



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	11/02/2022	<b>Department</b>	City Council
<b>Agenda Item</b>	4.i Agenda Item: Small event - Winter Street Baptist Church - 3rd Annual Carols on the Common		
<b>Est. Cost</b>			

<b>Background Information</b>	
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<b>Requested Action</b>	"I move to approve the request for a small event in the Common for the Winter Street Baptist Church 3rd Annual Caroling on the Common, December 17, 2022."
<b>City Manager and/or Finance Review</b>	The City Manager recommends the above action.
<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:	Winter Street Baptist Church - Pastor Terry Upcott
Applicant's Address:	32 Wunter St. Gardiner, Me 04345
Applicant's Phone Number(s):	582-2818 / 447-1357
Applicant's Email Address:	wstbcchurch@twc.com
Event Name:	3rd Annual Carols on the Common
Date(s):	December <del>16</del> 17th, Saturday - Rain Date 18th both at 6
Location:	The Common / Gazebo
Event Description:	Event will focus on leading public in singing Christmas Carols.

**Minor Event: \$50.00 / Major Event: \$100.00**

Applicant has requested fees be waived/reduced for the following reason:

- Non-profit charitable cause  \* For the past 2 years
- Gardiner River Fest, LLC sponsored  the council has graciously
- Gardiner Main Street sponsored  not charged ~~us~~ us any fee.
- 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you addressed parking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you made arrangements for clean-up and/or trash removal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you be providing port-a-potties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

}

we can  
if needed.

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 December 17th 6pm

Name of Event Carols on the Common

	City Services Contacted	Estimate of Department Cost	Department Head Initials
<b>Police:</b>  207-582-5150 <a href="mailto:itoman@gardinermaine.com">itoman@gardinermaine.com</a>	emailed on Oct. 6		
<b>Fire:</b>  207-582-4535 <a href="mailto:rick.sieberg@gardinermaine.com">rick.sieberg@gardinermaine.com</a>	emailed on Oct. 6		
<b>Public Works/ Buildings &amp; Grounds:</b>  207-582-4408 <a href="mailto:JDouglass@gardinermaine.com">JDouglass@gardinermaine.com</a>	emailed on Oct 6		
<b>Economic Development:</b>  207-582-6892 <a href="mailto:tdesjardins@gardinermaine.com">tdesjardins@gardinermaine.com</a>	emailed on Oct 6		
<b>Code Enforcement Office:</b>  207-582-6892 <a href="mailto:ceo@gardinermaine.com">ceo@gardinermaine.com</a>	emailed on Oct 6		
	Total Amount Invoiced		

Additional comments:  
rain date December 18 at 6?

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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.

[Signature]  
Applicant's Signature

10/16/2022  
Date

**Office use only:**

Received in Clerk's Office by [Signature] Date 10/13/22

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

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## Kathleen Cutler

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**From:** Rick Sieberg  
**Sent:** Thursday, October 13, 2022 3:44 PM  
**To:** Kathleen Cutler  
**Subject:** RE: special event permit Winter St Baptist

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](mailto:rick.sieberg@gardinermaine.com)

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Thursday, October 13, 2022 10:47 AM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;  
Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** special event permit Winter St Baptist

Attached please find the special event permit for Winter St Baptist Church annual caroling event at the Common.

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:** Jim Toman  
**Sent:** Thursday, October 13, 2022 11:35 AM  
**To:** Kathleen Cutler  
**Subject:** RE: special event permit Winter St Baptist

PD is fine with issuance

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Thursday, October 13, 2022 10:47 AM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** special event permit Winter St Baptist

Attached please find the special event permit for Winter St Baptist Church annual caroling event at the Common.

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City Clerk/Tax Collector/Deputy Treasurer  
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(207) 582-2223  
F-(207) 582-6895

## Kathleen Cutler

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**From:** Kristopher McNeill  
**Sent:** Thursday, October 13, 2022 11:07 AM  
**To:** Kathleen Cutler; DepartmentHeads; Andrew Carlton  
**Subject:** RE: special event permit Winter St Baptist

No issues Kathy

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Thursday, October 13, 2022 10:47 AM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** special event permit Winter St Baptist

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## Kathleen Cutler

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**From:** Andrew Carlton  
**Sent:** Friday, October 14, 2022 11:43 AM  
**To:** Kathleen Cutler; DepartmentHeads; Kristopher McNeill  
**Cc:** Tucker Fitzmaurice  
**Subject:** RE: special event permit Winter St Baptist

Good Morning,

No Issues here. Tucker...please take notice of the date and the needs for electricity. This can go on the November 2<sup>nd</sup> agenda.

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:** Thursday, October 13, 2022 10:47 AM  
**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)>  
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F-(207) 582-6895





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Box 357 Merrill WI 54452		<b>CONTACT NAME:</b> Church Mutual Insurance Company, S.I. <b>PHONE (A/C, No, Ext):</b> 1-800-554-2642 <b>FAX (A/C, No):</b> 855-264-2329 <b>E-MAIL ADDRESS:</b> customerservice@churchmutual.com	
<b>INSURED</b> WINTER STREET FREE BAPTIST CHURCH 32 WINTER ST GARDINER ME 04345-1907		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Church Mutual Insurance Company, S.I.	<b>NAIC #</b> 18767
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

**COVERAGES                      CERTIFICATE NUMBER:                      REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					11/01/2023	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER						MED EXP (Any one person) \$ 15,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b>						GENERAL AGGREGATE \$ 5,000,000
	<input type="checkbox"/> ANY AUTO						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				
	<b>UMBRELLA LIAB</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> EXCESS LIAB						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OCCUR						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> CLAIMS-MADE						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> DED						
	<input type="checkbox"/> RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						EACH OCCURRENCE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						AGGREGATE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

Caroling on Commem

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is an additional insured as required by written contract or agreement per the General Liability Enhancement endorsement attached to the policy.

<b>CERTIFICATE HOLDER</b> CITY OF GARDINER 6 CHURCH ST GARDINER ME 04345	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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