



GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET



Meeting Date	08/02/2023	Department	City Clerk
Agenda Item	4d. Approval of an event at McKay Park-Art Walk on August 18, 2023		
Est. Cost			

Background Information	See the attached documentation
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Requested Action	" I move to approve the Art Walk event at McKay Park on August 18, 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:	Danae Lagoy
Applicant's Address:	277 Water St Gardiner, ME 04345
Applicant's Phone Number(s):	413-231-4553
Applicant's Email Address:	artwalkgardiner@gmail.com
Event Name:	ARTWALK GARDINER
Date(s):	August 18th, 2023
Location:	Downtown + McKay Park
Event Description:	ARTWALK GARIDNER would like to use McKay Park during the August 18th event for sculptural artist Duncan Halm and unamplified musical guests Will Woodson and Caitlin Finely between the hours of 5-8pm.

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 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)		X

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 August 18th, 2023 5- 8pm

Name of Event ARTWALK GARDINER

	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:

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.

Ram Lopez

July 20, 2023

Applicant's Signature

Date

Office use only:

Received in Clerk's Office by *Kathy Cutler* Date *July 24, 2023*

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: special event app for Artwalk Gardiner

Doug Clark

Mon 7/24/2023 10:05 AM

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

Cc: FYDIBOHF23SPDLT </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP
/CN=RECIPIENTS/CN=B65176E531C14AECABC7DB7397C53EB2-KCUTLER@GARDINERMAINE.COMJ>; DepartmentHeads
<departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill
<kmcneill@gardinermaine.com>;

Good with WW

Sent from my iPhone

On Jul 24, 2023, at 9:49 AM, Melissa Lindley <MLindley@gardinermaine.com> wrote:

No issues for economic development

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: Monday, July 24, 2023 8:02 AM

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

Subject: special event app for Artwalk Gardiner

Attached please find the special event permit application form for Artwalk Gardiner, specifically to use McKay Park. She has indicated it will be a minor event but I question that.

RE: special event app for Artwalk Gardiner

Melissa Lindley

Mon 7/24/2023 9:49 AM

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

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Kristopher McNeill <kmcneill@gardinermaine.com>

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Re: special event app for Artwalk Gardiner

Andrew Carlton

Mon 7/24/2023 10:36 AM

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

Hi,

I am fine with this but it needs to go to council.

Thanks,
Andy

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

From: Kathleen Cutler
Sent: Monday, July 24, 2023 8:02:28 AM
To: DepartmentHeads; Andrew Carlton; Kristopher McNeill
Subject: special event app for Artwalk Gardiner

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RE: special event app for Artwalk Gardiner

John Cameron

Mon 7/24/2023 10:17 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: Monday, July 24, 2023 8:02 AM

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

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RE: special event app for Artwalk Gardiner

Todd Pilsbury

Mon 7/24/2023 8:07 AM

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

No issue with PD.

From: Kathleen Cutler

Sent: Monday, July 24, 2023 8:02 AM

To: DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;
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RE: special event app for Artwalk Gardiner

Rick Sieberg

Mon 7/24/2023 8:04 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

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