



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	02/07/2024	Department	City Manager
Agenda Item	4g. Approval of a large event at the Waterfront Park-"Ritual Market"		
Est. Cost	N/A		

Background Information	Please see the attached documentation.		
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Requested Action	"I move to approve a large event at the Waterfront Park entitled Ritual Market on July 14, 2024 with a rain date of July 21, 2024."
City Manager and/or Finance Review	City Manager approves this action.
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: <u>Halie Money</u>
Applicant's Address: <u>3 George St Augusta ME 04330</u>
Applicant's Phone Number(s): <u>207 660 5874</u>
Applicant's Email Address: <u>theritualmarket@gmail.com</u>
Event Name: <u>Ritual Market</u>
Date(s): <u>Sunday, July 14 or raindate Sunday, July 21</u>
Location: <u>Gardiner Waterfront Park</u>
Event Description:

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

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?	✓	
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. <u>6-7 hours</u>	✓	
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	✓	

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



**Special Event
Application**

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)

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

Date of Event Sunday, July 14 (or) Sunday July 21

Name of Event Ritual Market

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 ltoman@gardinermaine.com			
Fire: 207-582-4535 TBD			
Public Works/ Buildings & Grounds: 207-582-4408 JDouglass@gardinermaine.com			
Economic Development: 207-582-6892 tdesjardins@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:
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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.

Halle Landry
Applicant's Signature

Date

Office use only:	
Received in Clerk's Office by <u>Hannee Lovely</u>	Date <u>1/23/2024</u>
Approved by _____	
CM <input checked="" type="checkbox"/>	Police <input checked="" type="checkbox"/>
Fire <input checked="" type="checkbox"/>	PW/B&G <input checked="" type="checkbox"/>
CEO <input checked="" type="checkbox"/>	ED <input checked="" type="checkbox"/>

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

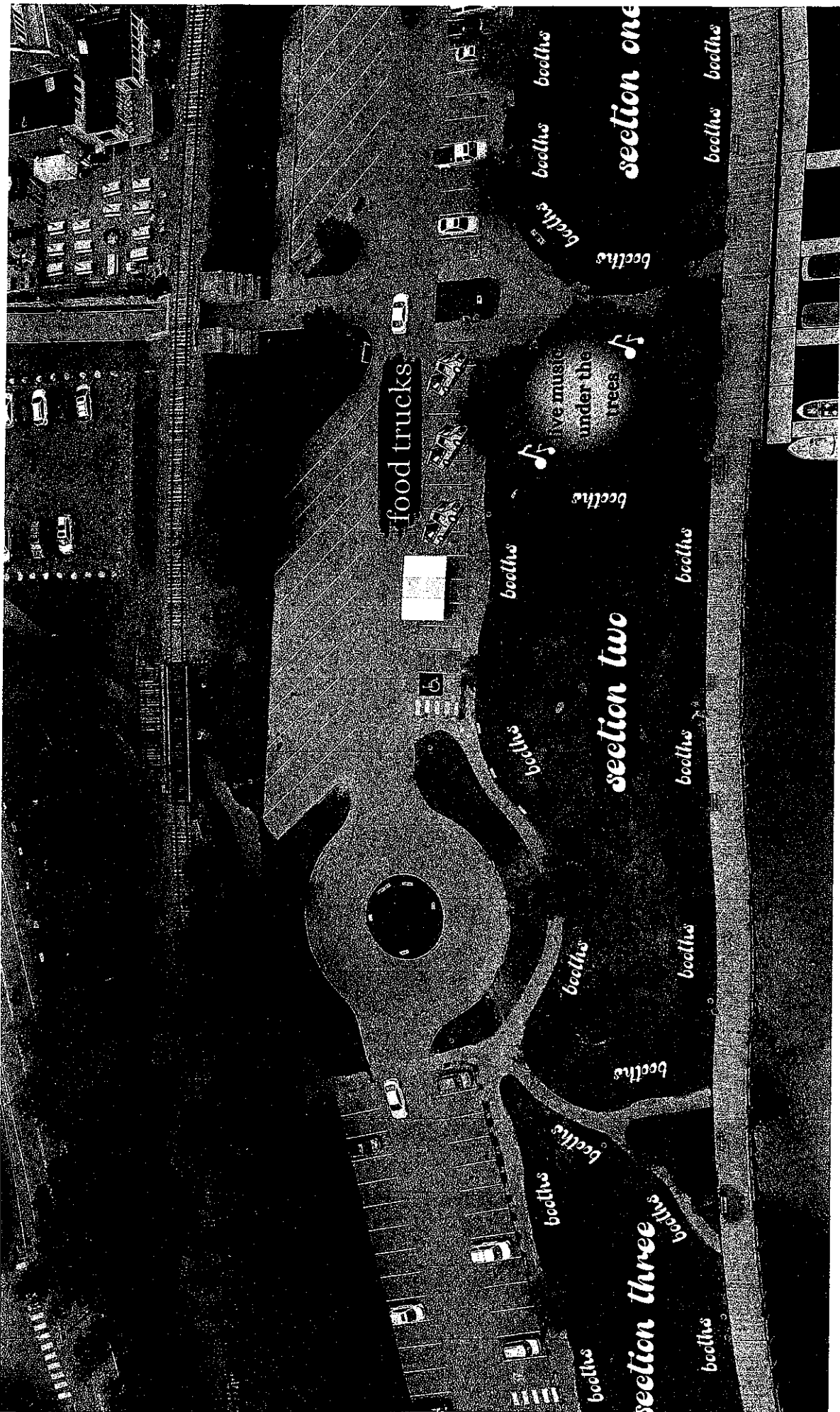
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"ritual market is a high vibe, eclectic market hosted in the kennebec valley that features a rotating variety of vendors and their offerings. we host multiple events a year to offer a supportive, welcoming environment to connect and allow vendors to share their products with the public."

our goal is to cultivate a space that transcends traditional marketplaces, fostering connection, inclusivity, and a celebration of diverse talents where vendors and visitors alike can engage and create lasting connections. our mission goes beyond commerce; it is rooted in the belief that the act of making and sharing creates bonds that transcend the average shopping experience.

At ritual market you can find vendors offering a variety of handmade and sourced items from pottery, herbal goods, macrame, candles, artwork, jewelry, soaps, clothing, skincare, crystals, plants, and more!

This market would be our 12th market since 2021 - and our second year in a row hosting our summer event at the gardiner waterfront park. Last year's event was an incredible success - bringing in just over 70 vendors from all over Maine and upwards of a thousand people to shop the market and downtown gardiner. Through the joint efforts Ritual Market, Gardiner Main Street, and the city - we were able to center this event around supporting the small businesses in Maine and accumulating over \$50,000 in total revenue for the small businesses involved. We hope to recreate that same vision this year - and hopefully bring in even more patrons in the process! Our layout, vendor count (65-70 vendors), and food truck situation would be within the same range as last year. With one market in Gardiner under our belt - we will be even better equipped to ensure the event goes smoothly from start to finish. Ritual Market is fully intending on consulting and working with Gardiner Main Street again to include all of the downtown businesses and really draw in some foot traffic.





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section one

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section two

food trucks

ritual maine's booth

live music
under the tree

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section three

porta
potties

face
painting



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chalk and bubbles
for the kids

section one

1. evol-eye
2. 5beadshandmade
3. gardiner main st
4. emily percival jewelry
5. ulvwitch
6. three little buds
7. casa paloma
8. vitro vitae
9. hide and go peep
10. stone and homegowns
11. mortem made
12. cosmic complexions
13. silybum arts
14. this might hurt
15. denae ferguson
16. medusa's stone
17. moonlighter ceramics
18. kate burgau art
19. sister moon by sarah
20. spiritual reiki healers

section two

21. heartfelt energies
22. modern magix
23. sewbaloo
24. the cave lady
25. (+kepler customs)
26. the salty rose
27. adhd collective
28. the leaf and cauldron
29. the noughties clothier
30. forestfloor.
31. shady knoll
32. agothecary art
33. ink and hare
34. (+deer designs)
35. fairyland glade
36. threads of stardust
37. infinity designs
38. shady grove pickings
39. the herbalist and i
40. crystal candle co
41. gardens of asgard
42. knotmeknotyou
43. hippy chick llc
44. breath and burrow
45. soulight rising
46. the fourth world
47. ceramica co
48. scribbles and doodlez
49. elise marie designs
50. cycles journals
51. deerborn intuitive
52. earth spiral apothecary
53. flora body work

section three

54. faylander studios
55. kitara
56. h.monique designs
57. crooked chimney farms
58. the banned bookstore
59. lunalex botanicals
60. sinful clay
61. (+the smut hut)
62. misty isle cottage
63. meadowsweet bakery
64. stone donut design
65. mallevs maleficarvm crea
66. grabaus sketchbook
67. (+longhaul provisions)
68. kineo
69. serpent rising
70. karhu moon
71. ethereal dreamers nest
72. fec fi fo fam
73. shameless bits
74. wolfsbane art collective

Hailee Lovely

From: Kristopher McNeill
Sent: Wednesday, January 24, 2024 8:33 AM
To: Hailee Lovely; departmentheads
Cc: Kathleen Cutler
Subject: Re: Ritual Market

No issues Hailee

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

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Tuesday, January 23, 2024 2:07:36 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
Subject: Ritual Market

Attached you will find a special event application for Ritual Market. 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
w: www.gardinermaine.com

Hailee Lovely

From: John Cameron
Sent: Wednesday, January 24, 2024 9:02 AM
To: Hailee Lovely; departmentheads
Cc: Kristopher McNeill; Kathleen Cutler
Subject: RE: Ritual Market

Good with PW

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Tuesday, January 23, 2024 2:08 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
Subject: Ritual Market

Attached you will find a special event application for Ritual Market. If there are any issues please let me know.
Thanks!

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e: hlovely@gardinermaine.com
w: www.gardinermaine.com

Hailee Lovely

From: Todd Pilsbury
Sent: Wednesday, January 24, 2024 7:58 AM
To: Hailee Lovely
Subject: RE: Ritual Market

All set with the 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: Tuesday, January 23, 2024 2:08 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
Subject: Ritual Market

Attached you will find a special event application for Ritual Market. If there are any issues please let me know.
Thanks!

Hailee Lovely
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e: hlovely@gardinermaine.com
w: www.gardinermaine.com

Hailee Lovely

From: Rick Sieberg
Sent: Tuesday, January 23, 2024 3:30 PM
To: Hailee Lovely
Subject: RE: Ritual Market

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: Tuesday, January 23, 2024 2:08 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
Subject: Ritual Market

Attached you will find a special event application for Ritual Market. 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
w: www.gardinermaine.com

Hailee Lovely

From: Dawn Thistle
Sent: Tuesday, January 30, 2024 8:10 PM
To: Hailee Lovely
Subject: RE: Ritual Market

Good with the library – sorry my response is so late!

From: Hailee Lovely <HLovely@gardinermaine.com>
Sent: Tuesday, January 23, 2024 2:08 PM
To: departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
Subject: Ritual Market

Attached you will find a special event application for Ritual Market. 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
w: www.gardinermaine.com

Hailee Lovely

From: Melissa Lindley
Sent: Wednesday, January 31, 2024 8:25 AM
To: Andrew Carlton; John Cameron; Hailee Lovely; departmentheads
Cc: Kristopher McNeill; Kathleen Cutler
Subject: RE: Ritual Market

I met with the organizer and Gardiner Main Street last month to recap how last year's event went and areas to improve for this year. I have some notes to share.

I completely support the event returning, but there should be some logistical planning meetings before it happens. Another item to remember is that the event would be when the bridge work is scheduled to occur.

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: Andrew Carlton <ACarlton@gardinermaine.com>
Sent: Wednesday, January 24, 2024 10:46 AM
To: John Cameron <JCameron@gardinermaine.com>; Hailee Lovely <HLovely@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
Subject: RE: Ritual Market

Good Morning,

I am really glad this is coming back to Gardiner. I do think we should have a meeting to talk logistics and see what we can improve on this year before it goes to Council.

Thanks,
Andy

Andrew B. Carlton

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

From: John Cameron <JCameron@gardinermaine.com>
Sent: Wednesday, January 24, 2024 9:02 AM
To: Hailee Lovely <HLovely@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>
Cc: Kristopher McNeill <kmcneill@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>
Subject: RE: Ritual Market

Hailee Lovely

From: Andrew Carlton
Sent: Thursday, February 1, 2024 1:07 PM
To: Hailee Lovely
Subject: Ritual Market

I am fine with this event.

Andrew R. Carlton

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

Hailee Lovely

From: Andrew Carlton
Sent: Friday, February 2, 2024 9:48 AM
To: Hailee Lovely
Subject: Ritual Market

Hi Hailee,

No issues with the Ritual Market on the Wastewater side of things.

Thanks,

Andy

Andrew R. Carlton

City Manager

6 Church Street

Gardiner, Maine 04345

207-582-4200