



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 _____

DATE RECEIVED: 7/2/2025

NAME OF BUSINESS / EVENT / BOARD / COMMITTEE: Jm Arbour

Annual BBQ appreciation event for their customers

DATE OF EVENT: 9/14/2025

	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: J.M. Arbour
Applicant's Address: 1 Brunswick Avenue, Gardiner, ME
Applicant's Phone Number(s): 207-248-6767
Applicant's Email Address: devon@jmarbour.com
Event Name: BBQ in the park
Date(s): 09/14/2025
Location: Waterfront
Event Description: Our annual BBQ in the park, a band/stage, food truck, tables and chairs, parking needed, Event for our clients, families, and friends.

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. Will do	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	

We have done this ourselves in previous years.

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 9/14/25
Name of Event BBQ in the Park (Waterfront)

	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.

Devon Pcolar

05/06/2025

Applicant's Signature

Date

Office use only:

Received in Clerk's Office by

Kathy Carter

Date

7/2/2025

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

Kathleen Cutler

From: Stephen Aievoli
Sent: Wednesday, July 2, 2025 9:10 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: Re: sorry. Lets try that again

No issue for wastewater

Steve Aievoli
Wastewater Superintendent
City of Gardiner
540 River Avenue
Gardiner, Maine 04345
207-582-1351 ext. 1

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, July 2, 2025 9:06 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: sorry. Lets try that again

Kathleen L. Cutler
City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: John Cameron
Sent: Wednesday, July 2, 2025 9:17 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: Re: sorry. Lets try that again

Good with pw

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, July 2, 2025 9:06 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: sorry. Lets try that again

Kathleen L Cutler
City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: Kristopher McNeill
Sent: Wednesday, July 2, 2025 9:20 AM
To: John Cameron; Kathleen Cutler; departmentheads
Subject: Re: sorry. Lets try that again

No issues Kathy

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

From: John Cameron <JCameron@gardinermaine.com>
Sent: Wednesday, July 2, 2025 9:17:12 AM
To: Kathleen Cutler <KCutler@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Re: sorry. Lets try that again

Good with pw

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, July 2, 2025 9:06 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: sorry. Lets try that again

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