

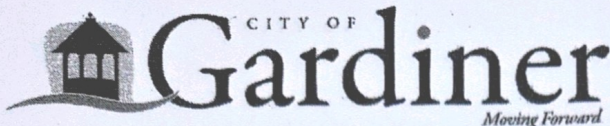


GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



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:	CHERYL CLARK GMS Volunteer
Applicant's Address:	35 Dresden Ave Gardiner
Applicant's Phone Number(s):	484 369-1744
Applicant's Email Address:	
Event Name:	SOLSTICE LANTERN PARADE
Date(s):	DEC 21 4pm
Location:	A SMALL PARADE FROM LIBRARY TO WATERFRONT CIRCLE
Event Description:	30-50 People Carrying Lanterns PARADE END ASSEMBLY AT the PAVED CIRCLE @ WATERFRONT 6 FIRE PITS, SMOKE'S, WISH PAPERS 2 hrs @ MOST

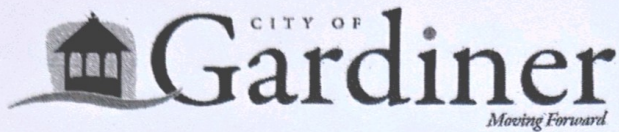
Minor Event: \$50.00 / Major Event: \$100.00

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.	m2462 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)	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

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 Dec 21 4pm

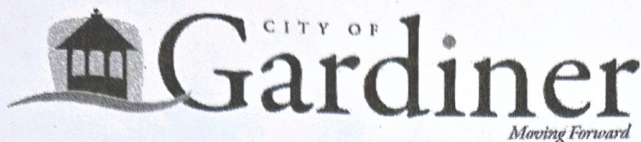
Name of Event SOLSTICE PARADE + Smores

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: L/M w/ADMIN #2 207-582-5150 <i>EMAILED 7/29</i> tpilsbury@gardinermaine.com			
Fire: <i>Spoke with HIM IN person</i> 207-582-4535 rick.sieberg@gardinermaine.com			
Public Works/ Buildings & Grounds: <i>SENT email</i> 207-582-4408 jcameron@gardinermaine.com			
Economic Development: <i>sent email</i> 207-582-6892 mlindley@gardinermaine.com			
Code Enforcement Office: <i>sent email</i> 207-582-6892 ceo@gardinermaine.com			
Total Amount Invoiced			

Additional comments:

All Department Heads HAVE been Notified or
Spoken to personally

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)

GARDINER MAIN STREET

Failure to answer and comply with all the questions in this application may result in the application not being approved.

Cheryl Clark

Applicant's Signature

July 29, 2025

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