



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 _____



August 22, 2025

Dear Gardiner City Council,

Thank you for considering Gardiner Main Street's major special event application to hold Swine and Stein Brewfest in downtown Gardiner on Saturday, October 11, 2025. Each year we work closely with the City's public works, police and fire departments to ensure it is a safe and well-run event. The event draws 1,200+ people from across our region and beyond, with several attendees coming from the Boston area. It's an excellent opportunity to showcase our downtown to new visitors who will hopefully return at other times in the year.

Our beer festival format, which we introduced in 2019, will host 20-25 Maine craft alcoholic beverage producers as vendors on the street as their representatives serve sample-sized servings to event attendees. These vendors will all be licensed by the State of Maine as alcohol servers. Gardiner Main Street obtains a Special Taste Testing Event license from the Maine Bureau of Alcoholic Beverages and Lottery Operations. Since 2009, we have worked closely with the Gardiner Police Department to ensure that there are no problems with overconsumption or other issues that can occur with alcohol-based events. We will continue to offer a special rate for designated drivers which includes complimentary non-alcoholic beverages all day. **The event is also smoke and vape free.**

Gardiner Main Street appreciates working with all city staff and council around this event. To address concerns from downtown businesses, we will keep sidewalks open to the public with multiple exit and re-entry points along the event area in the street. To reduce crowded areas, we are planning on the same footprint as the previous couple of years, with the entrance at the Church Street end and the Stage at the Brunswick Street end. Please see attached event map for more details. Any event layout changes will be coordinated with the City's Public Works and Public Safety departments, and also communicated with downtown businesses and residents.

Swine & Stein is Gardiner Main Street's largest annual fundraiser. We would appreciate council's consideration once again for waivers for police department overtime costs and public works labor costs associated with the event. Thank you for reviewing the event permit and I would be happy to answer any questions you may have regarding Swine and Stein Brewfest at your upcoming meeting.

Sincerely,

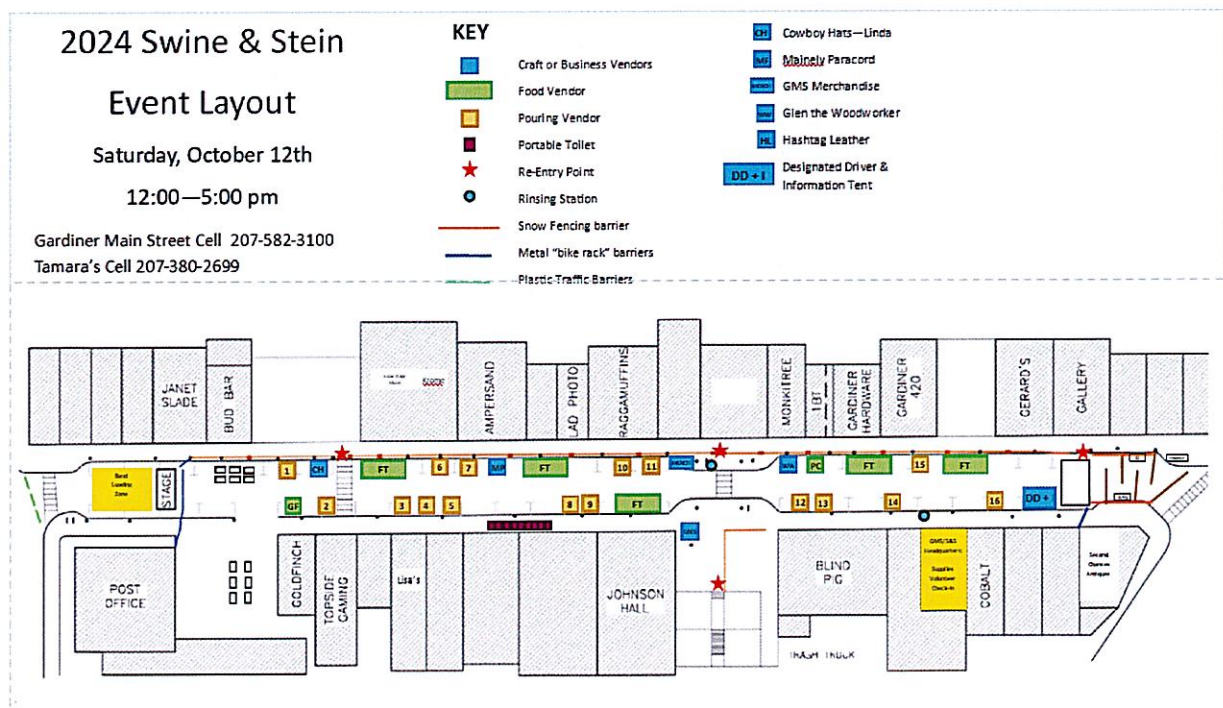
A handwritten signature in black ink that reads "Tamara Whitmore".

Tamara Whitmore
Executive Director, Gardiner Main Street

2025 Swine & Stein Schedule

6:00am	TAW on site and City Staff start delivering event items
8:30 am	Volunteers and Vendors start Arriving
10:30 am	ALL VEHICLES REMOVED FROM EVENT SPACE
10:45 am	Event ENTRY set up
11:30 am	VIP attendees begin checking in and allowed entry into Event
12:00 pm	POURING BEGINS for VIPs ONLY
12:00 to 1:30 pm	BAND -
1:00 pm	General Admission begins
1:30 pm	Frozen T-shirt Race in front of Stage
1:45 pm	Announcements
2:00 to 3:30 pm	BAND -
3:00 pm	Rock, Paper, Scissors Preliminary Rounds - Johnson Hall Park
3:30 pm	Beard & Mustache Competition - in front of stage
3:50 pm	Rock, Paper, Scissors FINALS - in front of stage
3:55 pm	Beard & Mustache Awards Announced
4:00 to 5:00 pm	BAND -
5:00 pm	Vendors tear down, Event Clean Up
7:00 pm	Water Street re-opened

Layout, Subject to Updates:





Special Event Application

Applicant's Name:	Gardiner Main Street
Applicant's Address:	PO Box 194 Gardiner ME 04345
Applicant's Phone Number(s):	207-582-3100 207-380-2699
Applicant's Email Address:	tamara@gardinermainstreet.org
Event Name:	Swine and Stein Brewfest
Date(s):	Saturday October 11 2025
Location:	Water Street from Brunswick Ave to Church St.
Event Description:	** See attached **

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?	☒	☐
Have you addressed parking?	☒	☐
Have you made arrangements for clean-up and/or trash removal?	☒	☐
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.	☒	☐
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?	☐	☒
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.	☒	☐
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.	☒	☐
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)	☒	☐

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 Saturday October 11 2025

Name of Event Swine and Stein Brewfest

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 tpilsbury@gardinermaine.com	Email 8/22/25 ↓		
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.

Jamara Whitmore

Applicant's Signature

8/22/25

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

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