



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:	Winter Street Baptist Church
Applicant's Address:	32 Winter St Gardiner, Me
Applicant's Phone Number(s):	(207) 582-2818
Applicant's Email Address:	hstbchurch@twc.com
Event Name:	Carol in the Park
Date(s):	November 29th 8-12 AM
Location:	McKay Park
Event Description:	We will be singing Christmas music. Offering Hot Chocolate.

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

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

- Non-profit charitable cause ☐ * Church
- 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?	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.	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)		

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. *If it rains a significant amount we will not be able to have instruments*

☒ 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.

Wendy M. Davis
Applicant's Signature 2074463787

10/3/25
Date

Office use only:

Received in Clerk's Office by A. Landes Date 10/06/2025

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 21 day of October, 2025

Karen W. Green

Municipal Officer of the City of Gardiner

Please send application and payment (payable to City of Gardiner) to:
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Special Event Application

*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event November 29, 2025

Name of Event Cards in the Park ~

	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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Alyssa Landes

From: Rick Sieberg
Sent: Monday, October 6, 2025 2:21 PM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Special Event Application ~ Carol in The Park

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 Landes <ALandes@gardinermaine.com>
Sent: Monday, October 6, 2025 11:10 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Special Event Application ~ Carol in The Park

Attached you will find a special event application for Winter Street Baptist Church Carol in the Park on November 29th. Although the application says a minor event it will go to council as it is on city property, and there is always a potential for over 100 people to go listen.

Thank you!



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

Alyssa Landes

From: Stephen Aievoli
Sent: Monday, October 6, 2025 11:27 AM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: Re: Special Event Application ~ Carol in The Park

No issue for WW

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

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Monday, October 6, 2025 11:10 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Alyssa Landes

From: Melissa Lindley
Sent: Monday, October 6, 2025 11:49 AM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Special Event Application ~ Carol in The Park

I have no issues.

Gardiner Main Street has several small activities planned this day for Shop Small Saturday, including the tree lighting.

This shouldn't be a conflict especially since it's in the morning.

I will let Main Street know this is planned, if they don't know about it already.

Melissa Lindley

Economic Development Director
City of Gardiner
6 Church Street, Gardiner, ME 04345
office/cell: 207-582-6888
mlindley@gardinermaine.com
www.gardinermaine.gov

From: Alyssa Landes <ALandes@gardinermaine.com>

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Alyssa Landes

From: Kristopher McNeill
Sent: Monday, October 6, 2025 12:14 PM
To: Melissa Lindley; Alyssa Landes; departmentheads
Subject: RE: Special Event Application ~ Carol in The Park

No issues Alyssa

From: Melissa Lindley <MLindley@gardinermaine.com>
Sent: Monday, October 6, 2025 11:49 AM
To: Alyssa Landes <ALandes@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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alandes@gardinermaine.com

Alyssa Landes

From: Todd Pilsbury
Sent: Monday, October 6, 2025 12:15 PM
To: Alyssa Landes
Subject: RE: Special Event Application ~ Carol in The Park

No issue with PD.

Chief Todd H. Pilsbury

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

From: Alyssa Landes <ALandes@gardinermaine.com>
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Alyssa Landes

From: Dawn Thistle
Sent: Monday, October 6, 2025 3:43 PM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Special Event Application ~ Carol in The Park

All good with the library.

From: Alyssa Landes <ALandes@gardinermaine.com>
Sent: Monday, October 6, 2025 11:10 AM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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alandes@gardinermaine.com

(207)582-4200 Ext: 1101

Alyssa Landes

From: Denise Brown
Sent: Monday, October 6, 2025 11:30 AM
To: Alyssa Landes; departmentheads; Kristopher McNeill
Subject: RE: Special Event Application ~ Carol in The Park

Follow Up Flag: Follow up
Flag Status: Completed

No issue with ICM or FD.

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

From: Alyssa Landes <ALandes@gardinermaine.com>
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Alyssa Landes

From: John Cameron
Sent: Wednesday, October 15, 2025 5:05 PM
To: Alyssa Landes
Subject: Re: Special Event Application ~ Carol in The Park

Good with pw
Sent from my iPhone

On Oct 15, 2025, at 4:03 PM, Alyssa Landes <ALandes@gardinermaine.com> wrote:

Can I please get a response from you when you have a moment, I sent this out while you were on vacation.

<image001.png>

Alyssa Landes

Deputy City Clerk ~Public Works Admin

6 Church Street

Gardiner, ME 04345

alandes@gardinermaine.com

From: Alyssa Landes

Sent: Monday, October 6, 2025 11:10 AM

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<image001.png>

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<Winte Street Baptist Church Carol in the Park.pdf>

