



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	07/19/2023	Department	City Clerk
Agenda Item	4t. Agenda Item Approval of an Event in Dearborn Park "Pig in the Park" for July 22, 2023		
Est. Cost	N/A		

Background Information	Please see the attached documentation		
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Requested Action	"I move to approve the event request entitled Pig in the Park in Dearborn Park on July 22, 2023."		
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: Brandi Kennerson - The Blind Pig Tavern
 Applicant's Address: 266 (250 actual) Water St
 Applicant's Phone Number(s): 207 592 5497
 Applicant's Email Address: theblindpig266@gmail.com
 Event Name: Pig in the Park
 Date(s): July 22
 Location: Johnson Hall Park
 Event Description: Pig Roast -> Additional Seating
Hoped off w/ signage - Bataou Beer Sales - Stone Stein Tax Sales
"Music" (if I can get someone) already use 1/2 park - use the

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?		
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 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)	X	
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)		

->
I will
I will
- I have
Public
?
?

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

remainder of the park -

Set up - 9-11 AM

Start time - 11:30/12 -

End time 4-5 PM

(still in planning process 2 bit just because
we have to get final details from others
involved! :))

add about ~~10~~ 10-25 More "Seats" in park

Maybe Corn hole or games.

Menu - Pig roast - (Pulled pork)
- Salads
- Light Sides



**Special Event
Application**

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

Date of Event July 22 2023
 Name of Event Pig In the Park

	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:

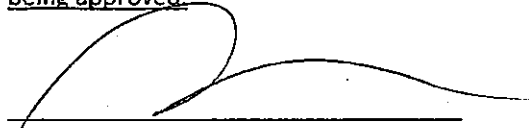
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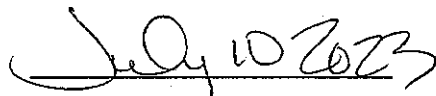


Special Event Application

- 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.


Applicant's Signature


Date

*Light Expanded
Fenced in
w/Orange
cones*

Office use only:

Received in Clerk's Office by J. Puccio Date 7/10/23

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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RE: Pig in the Park special event app

John Cameron

Tue 7/11/2023 10:39 AM

To: 'Kathleen Cutler' <KCutler@gardinermaine.com>; DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>;

No issues with PW

From: Kathleen Cutler

Sent: Tuesday, July 11, 2023 9:59 AM

To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>

Subject: Pig in the Park special event app

Attached is an application for a special event, Pig in the Park. This event is in collaboration with GMS and Bateau Brewing. After discussing it with Andy I have asked for both Bateau and the Blind Pig to apply for an off site liquor license. Brandi is unsure how many people to expect so we will err on the side of caution and have this go to council. Once I hear back from each of you, I will add to the agenda for the 7/19 meeting.

RE: Pig in the Park special event app

Kristopher McNeill

Tue 7/11/2023 10:32 AM

To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kathleen Cutler <KCutler@gardinermaine.com>;

No issues Kathy

Kris McNeill
Code Enforcement Officer
City of Gardiner, Maine
kmcneill@gardinermaine.com

----- Original message -----

From: Kathleen Cutler

Date: 7/11/23 9:58 AM (GMT-05:00)

To: DepartmentHeads <departmentheads@gardinermaine.com>, Andrew Carlton <ACarlton@gardinermaine.com>, Kristopher McNeill <kmcneill@gardinermaine.com>

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RE: Pig in the Park special event app

Melissa Lindley

Tue 7/11/2023 10:31 AM

To: 'Kathleen Cutler' <KCutler@gardinermaine.com>; DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>;

I see no issues with having the event. I think it needs to be clear if the stairway to Mechanic Street will be accessible to the public during the event.

Melissa Lindley

Economic Development Director & Public Information Officer

City of Gardiner

6 Church Street, Gardiner, ME 04345

office: 207-582-6888 cell: 207-242-1907

mlindley@gardinermaine.com

www.gardinermaine.com

From: Kathleen Cutler

Sent: Tuesday, July 11, 2023 9:59 AM

To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>

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Re: Pig in the Park special event app

Andrew Carlton

Tue 7/11/2023 10:28 AM

To: Dawn Thistle <DThistle@gardinermaine.com>; 'Kathleen Cutler' <KCutler@gardinermaine.com>; DepartmentHeads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>;

Good with me.

Andrew R. Carlton
Gardiner City Manager
6 Church Street
Gardiner, Maine 04345
207-582-4200

From: Dawn Thistle
Sent: Tuesday, July 11, 2023 9:18:05 AM
To: 'Kathleen Cutler'; DepartmentHeads; Andrew Carlton; Kristopher McNeill
Subject: RE: Pig in the Park special event app

No issues with the library.

Dawn

From: Kathleen Cutler
Sent: Tuesday, July 11, 2023 9:59 AM
To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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RE: Pig in the Park special event app

Doug Clark

Tue 7/11/2023 10:14 AM

To: 'Kathleen Cutler' <KCutler@gardinermaine.com>; DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>;

OK with WW.

From: Kathleen Cutler

Sent: Tuesday, July 11, 2023 9:59 AM

To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>

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RE: Pig in the Park special event app

Dawn Thistle

Tue 7/11/2023 10:18 AM

To: 'Kathleen Cutler' <KCutler@gardinermaine.com>; DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>;

No issues with the library.

Dawn

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RE: Pig in the Park special event app

Todd Pilsbury

Tue 7/11/2023 12:47 PM

To: 'Kathleen Cutler' <KCutler@gardinermaine.com>;

No issue with PD.

From: Kathleen Cutler

Sent: Tuesday, July 11, 2023 9:59 AM

To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;

Kristopher McNeill <kmcneill@gardinermaine.com>

Subject: Pig in the Park special event app

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RE: Pig in the Park special event app

Rick Sieberg

Tue 7/11/2023 11:00 AM

To: 'Kathleen Cutler' <KCutler@gardinermaine.com>;

Kathy,

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: Kathleen Cutler

Sent: Tuesday, July 11, 2023 9:59 AM

To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;

Kristopher McNeill <kmcneill@gardinermaine.com>

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