hall would like to hold. Mike says this event is similar to the Dead Show they had around the corner from the waterfront, in front of the wastewater transfer station. Bateau Brewing will be selling beer and will get their permits separately. Please let me know if you need additional information!

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

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**From:** Rick Sieberg  
**Sent:** Tuesday, August 23, 2022 12:58 PM  
**To:** Kathleen Cutler  
**Subject:** Re:

Kathy,

The FD does not have a problem with this event.

Rick Sieberg  
Fire Chief

[Get Outlook for Android](#)

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Tuesday, August 23, 2022 12:55:08 PM  
**To:** Rick Sieberg <rick.sieberg@gardinermaine.com>  
**Subject:** RE:

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

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**From:** Rick Sieberg <rick.sieberg@gardinermaine.com>  
**Sent:** Tuesday, August 23, 2022 12:26 PM  
**To:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Subject:** RE:

Can you resend that to me? I can't find it.

Thanks

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Tuesday, August 23, 2022 12:17 PM  
**To:** Rick Sieberg <rick.sieberg@gardinermaine.com>  
**Subject:** RE:

All but Logan Fest

Kathleen Cutler

## Kathleen Cutler

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**From:** Kristopher McNeill  
**Sent:** Monday, August 22, 2022 11:10 AM  
**To:** Kathleen Cutler; DepartmentHeads; Andrew Carlton  
**Subject:** RE: Special event

No issues with Code Kathy

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Wednesday, August 17, 2022 3:33 PM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Special event

Attached is an application for Logan Fest (a celebration of Logan Johnston) that Johnson Hall would like to hold. Mike says this event is similar to the Dead Show they had around the corner from the waterfront, in front of the wastewater transfer station. Bateau Brewing will be selling beer and will get their permits separately. Please let me know if you need additional information!

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## Kathleen Cutler

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**From:** Jim Toman  
**Sent:** Tuesday, August 23, 2022 3:23 PM  
**To:** Kathleen Cutler; DepartmentHeads; Andrew Carlton; Kristopher McNeill  
**Subject:** RE: Special event

PD is fine with issuance once all pertinent and applicable permits are obtained and presented by the event organizers.

JT

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Wednesday, August 17, 2022 3:33 PM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Special event

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## Kathleen Cutler

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**From:** Andrew Carlton  
**Sent:** Tuesday, August 23, 2022 1:08 PM  
**To:** Kathleen Cutler  
**Cc:** Tucker Fitzmaurice  
**Subject:** RE: Special event

Here it is...yep lets get it on the council agenda. Tucker, Sunday September 18<sup>th</sup> they are going to need power on by the pump station for a concert next to it.

Thanks,  
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)

**From:** Kathleen Cutler <[KCutler@gardinermaine.com](mailto:KCutler@gardinermaine.com)>  
**Sent:** Wednesday, August 17, 2022 3:33 PM  
**To:** DepartmentHeads <[departmentheads@gardinermaine.com](mailto:departmentheads@gardinermaine.com)>; Andrew Carlton <[ACarlton@gardinermaine.com](mailto:ACarlton@gardinermaine.com)>;  
Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>  
**Subject:** Special event

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