



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	01/18/2023	Department	City Council
Agenda Item	4d. Approval of Major Event - Winter St. Baptist Church Easter Egg Hunt		
Est. Cost			

Background Information

Applicant is requesting that fees be waived. Will need electricity.

Requested Action	
City Manager and/or Finance Review	City Manager recommends approval.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	<div style="border: 1px dashed black; padding: 5px; width: fit-content;"> EFFECTIVE DATE _____ </div>
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

DATE RECEIVED: 1/3/2022

NAME OF BUSINESS / EVENT / BOARD / COMMITTEE: Winter St Baptist Church
Easter Egg Hunt

DATE OF EVENT: April 8 10am-2pm

	MINOR SPECIAL EVENT	MAJOR SPECIAL EVENT	LIQUOR VICTUALER LICENSE	DBA LICENSE	JUNK YARD PERMIT	OTHER LICENSE	BOARDS & COMMITTEES
Paid		N/A					
Email DH & CM		✓					
Approved by							
CM		✓					
PD		✓					
FD		✓					
PW & BG		✓					
CEO		✓					
ED		✓					
Add to agenda		✓					
Legal ad to KJ							
Add to event calendar							
Add to DBA list							
Issue license / permit							
Notify applicant of Council meeting							
Notify applicant of approval or denial							
Create oath sheet							
Swear in							
Contact info to board / committee							
Update TRIO							
Update website							



**Special Event
Application**

Applicant's Name: Natalie Bailey First Baptist Church
 Applicant's Address: 47 Church St Gardiner 04345
 Applicant's Phone Number(s): 207-446-6169 Natalie cell Church # 582-4747
 Applicant's Email Address:
 Event Name: Easter Festival
 Date(s): Saturday April 8th 2023 10am - 2pm
 Location: Gardiner Park Common
 Event Description: Easter Festival w/ egg hunt, bouncehouse, food truck, cotton candy machine, games, etc fun for the family, free event

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

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?		<input checked="" type="checkbox"/>
Have you addressed parking? <u>at church: the church across st</u>	<input checked="" type="checkbox"/>	
Have you made arrangements for clean-up and/or trash removal? <u>we will ^{if we} have to</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be providing port-a-potties? <u>if we have to</u>		
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 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"/>
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.	<input checked="" type="checkbox"/>	
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.	<input checked="" 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)		
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		

4 hours
hoping for
100+
People

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.

Natalie Bailey

Applicant's Signature

12-27-23

Date

Office use only:

Received in Clerk's Office by 1/3/23 - MS Date _____

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:
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Kathleen Cutler

From: Kristopher McNeill
Sent: Wednesday, January 4, 2023 12:14 PM
To: Kathleen Cutler; DepartmentHeads; Andrew Carlton
Subject: RE: special event

No issues Kathy

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, January 4, 2023 11:19 AM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: special event

Attached please find the application for an Easter Egg Hunt requested by the Winter St Baptist Church. I would like to get it on the agenda for the meeting on 01/18.

Kathleen Cutler
City Clerk/Tax Collector/Deputy Treasurer
City of Gardiner
6 Church St.
Gardiner, Maine 04345
(207) 582-2223
F-(207) 582-6895

Kathleen Cutler

From: Rick Sieberg
Sent: Wednesday, January 4, 2023 12:55 PM
To: Kathleen Cutler
Subject: RE: special event

Kathy,

No issues 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: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, January 4, 2023 11:19 AM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;
Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: John Cameron
Sent: Wednesday, January 4, 2023 12:33 PM
To: Kathleen Cutler
Cc: DepartmentHeads; Andrew Carlton; Kristopher McNeill
Subject: Re: special event
Attachments: DOC010423.pdf

No issues

Sent from my iPhone

On Jan 4, 2023, at 11:19 AM, Kathleen Cutler <KCutler@gardinermaine.com> wrote:

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Kathleen Cutler

From: Jim Toman
Sent: Wednesday, January 4, 2023 3:02 PM
To: Kathleen Cutler; DepartmentHeads; Andrew Carlton; Kristopher McNeill; Todd Pilsbury
Subject: RE: special event

PD has no concerns with issuance

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, January 4, 2023 11:19 AM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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