



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	05/15/2024	Department	City Clerk
Agenda Item	4b. Approval of a large event-GAHS Graduation Parade and Festivity at the Waterfront Park		
Est. Cost			

Background Information	
-------------------------------	--

Requested Action	"I move to approve the request from Gardiner Area High School for a post graduation parade and gathering at the Waterfront Park."
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:	Melissa Gregoire GHS Class of 2024
Applicant's Address:	40 West Hill Rd Gardiner Me
Applicant's Phone Number(s):	2075823150 ext 3012
Applicant's Email Address:	mgregoire@msad11.org
Event Name:	Class of 2024 graduation celebration
Date(s):	6/8/2024
Location:	Water front
Event Description:	Block party with 3-4 food trucks, DJ fire works, and possible inflatable games for graduates

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

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

- Non-profit charitable cause
- 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.	✓	
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 June 8, 2020

Name of Event graduation Celebration

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

Additional comments:

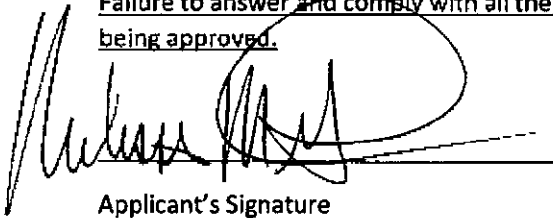
Please send application and payment (payable to City of Gardiner) to:
 City Clerk's Office, 6 Church Street, Gardiner, ME 04345



Special Event Application

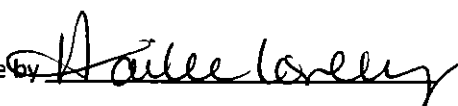
- I understand permits may be required before operating or conducting any activity on property owned by the City of Gardiner.
- As the applicant, I have the authority from the owner to apply for this license from the City of Gardiner.
- Events are considered rain or shine.
- This permit does not authorize 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.


Applicant's Signature

4/22/2024
Date

Office use only:

Received in Clerk's Office by  Date 4/22/24

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



Gardiner Area High School

40 West Hill Road
Gardiner, ME 04345
207-582-3150



Lauren Arnold
Principal

Jackie Pare'
Assistant Principal

Jarrold Dumas
Assistant Principal

Nate Stubbert
Athletic Director

April 22, 2024

Andrew Carlton, City Manager
City of Gardiner
6 Church Street
Gardiner, ME 04345

Andrew,

Regarding the Special Event Application and requests of changes to be made, please accept this application with the assigned changes:

- 1) Parade: I have been notified of the request to not start at the EJP turn around on outer Brunswick Avenue and have 3 scenarios to choose from, which of the following would be the best:
 - a. Starting at the former Gardiner Armory, going past Laura E Richards school, around the common, down the hill and taking a right onto Water St continued onto Main St and ending in the Hannaford parking lot.
 - b. Starting at Gardiner Area High School, taking a left onto Cobbosse Ave and following that route to Water St, onto Main St, and ending in the Hannaford parking lot.
 - c. Starting at Gardiner Area High School, taking a right onto Highland Ave, a right onto Bridge St, a left onto Water St, and continuing onto Main St and ending at the Hannaford parking lot.
- 2) Timeline:
 - a. Graduation is slated to start at 5pm and should end between 6-630, we are hoping the students and families line up for the parade at the location that is approved. After the parade, we would have students, families, and community gathered at the waterfront.
 - b. Estimated time at waterfront:
 - i. Would have food trucks there early so they can get all set up. (accessible to all community) Hopefully they can set up around 4? Not sure how long it takes a food truck to set up.
 - ii. DJ would set up with the food trucks. (student area only)
 - iii. Inflatable games, if available, would be set up with the food trucks. (student area only)
 - iv. Hoping to have the activities for students from 7ish(parade)- after fireworks 930-10pm.

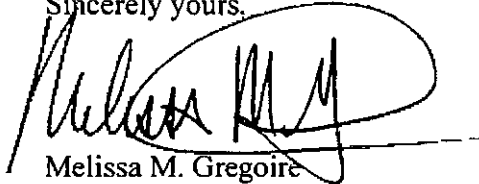
This Institution Guarantees Educational opportunities Regardless of Situation

3) Graduate Area:

- a. This would be a section where Graduates only would be entering. This area would be where the DJ would be set up, students would receive their grad swag bags full of gifts and their meal ticket for the food trucks.

If I can be of any further assistance, please do not hesitate to reach out. I am available by telephone, 2075823150 ext. 3012 or via email mgregoire@msad11.org .

Sincerely yours,

A handwritten signature in black ink, appearing to read "Melissa M. Gregoire", written over a horizontal dashed line.

Melissa M. Gregoire
Graduation Celebration Chair.

Hailee Lovely

From: Kristopher McNeill
Sent: Wednesday, April 24, 2024 9:02 AM
To: Hailee Lovely; departmentheads
Subject: RE: GAHS 2024

No issues Hailee

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Wednesday, April 24, 2024 8:04 AM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: GAHS 2024

Good morning, here is the updated version of the Class of 2024 event application. If there are any other issues please let me know. Thanks!

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: Todd Pilsbury
Sent: Thursday, April 25, 2024 12:01 PM
To: Hailee Lovely
Subject: RE: GAHS 2024

All set with PD pending meeting on 4/30

Chief Todd H. Pilsbury

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

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Wednesday, April 24, 2024 8:04 AM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: GAHS 2024

Good morning, here is the updated version of the Class of 2024 event application. If there are any other issues please let me know. Thanks!

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: Rick Sieberg
Sent: Wednesday, May 8, 2024 2:55 PM
To: Andrew Carlton; John Cameron; Dawn Thistle; Melissa Lindley
Cc: Hailee Lovely
Subject: RE: Graduation Event

Sorry about that Andy. The FD is all set with this.

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: Andrew Carlton <ACarlton@gardinermaine.com>
Sent: Wednesday, May 8, 2024 2:40 PM
To: Rick Sieberg <rick.sieberg@gardinermaine.com>; John Cameron <JCameron@gardinermaine.com>; Dawn Thistle <DThistle@gardinermaine.com>; Melissa Lindley <MLindley@gardinermaine.com>
Cc: Hailee Lovely <HLovely@gardinermaine.com>
Subject: Graduation Event

Hi All,

I just need confirmation that you are good with the Graduation Event so that I can put it on next weeks council agenda?

Thanks,

Andy

Andrew R. Carlton

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

Hailee Lovely

From: Dawn Thistle
Sent: Wednesday, May 8, 2024 5:06 PM
To: Andrew Carlton; Rick Sieberg; John Cameron; Melissa Lindley
Cc: Hailee Lovely
Subject: RE: Graduation Event

All good with the library.

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

From: Andrew Carlton <ACarlton@gardinermaine.com>
Sent: Wednesday, May 8, 2024 2:40 PM
To: Rick Sieberg <rick.sieberg@gardinermaine.com>; John Cameron <JCameron@gardinermaine.com>; Dawn Thistle <DThistle@gardinermaine.com>; Melissa Lindley <MLindley@gardinermaine.com>
Cc: Hailee Lovely <HLovely@gardinermaine.com>
Subject: Graduation Event

Hi All,

I just need confirmation that you are good with the Graduation Event so that I can put it on next weeks council agenda?

Thanks,

Andy

Andrew R. Carlton

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

Hailee Lovely

From: Andrew Carlton
Sent: Wednesday, May 8, 2024 2:40 PM
To: Rick Sieberg; John Cameron; Dawn Thistle; Melissa Lindley
Cc: Hailee Lovely
Subject: Graduation Event

Hi All,

I just need confirmation that you are good with the Graduation Event so that I can put it on next weeks council agenda?

Thanks,

Andy

Andrew R. Carlton

City Manager

6 Church Street

Gardiner, Maine 04345

207-582-4200