



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: Ramsey Tripp
Applicant's Address: 259 Brunswick Ave.
Applicant's Phone Number(s): 207-756-4515
Applicant's Email Address: RT@TRADEMARKR.TV
Event Name: Worship on the Waterfront
Date(s): August 10th, 2025
Location: Gardiner Waterfront Park
Event Description: Worship Music Gathering
We will set up around 2pm on the stage and be finished approximately 8pm
The official event is from 6-7:30pm

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced for the following reason:

- Non-profit charitable cause X
- 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?		
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)		
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 10th, 2025

Name of Event Worship on the 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	Chief Rick is helping with the event.		
Public Works/ Buildings & Grounds: 207-582-4408 jcameron@gardinermaine.com	Will contact about power		
Economic Development: 207-582-6892 mlindley@gardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com			
	Total Amount Invoiced		

Additional comments:

This is the 4th year we have put on this event for the community. It's a free event similar to what Johnson Hall puts on Friday nights. We typically have just over 100 people at the event. In the past we have a portion of the parking area sectioned off for the event.

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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.

Ramsey Tripp
Applicant's Signature

7-8-25
Date

Office use only:

Received in Clerk's Office by A Landes Date 7/8/25

Approved by

CM X Police X Fire X PW/B&G X CEO X ED X

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 21 day of July, 2025 Karen W. Green

Municipal Officer of the City of Gardiner

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Alyssa Landes

From: Rick Sieberg
Sent: Wednesday, July 9, 2025 3:28 PM
To: Alyssa Jones
Subject: RE: Special Event

Alyssa,

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

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Wednesday, July 9, 2025 3:21 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Special Event

Attached you will find a large event application for Worship on the Waterfront looking to take place on August 10th 2025. Once I have received all responses it will be added to the next appropriate council meeting.

Thank you!



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

Alyssa Landes

From: John Cameron
Sent: Wednesday, July 9, 2025 3:45 PM
To: Alyssa Jones
Cc: departmentheads; Kristopher McNeill
Subject: Re: Special Event

Good with pw
Sent from my iPhone

On Jul 9, 2025, at 3:21 PM, Alyssa Jones <AJones@gardinermaine.com> wrote:

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Thank you!

<image001.png>

Alyssa Landes

Deputy City Clerk ~Public Works Admin

6 Church Street

Gardiner, ME 04345

ajones@gardinermaine.com

(207)582-4200 Ext: 1101

<Worship on the Waterfront.pdf>

Alyssa Landes

From: Dawn Thistle
Sent: Wednesday, July 9, 2025 4:13 PM
To: Alyssa Jones; departmentheads; Kristopher McNeill
Subject: RE: Special Event

Fine with the library.

Dawn Thistle
Library Director
Gardiner Public Library
152 Water Street
Gardiner ME 04345
207-582-6893

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Wednesday, July 9, 2025 3:21 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Landes

From: Melissa Lindley
Sent: Wednesday, July 9, 2025 4:22 PM
To: Alyssa Jones; departmentheads; Kristopher McNeill
Subject: RE: Special Event

No issues for economic development.

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, July 9, 2025 3:21 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Landes

From: Denise Brown
Sent: Wednesday, July 9, 2025 4:46 PM
To: Alyssa Jones; departmentheads; Kristopher McNeill
Subject: RE: Special Event

OK with Finance/ICM

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

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Alyssa Landes

From: Todd Pilsbury
Sent: Thursday, July 10, 2025 8:22 AM
To: Alyssa Jones
Subject: RE: Special Event

All set with PD.

Chief Todd H. Pilsbury

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

From: Alyssa Jones <AJones@gardinermaine.com>
Sent: Wednesday, July 9, 2025 3:21 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Landes

From: Kristopher McNeill
Sent: Monday, July 21, 2025 7:41 AM
To: Alyssa Landes
Subject: Re: Special Event

No issues Alyssa

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Monday, July 21, 2025 7:40 AM
To: Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: FW: Special Event

Can I get a response on this one from you, please!



Alyssa Landes

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alandes@gardinermaine.com
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