



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	05/01/2024	<b>Department</b>	City Clerk
<b>Agenda Item</b>	4c. Approval of the Art Walk Event Series		
<b>Est. Cost</b>			

<b>Background Information</b>	<p>Please see the attached documentation</p>
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<b>Requested Action</b>	"I move to approve the Art Walk Event Series as presented"
<b>City Manager and/or Finance Review</b>	
<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:	Kaitlin Thibeau	
Applicant's Address:	4 Grant St. Farmingdale	
Applicant's Phone Number(s):	(207) 502-9733	
Applicant's Email Address:	artwalkgardiner@gmail.com	kaitlinthibeau@gmail.com
Event Name:	ARTWALK GARDINER	
Date(s):	FRIDAY MAY 17, FRIDAY AUGUST 16, FRIDAY DECEMBER 6	
Location:	WATER ST	
Event Description:		

**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?		X
Have you addressed parking?	X	
Have you made arrangements for clean-up and/or trash removal?		X
Will you be providing port-a-potties?		X
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.		X
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)		X
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)	X	

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



<b>Special Event Application</b>
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\*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event Friday May 17, Friday August 16, December 6

Name of Event Gardiner ARTWALK

	City Services Contacted	Estimate of Department Cost	Department Head Initials
<b>Police:</b>  207-582-5150 <a href="mailto:tpilsbury@gardinermaine.com">tpilsbury@gardinermaine.com</a>	Sent an email on 4/11 to coordinate crossing guard.		
<b>Fire:</b>  207-582-4535 <a href="mailto:rick.sieberg@gardinermaine.com">rick.sieberg@gardinermaine.com</a>			
<b>Public Works/ Buildings &amp; Grounds:</b>  207-582-4408 <a href="mailto:icameron@gardinermaine.com">icameron@gardinermaine.com</a>			
<b>Economic Development:</b>  207-582-6892 <a href="mailto:mlindley@gardinermaine.com">mlindley@gardinermaine.com</a>			
<b>Code Enforcement Office:</b>  207-582-6892 <a href="mailto:ceo@gardinermaine.com">ceo@gardinermaine.com</a>			
	Total Amount Invoiced		

Additional comments:

We are looking for a crossing guard for all 3 ARTWALK's due to last December's accident. A pedestrian got hit crossing at cross walk near The Depot.

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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.

4/11/24

Applicant's Signature,

Date

**Office use only:**

Received in Clerk's Office by Hailee Lorely

Date 4/23/2024

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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## Hailee Lovely

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

No issues Hailee

**From:** Hailee Lovely <HLovely@gardinermaine.com>  
**Sent:** Wednesday, April 24, 2024 9:01 AM  
**To:** departmentheads <departmentheads@gardinermaine.com>  
**Cc:** Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Art Walk

Good morning, attached is a special event application for the Art Walk. Please be mindful she included all three dates on here. If there are any 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](mailto:hlovely@gardinermaine.com)  
w: [www.gardinermaine.com](http://www.gardinermaine.com)

## Hailee Lovely

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**From:** Melissa Lindley  
**Sent:** Wednesday, April 24, 2024 12:01 PM  
**To:** Hailee Lovely; departmentheads  
**Cc:** Kristopher McNeill  
**Subject:** RE: Art Walk

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](mailto:mlindley@gardinermaine.com)  
[www.gardinermaine.com](http://www.gardinermaine.com)

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**From:** John Cameron  
**Sent:** Wednesday, April 24, 2024 12:03 PM  
**To:** Hailee Lovely; departmentheads  
**Cc:** Kristopher McNeill  
**Subject:** RE: Art Walk

No issues with PW

**From:** Hailee Lovely <HLovely@gardinermaine.com>  
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## Hailee Lovely

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**From:** Dawn Thistle  
**Sent:** Wednesday, April 24, 2024 12:22 PM  
**To:** Hailee Lovely; departmentheads  
**Cc:** Kristopher McNeill  
**Subject:** RE: Art Walk

All 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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## Hailee Lovely

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**From:** Rick Sieberg  
**Sent:** Wednesday, April 24, 2024 2:00 PM  
**To:** Hailee Lovely  
**Subject:** RE: Art Walk

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)

**From:** Hailee Lovely <[HLovely@gardinermaine.com](mailto:HLovely@gardinermaine.com)>  
**Sent:** Wednesday, April 24, 2024 9:01 AM  
**To:** departmentheads <[departmentheads@gardinermaine.com](mailto:departmentheads@gardinermaine.com)>  
**Cc:** Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>  
**Subject:** Art Walk

Good morning, attached is a special event application for the Art Walk. Please be mindful she included all three dates on here. If there are any issues please let me know. Thanks!

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w: [www.gardinermaine.com](http://www.gardinermaine.com)

## Hailee Lovely

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**From:** Andrew Carlton  
**Sent:** Wednesday, April 24, 2024 3:03 PM  
**To:** Dawn Thistle; Hailee Lovely; departmentheads  
**Cc:** Kristopher McNeill  
**Subject:** RE: Art Walk

Good with me.  
Thanks,  
Andy

*Andrew A. Carlton*

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

**From:** Dawn Thistle <DThistle@gardinermaine.com>  
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e: hlovely@gardinermaine.com

## Hailee Lovely

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**From:** Todd Pilsbury  
**Sent:** Thursday, April 25, 2024 12:00 PM  
**To:** Hailee Lovely  
**Subject:** RE: Art Walk

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:** Wednesday, April 24, 2024 9:01 AM  
**To:** departmentheads <departmentheads@gardinermaine.com>  
**Cc:** Kristopher McNeill <kmcneill@gardinermaine.com>  
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