



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	08/02/2023	<b>Department</b>	City Clerk
<b>Agenda Item</b>	4l. Agenda Item Approval of a Victulars License for Indie Stage Music		
<b>Est. Cost</b>			

<b>Background Information</b>	See the attached documentation
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<b>Requested Action</b>	" I move to approve the Victualers license for Indie Stage Music. "
<b>City Manager and/or Finance Review</b>	
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Date Received in Office	7/26/23
Received by:	K. Cutler
Office Amount Received	\$ _____
Approved	Denied

**APPLICATION FOR A  
LICENSE/BUSINESS/EVENT**

Business Name	Indie Stage Music
Business Location	307 Water St Gardiner ME 04345
Business Mailing Address	11
Owner Name	Jason Goucher & Mary Perelka
Mailing Address (if different)	
Phone Number	207 588 7725
Business Number	
Email Address	JasonG@indiestagemusic.com
Type of Business	Lessons & Retail
Description of Business (attach paper if necessary)	Music Lessons / Retail / Events
Business Hours	Mon - Thur 10-4

**Staff contacts for Licensing**

<p>Gardiner City Clerk Kathleen Cutler P: 207-582-2223 F: 207-582-6895 E: <a href="mailto:kcutler@gardinermaine.com">kcutler@gardinermaine.com</a></p>	<p>Code Enforcement Officer Kristopher McNeil P: 207-582-6892 C: 207-620-4853 E: <a href="mailto:kmcneill@gardinermaine.com">kmcneill@gardinermaine.com</a></p>
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**City Hall Office Hours**

Monday, Tuesday, Thursday: 8:00-4:00      Wednesday: 12:00 - 6:00      Friday: 8:00 - 12:00

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

*	<b>See Code Enforcement Officer after talking with the City Clerk</b>
C	<b>This License will need to go before council. Please ask the City Clerk for next meeting date.</b>

**Type of License Being Applied for:**

**(check all that apply)**

*	Doing Business As (One-time Registration)	\$10	
	Special Event - Exhibitions & Shows (Minor)	\$50	
C	Special Event - Exhibitions & Shows (Major)	\$100	
*	Street Sellers (Annual)	\$50	
*	Street Sellers (Per Event)	\$20	
*	Street Sellers (Farmer's Market) (Annual)	\$10	
* C	Junkyards (<100 ft highway) (Annual)	\$200	
* C	Junkyards (>100 ft highway) (Annual)	\$50	
* C	Automobile Recycling Business (5-year)	\$250	
C	Victualers License to Sell Food (Annual)	\$50	✓
C	Victualers License – One Day (Festival)	\$25	
C	Victualers Non-profit License to sell food (Annual)	\$10	
* C	Food Truck (Annual)	100	
* C	Food Truck (Non-profit)	10	
* C	Food Truck (3-Day)	25	
C	Taxicabs/Vehicles for Hire	\$50	
	Sales (Special, OOB, etc) (Per Event/Sale)	\$25	
	Beano/Bingo/Games of Chance/Pinball Machines (Annual)	\$10	
	Shooting Galleries/Pool Hall/Bowling Alley (Annual)	\$50	
C	Pawn (Annual)	\$50	
C	Tavern Keeper (Annual)	\$25	
* C	Liquor/Bottle Club (1-50 seats) (Annual)	\$75	
* C	Liquor/Bottle Club (51-100 seats)(Annual)	\$100	
* C	Liquor/Bottle Club (101+ seats) (Annual)	\$150	
C	Catering Off-Premises (liquor is served) (per event)	\$10	
C	Entertainment/Special Amusement License (Annual)	\$75	
* C	Outside Consumption Permit (Annual)	\$25	

**Office use only:**

Received in Clerk's Office by Halley Cutler Date 7/26/03

Approved by:

CM \_\_\_\_\_ Police \_\_\_\_\_ Fire \_\_\_\_\_ PW/B&G \_\_\_\_\_ CEO \_\_\_\_\_ ED \_\_\_\_\_

Please see attached email verification.

**City Council Approval (If necessary)**

City Council hereby finds that:

1. The proposed License is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed License 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

# RE: Victualers Application Indie Stage Music

Melissa Lindley

Wed 7/26/2023 8:11 AM

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

No issues for me.

**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](mailto:mlindley@gardinermaine.com)

[www.gardinermaine.com](http://www.gardinermaine.com)

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**From:** Kathleen Cutler

**Sent:** Wednesday, July 26, 2023 7:54 AM

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

**Subject:** Victualers Application Indie Stage Music

# Re: Victualers Application Indie Stage Music

Andrew Carlton

Wed 7/26/2023 8:58 AM

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

Yes by me

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

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**From:** Kathleen Cutler  
**Sent:** Wednesday, July 26, 2023 7:54:14 AM  
**To:** DepartmentHeads; Andrew Carlton; Kristopher McNeill  
**Subject:** Victualers Application Indie Stage Music

# Re: Victualers Application Indie Stage Music

Andrew Carlton

Wed 7/26/2023 8:58 AM

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

Yes by me

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

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**From:** Kathleen Cutler  
**Sent:** Wednesday, July 26, 2023 7:54:14 AM  
**To:** DepartmentHeads; Andrew Carlton; Kristopher McNeill  
**Subject:** Victualers Application Indie Stage Music

RE: special event- J M Arbour

Kristopher McNeill

Wed 7/26/2023 10:50 AM

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

No issues Kathy

**From:** Kathleen Cutler

**Sent:** Monday, July 24, 2023 8:07 AM

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

**Subject:** special event- J M Arbour

Attached please find the special event application for JM Arbour, a private event request for the waterfront.



# RE: special event app for Artwalk Gardiner

Kristopher McNeill

Wed 7/26/2023 10:51 AM

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

No issues Kathy

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**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: Victualers Application Indie Stage Music

Rick Sieberg

Wed 7/26/2023 12:54 PM

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](mailto:rick.sieberg@gardinermaine.com)

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**From:** Kathleen Cutler

**Sent:** Wednesday, July 26, 2023 7:54 AM

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

Kristopher McNeill <kmcneill@gardinermaine.com>

**Subject:** Victualers Application Indie Stage Music

DATE RECEIVED: 7/17/23

NAME OF BUSINESS / EVENT / BOARD / COMMITTEE: Kais' Fifth Birthday Party

DATE OF EVENT: 8/19/23

	MINOR SPECIAL EVENT	MAJOR SPECIAL EVENT	LIQUOR VICTUALER LICENSE	DBA LICENSE	JUNK YARD PERMIT	OTHER LICENSE	BOARDS & COMMITTEES
Paid							
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: <u>Katie Moran</u>
Applicant's Address: <u>89 Washington Ave Gardiner me</u>
Applicant's Phone Number(s): <u>465-6632</u>
Applicant's Email Address: <u>morankatie1384@gmail.com</u>
Event Name: <u>Kais' Fifth Birthday</u>
Date(s): <u>8-19-23</u>
Location: <u>Gardiner Commons Park &amp; Pavilion</u>
Event Description: <u>Kais 5th Birthday. "Superheroes Take over"</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?		X
Have you addressed parking? <u>We live down the Road - park <del>with</del></u>		
Have you made arrangements for clean-up and/or trash removal? <u>Bring in Binocular <del>X</del></u>		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?		Y
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.		Y
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director. <u>Will contact for bounce house</u>	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)	Y	
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**

- 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

7-9-23

Date

**Office use only:**

Received in Clerk's Office by \_\_\_\_\_ 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:  
City Clerk's Office, 6 Church Street, Gardiner, ME 04345