



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	05/01/2024	Department	City Clerk <input type="button" value="v"/>
Agenda Item	4b. Approval of the Classic Car Cruise In-Sponsored by Gardiner Main Street		
Est. Cost			

Background Information	Please see the attached documentation		
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Requested Action	"I move to approve the Class Car Cruise In Event Series with the City Manager's recommendations and waive all City Fees."		
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: Gardiner Main Street

Applicant's Address: PO Box 194 Gardiner, ME 04345

Applicant's Phone Number(s): 207-582-3100 (o) 207-330-2699 Tam cell

Applicant's Email Address: tamara@gardinermainstreet.org

Event Name: Classic Car Cruise In at the Gardiner Waterfront

Date(s): Thursdays - starting May 9, 2024 to September 26, 2024

Location: Waterfront Park

Event Description: Classic cars from around Maine gather at the Waterfront Park, park the cars and display for onlookers and other car enthusiasts. Coordinator - Jason Everett oversees parking, provide music. Minor Event: \$50.00 / Major Event: \$100.00 and MC services.

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? <u>discuss w/ dept heads</u>		
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.		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.		
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)	X	

TBD

will ask Jason

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 Thursday Afternoon/Evening May 9th - September 2024

Name of Event _____

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 itomah@gardinermaine.com	copied in permit submission email		
Fire: 207-582-4535 nick.stebers@gardinermaine.com			
Public Works/ Buildings & Grounds: 207-582-4408 .Douglass@gardinermaine.com			
Economic Development: 207-582-6892 tdesjardins@cityofgardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com			
	↓		
	Total Amount Invoiced		

Additional comments:

Please send application and payment (payable to City of Gardiner) to:
 City Clerk's Office, 6 Church Street, Gardiner, ME 04345

Hailee Lovely

From: Rick Sieberg
Sent: Monday, April 8, 2024 8:33 AM
To: Hailee Lovely
Subject: RE: Classic Car Cruise

Hailee,

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: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Monday, April 8, 2024 8:28 AM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Andrew Carlton <ACarlton@gardinermaine.com>
Subject: Classic Car Cruise

Good Morning, attached is a special event application for the Classic Car Cruise. If there are any issues please let me know!

Hailee Lovely
Deputy City Clerk | City of Gardiner
6 Church Street
Gardiner, ME 04345
p: 207-582-4200 f: 207-582-6895
e: hlovely@gardinermaine.com
w: www.gardinermaine.com

Hailee Lovely

From: John Cameron
Sent: Tuesday, April 9, 2024 1:11 PM
To: Hailee Lovely; departmentheads
Cc: Andrew Carlton
Subject: RE: Classic Car Cruise

I am good to see the car show come back to the waterfront and Gardiner with the understanding of the conditions that there can be no parking on the grassed areas all vehicles will need to be kept on the pavement.

From: Hailee Lovely <HLovely@gardinermaine.com>
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w: www.gardinermaine.com

Hailee Lovely

From: WWGRP
Sent: Wednesday, April 10, 2024 8:49 AM
To: Hailee Lovely; departmentheads
Cc: Andrew Carlton
Subject: RE: Classic Car Cruise

All good with WW

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Monday, April 8, 2024 8:28 AM
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Hailee Lovely

From: Dawn Thistle
Sent: Friday, April 12, 2024 12:07 PM
To: Hailee Lovely
Subject: RE: Classic Car Cruise

Good with the library.

Dawn Thistle
Library Director
Gardiner Public Library
152 Water Street
Gardiner ME 04345
207-582-6893

From: Hailee Lovely <HLovely@gardinermaine.com>
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w: www.gardinermaine.com

Hailee Lovely

From: Kristopher McNeill
Sent: Tuesday, April 23, 2024 12:34 PM
To: Hailee Lovely
Subject: RE: Classic Car Cruise

No issues Hailee

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Tuesday, April 23, 2024 10:47 AM
To: Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: FW: Classic Car Cruise

Hailee Lovely
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w: www.gardinermaine.com

Hailee Lovely

From: Andrew Carlton
Sent: Thursday, April 25, 2024 9:40 AM
To: Hailee Lovely
Cc: departmentheads
Subject: Classic Cruise In

Good Morning Hailee,

I am fine with the Classic Car Cruise In Event, but I will be recommending to Council that they not be allowed to park on the grass this year due to the damage the grass has sustained from flooding.

Thanks,
Andy

Andrew R. Carlton

City Manager
6 Church Street
Gardiner, Maine 04345
207-582-4200

Hailee Lovely

From: Melissa Lindley
Sent: Thursday, April 25, 2024 9:52 AM
To: Hailee Lovely; departmentheads
Cc: Andrew Carlton
Subject: RE: Classic Car Cruise

No issues for economic development

Melissa Lindley

Economic Development Director & Public Information Officer
City of Gardiner
6 Church Street, Gardiner, ME 04345
office/cell: 207-582-6888
mlindley@gardinermaine.com
www.gardinermaine.com

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w: www.gardinermaine.com

Hailee Lovely

From: Todd Pilsbury
Sent: Thursday, April 25, 2024 12:27 PM
To: Hailee Lovely
Subject: RE: Classic Car Cruise

All set with PD.

Chief Todd H. Pilsbury

City of Gardiner Police Department
(207)582-3211 (office)
(207)215-5430 (cell)

From: Hailee Lovely <HLovely@gardinermaine.com>
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