



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	08/02/2023	Department	City Clerk
Agenda Item	4c. Approval of a large event at the Waterfront for J.M. Arbour on September 17, 2023		
Est. Cost			

Background Information	See the attached documentation

Requested Action	" I move to approve the large event for JM Arbour at the Waterfront on September 17, 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: <u>J.M. Arbour</u>
Applicant's Address: <u>1 Brunswick Avenue, Gardiner, ME</u>
Applicant's Phone Number(s): <u>207-248-6767</u>
Applicant's Email Address: <u>devon@jmarbour.com</u>
Event Name: <u>JMA BBQ + Music Party</u>
Date(s): <u>September 17th 2023</u>
Location: <u>Gardiner Waterfront</u>
Event Description: <u>This is a private party for our clients and guests of clients where we would like to block off a portion of the waterfront.</u>

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? <u>once this is approved we will</u>	<input type="checkbox"/>	<input type="checkbox"/>
Have you addressed parking? <u>to same</u>	<input type="checkbox"/>	<input type="checkbox"/>
Have you made arrangements for clean-up and/or trash removal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you be providing port-a-potties?	<input checked="" type="checkbox"/>	<input 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. <u>NO food truck</u>	<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 type="checkbox"/>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director. <u>5 hours for food truck</u>	<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) <u>2.5 hr event + setup and breakdown but about 120 people</u>	<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**

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

Date of Event September 10, 2023

Name of Event JMA BBQ and Music Party

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 tpilsbury@gardinermaine.com	Yes		
Fire: 207-582-4535 rick.sieberg@gardinermaine.com			
Public Works/ Buildings & Grounds: 207-582-4408 icameron@gardinermaine.com			
Economic Development: 207-582-6892 mindley@gardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com	v		
	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.

[Signature]
Applicant's Signature

07/11/2023
Date

Office use only:
 Received in Clerk's Office by Kathy Cutler Date July 24 2023
 Approved by
 CM [Signature] Police Yes Fire Yes PW/B&G Yes CEO AL ED Yes

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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