



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	03/06/2024	Department	City Manager
Agenda Item	4c Approval of a Large Event: "American Legion Memorial Day Parade"		
Est. Cost			

Background Information	
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Requested Action	"I move to approve the American Legion's request to hold a Memorial Day Parade and waive all associated City Fees"
City Manager and/or Finance Review	City Manager Approves
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:	American Legion Smith Widen Post 4
Applicant's Address:	46 Griffin Street Gardiner, ME 04345
Applicant's Phone Number(s):	(207) 582-9868
Applicant's Email Address:	swpost4@yahoo.com
Event Name:	Memorial Day Parade - Ceremony
Date(s):	May 27, 2024
Location:	Brunswick Ave - Gardiner Commons
Event Description:	Memorial Day

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?	<input type="checkbox"/>	<input type="checkbox"/>
Have you addressed parking?	<input type="checkbox"/>	<input type="checkbox"/>
Have you made arrangements for clean-up and/or trash removal?	<input 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 checked="" type="checkbox"/>	<input 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. <i>approx 2 hrs at the Commons</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

[Signature]
Applicant's Signature

2/22/24
Date

Office use only:

Received in Clerk's Office by *Hailee Lovely* Date 2/22/24

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

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**Special Event
Application**

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

Date of Event May 27, 2024

Name of Event Memorial Day Parade

	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:

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Hailee Lovely

From: Rick Sieberg
Sent: Thursday, February 22, 2024 12:43 PM
To: Hailee Lovely
Subject: RE: American Legion (memorial Day Parade)

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: Thursday, February 22, 2024 12:25 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: American Legion (memorial Day Parade)

Hello, attached you will find a special event application for the American Legion Smith Wiley Post 4, for the Memorial Day Parade. Let me know if there are 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: Melissa Lindley
Sent: Thursday, February 22, 2024 12:58 PM
To: Hailee Lovely; departmentheads
Cc: Kristopher McNeill
Subject: RE: American Legion (memorial Day Parade)

I have no issues.

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

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Thursday, February 22, 2024 12:25 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>
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w: www.gardinermaine.com

Hailee Lovely

From: Kristopher McNeill
Sent: Thursday, February 22, 2024 1:24 PM
To: Melissa Lindley; Hailee Lovely; departmentheads
Subject: Re: American Legion (memorial Day Parade)

No issues Hailee

Kris McNeill
Code Enforcement Officer
City of Gardiner, Maine
207-620-4853

From: Melissa Lindley <MLindley@gardinermaine.com>
Sent: Thursday, February 22, 2024 12:57:59 PM
To: Hailee Lovely <HLovely@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: RE: American Legion (memorial Day Parade)

I have no issues.

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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Hailee Lovely

From: Todd Pilsbury
Sent: Thursday, February 22, 2024 1:32 PM
To: Hailee Lovely
Subject: RE: American Legion (memorial Day Parade)

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>
Sent: Thursday, February 22, 2024 12:25 PM
To: departmentheads <departmentheads@gardinermaine.com>
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w: www.gardinermaine.com

Hailee Lovely

From: Andrew Carlton
Sent: Thursday, February 22, 2024 1:48 PM
To: Hailee Lovely
Subject: Re: American Legion (memorial Day Parade)

No issues from me.
Sent from my iPhone

On Feb 22, 2024, at 12:25 PM, Hailee Lovely <HLovely@gardinermaine.com> wrote:

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<american legion (memorial Day Parade).pdf>

Hailee Lovely

From: John Cameron
Sent: Thursday, February 22, 2024 3:40 PM
To: Hailee Lovely
Cc: departmentheads; Kristopher McNeill
Subject: Re: American Legion (memorial Day Parade)

Follow Up Flag: Follow up
Flag Status: Flagged

Good with PW
Sent from my iPhone

On Feb 22, 2024, at 12:25 PM, Hailee Lovely <HLovely@gardinermaine.com> wrote:

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<american legion (memorial Day Parade).pdf>

Hailee Lovely

From: WWGRP
Sent: Thursday, February 22, 2024 4:16 PM
To: Hailee Lovely; departmentheads
Cc: Kristopher McNeill
Subject: RE: American Legion (memorial Day Parade)

Wastewater is all set

TY

Chuck

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Thursday, February 22, 2024 12:25 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>
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w: www.gardinermaine.com

Hailee Lovely

From: Dawn Thistle
Sent: Thursday, February 22, 2024 4:21 PM
To: Hailee Lovely; departmentheads
Cc: Kristopher McNeill
Subject: RE: American Legion (memorial Day Parade)

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>
Sent: Thursday, February 22, 2024 12:25 PM
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