



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	11/01/2023	Department	City Manager
Agenda Item	4b. Gardiner Main Street Parade of Lights		
Est. Cost	N/A		

Background Information	Please See attached Documentation.		
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Requested Action	"I move to approve the Gardiner Main St Parade of Lights on December 2, 2023 and waive all associated 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:	Tamara Whitmore → Gardiner Main Street
Applicant's Address:	PO Box 194 Gardiner ME 04345
Applicant's Phone Number(s):	207 - 582 - 3100
Applicant's Email Address:	tamara@gardinermainstreet.org
Event Name:	Parade of Lights
Date(s):	Saturday, December 2, 2023
Location:	Staging at Family Dollar / 10 Winter Street
Event Description:	Holiday parade down Water Street through downtown and ending at the waterfront park.

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, 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

- 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 12/9/23
- 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.

Danana Whitmore

Applicant's Signature

10/23/23

Date

Office use only:

Received in Clerk's Office by *Nicole Jones* Date 10-13-2023

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

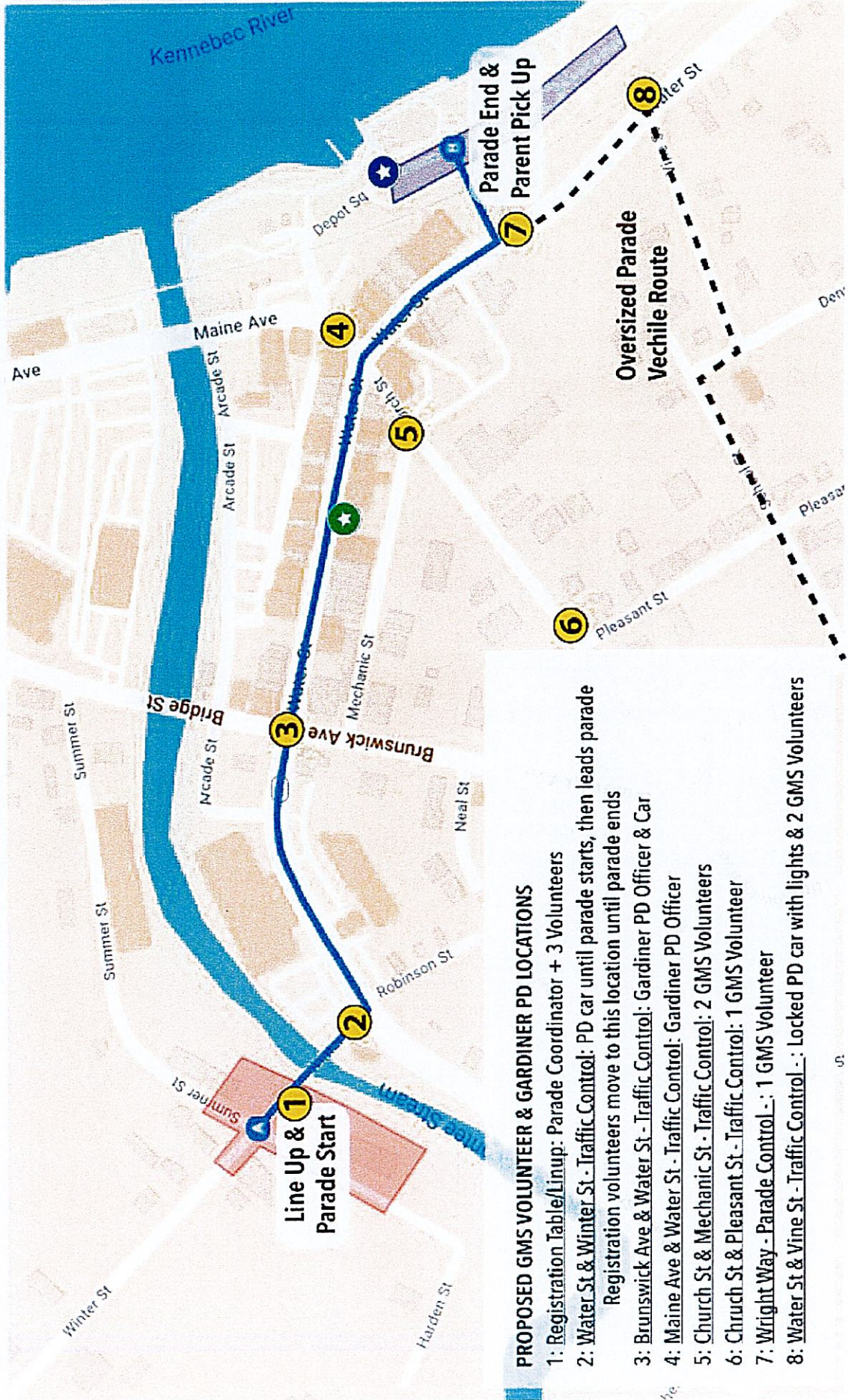
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2023 Gardiner Parade of Lights ~ Parade Route

Saturday, Dec. 2nd, 4:30 pm Start

Rain Date: Dec. 9th, 4:30 pm



PROPOSED GMS VOLUNTEER & GARDINER PD LOCATIONS

- 1: Registration Table/Linup: Parade Coordinator + 3 Volunteers
- 2: Water St & Winter St - Traffic Control: PD car until parade starts, then leads parade
- 3: Brunswick Ave & Water St - Traffic Control: Gardiner PD Officer & Car
- 4: Maine Ave & Water St - Traffic Control: Gardiner PD Officer
- 5: Church St & Mechanic St - Traffic Control: 2 GMS Volunteers
- 6: Church St & Pleasant St - Traffic Control: 1 GMS Volunteer
- 7: Wright Way - Parade Control: 1 GMS Volunteer
- 8: Water St & Vine St - Traffic Control: Locked PD car with lights & 2 GMS Volunteers

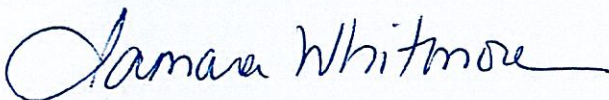
October 23, 2023

Dear Gardiner City Council,

Gardiner Main Street requests your approval to host the annual Parade of Lights on Saturday, December 2, 2023. The parade will start at 4:30pm from 26 Winter Street, turn left onto Water Street and proceed through downtown to the Library, turning left down Wright Way to conclude at Waterfront Park. Depending on the number of entries, the parade usually lasts about thirty minutes. In the event of rain or snow, we would plan to postpone the event until December 10th, the decision on such a change would be made by 10am on the day of the event. Please see the included parade route map along with a draft of volunteer and police stations during the parade.

We will work with the police department in advance of the event to coordinate public safety measures for the roads and intersections which will be temporarily closed. Gardiner Police officers on-duty will support our team of volunteers posted in several locations to assist with the temporary road closures during the parade. Gardiner PD will also participate by using a police cruiser to lead the parade. Gardiner Main Street will post no parking notices along the Water Street parade route in advance of the event, and we will help to communicate the traffic impacts caused by the parade.

We have been in touch with the appropriate department heads and look forward to working out the details to cooperatively plan and execute our traditional activities. Thank you for your consideration of this major event.



Tamara Whitmore
Executive Director
Gardiner Main Street

Hailee Lovely

From: Rick Sieberg
Sent: Monday, October 23, 2023 2:07 PM
To: Hailee Lovely
Subject: RE: Parade of Lights

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, October 23, 2023 2:06 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Andrew Carlton <ACarlton@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
Subject: Parade of Lights

Good afternoon, attached you will find a special permit application for Gardiner Main Street, RE; Parade of lights. This will need to go before council for approval. Let me know if you have any issues!
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: Monday, October 23, 2023 2:26 PM
To: Hailee Lovely
Subject: RE: Parade of Lights

No issue 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>
Sent: Monday, October 23, 2023 2:06 PM
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Hailee Lovely

From: Melissa Lindley
Sent: Monday, October 23, 2023 2:42 PM
To: Hailee Lovely; departmentheads
Cc: Andrew Carlton; Kathleen Cutler
Subject: RE: Parade of Lights

No issues for me

Melissa Lindley

Economic Development Director & Public Information Officer
City of Gardiner
6 Church Street, Gardiner, ME 04345
office: 207-582-4200 cell: 207-242-1907
mlindley@gardinermaine.com
www.gardinermaine.com

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Hailee Lovely

From: Doug Clark
Sent: Monday, October 23, 2023 3:54 PM
To: Hailee Lovely; departmentheads
Cc: Andrew Carlton; Kathleen Cutler
Subject: RE: Parade of Lights

OK with WW.

Douglas E. Clark

Wastewater Director
City of Gardiner
Wastewater Treatment
(207) 582-1351 (O)
(207) 215-3870 (C)

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w: www.gardinermaine.com

Hailee Lovely

From: Dawn Thistle
Sent: Monday, October 23, 2023 4:07 PM
To: Hailee Lovely; departmentheads
Cc: Andrew Carlton; Kathleen Cutler
Subject: RE: Parade of Lights

All good with the library.

Dawn

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Monday, October 23, 2023 2:06 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Andrew Carlton <ACarlton@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
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w: www.gardinermaine.com

Hailee Lovely

From: John Cameron
Sent: Tuesday, October 24, 2023 6:32 AM
To: Hailee Lovely; departmentheads
Cc: Andrew Carlton; Kathleen Cutler
Subject: RE: Parade of Lights

Good with PW

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Monday, October 23, 2023 2:06 PM
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Hailee Lovely

From: Kristopher McNeill
Sent: Tuesday, October 24, 2023 8:53 AM
To: Hailee Lovely
Subject: RE:

No issues Haley

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Tuesday, October 24, 2023 8:52 AM
To: Kristopher McNeill <kmcneill@gardinermaine.com>
Subject:

Hailee Lovely
Deputy City Clerk | City of Gardiner
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e: hlovely@gardinermaine.com
w: www.gardinermaine.com

Hailee Lovely

From: Andrew Carlton
Sent: Tuesday, October 24, 2023 9:27 AM
To: John Cameron; Hailee Lovely
Cc: Kathleen Cutler
Subject: RE: Parade of Lights

Good with me

Andrew R. Carlton

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

From: John Cameron <JCameron@gardinermaine.com>
Sent: Tuesday, October 24, 2023 6:32 AM
To: Hailee Lovely <HLovely@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>
Cc: Andrew Carlton <ACarlton@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
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Good with PW

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