



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



Meeting Date		Department	
Agenda Item			
Est. Cost			
Background Information			
Requested Action			
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:	Lauren Arnold - GHAHS Principal
Applicant's Address:	40 W Hill Rd, Gardiner, ME 04345
Applicant's Phone Number(s):	(207) 582-3150 x 3006
Applicant's Email Address:	larnold@msad11.org
Event Name:	GHAHS Graduation Block Party
Date(s):	June 14th, 2025
Location:	Waterfront Parking lot (2 sections)
Event Description:	Graduation Block Party Celebration
Time:	7:00-10:00pm
	Live music, food trucks, and fireworks

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you addressed parking?	<input checked="" 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? Open restrooms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will there be any use of fire, i.e. tiki torches, grills, barbecues, bonfires, etc.? If yes, a burn permit must also be obtained from the Fire Department for the date specified. Food trucks	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director. 7:00-10:00pm	<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 checked="" type="checkbox"/>	<input 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)	<input type="checkbox"/>	<input checked="" 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 June 14th 2025

Name of Event Graduation Block Party Celebration

	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.

Lauri Ames

Applicant's Signature

4/9/25

Date

Office use only:

Received in Clerk's Office by A Jones

Date 4/10/25

Approved by

CM [initials] Police [initials] Fire [initials] PW/B&G [initials] CEO [initials] ED [initials]

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

Alyssa Jones

From: Robert Peabody
Sent: Tuesday, April 15, 2025 8:16 AM
To: Alyssa Jones
Subject: Re: NEW Special Event Application for Motor Parade and Graduation Block Party

I have no issues with the applications.

Bob

Robert A. Peabody, Jr.
City Manager
City of Gardiner
6 Church Street
Gardiner, ME 04345
(207) 582-4200
rpeabody@gardinermaine.com
www.gardinermaine.com

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, April 14, 2025 2:49 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: NEW Special Event Application for Motor Parade and Graduation Block Party

Attached you will Find a NEW event permit for the Motor parade after a meeting today the route has been changed and application re submitted. The graduation block party application didn't change. They are both reattached to this email.

Thank you!

Following responses this will go on the May 7th Agenda.



Alyssa Jones
Deputy City Clerk ~Public Works Admin
6 Church Street
Gardiner, ME 04345
ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: Denise Brown
Sent: Tuesday, April 15, 2025 7:06 AM
To: Alyssa Jones; departmentheads; Kristopher McNeill
Subject: RE: NEW Special Event Application for Motor Parade and Graduation Block Party

If this is good with the Chiefs then I am OK with it.

Denise M. Brown
Finance/HR Director | City of Gardiner
6 Church Street
Gardiner, ME 04345
207-582-4200
dbrown@gardinermaine.com
www.gardinermaine.com

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, April 14, 2025 2:49 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: NEW Special Event Application for Motor Parade and Graduation Block Party
Importance: High

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ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: Rick Sieberg
Sent: Monday, April 14, 2025 5:55 PM
To: Alyssa Jones
Subject: RE: NEW Special Event Application for Motor Parade and Graduation Block Party

Alyssa,

No problems for the FD.

Thank you.

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: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, April 14, 2025 2:49 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: John Cameron
Sent: Monday, April 14, 2025 4:04 PM
To: Stephen Aievoli
Cc: Alyssa Jones; departmentheads; Kristopher McNeill
Subject: Re: NEW Special Event Application for Motor Parade and Graduation Block Party

Good with PW
Sent from my iPhone

On Apr 14, 2025, at 3:15 PM, Stephen Aievoli <SAievoli@gardinermaine.com> wrote:

No issue for Wastewater

Steve Aievoli
Wastewater Superintendent
City of Gardiner
540 River Avenue
Gardiner, Maine 04345

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, April 14, 2025 2:49:11 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: NEW Special Event Application for Motor Parade and Graduation Block Party

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<image001.png>

Alyssa Jones

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6 Church Street
Gardiner, ME 04345
ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: Stephen Aievoli
Sent: Monday, April 14, 2025 3:16 PM
To: Alyssa Jones; departmentheads; Kristopher McNeill
Subject: Re: NEW Special Event Application for Motor Parade and Graduation Block Party

Follow Up Flag: Follow up
Flag Status: Flagged

No issue for Wastewater

Steve Aievoli
Wastewater Superintendent
City of Gardiner
540 River Avenue
Gardiner, Maine 04345

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Gardiner, ME 04345
ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: Kristopher McNeill
Sent: Monday, April 14, 2025 2:58 PM
To: Alyssa Jones; departmentheads
Subject: Re: NEW Special Event Application for Motor Parade and Graduation Block Party

Follow Up Flag: Follow up
Flag Status: Completed

No issues Alyssa

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

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, April 14, 2025 2:49:11 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: Todd Pilsbury
Sent: Tuesday, April 15, 2025 8:39 AM
To: Alyssa Jones
Subject: RE: NEW Special Event Application for Motor Parade and Graduation Block Party

PD is all set.

Chief Todd H. Pilsbury

City of Gardiner Police Department
(207)582-3211 (office)
(207)215-5430 (cell)

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Monday, April 14, 2025 2:49 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Gardiner, ME 04345
ajones@gardinermaine.com
(207)582-4200 Ext: 1101

Alyssa Jones

From: Melissa Lindley
Sent: Wednesday, April 16, 2025 11:53 AM
To: Alyssa Jones
Subject: Re: NEW Special Event Application for Motor Parade and Graduation Block Party

I approve both events - sorry for the delay!

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.gov

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Wednesday, April 16, 2025 11:34 AM
To: Melissa Lindley <MLindley@gardinermaine.com>
Subject: FW: NEW Special Event Application for Motor Parade and Graduation Block Party

When you can, may I please get a repose for this. This is the most up to date version!

Thank you!



Alyssa Jones

Deputy City Clerk ~Public Works Admin
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ajones@gardinermaine.com
(207)582-4200 Ext: 1101

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